



The Emergency Operations Plan

This Emergency Operations Plan describes the procedures that will be used by *The Early Childhood Lab* to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address extraordinary circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for all persons under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations.

Much of the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to potential criminals. For this reason, parts of the plan will not be released to the general public. Important details from the plan are sent home with parents in orientation materials and periodic mailings. The entire plan is available for parents to review in the facility.

The plan itself is organized into three parts: the Basic Emergency Plan, a series of checklists along with supporting documents. The basic emergency plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. The detail in the attachments and checklists should be confidential. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and probably gets practiced several times each year.)

TABLE OF CONTENTS

BASIC EMERGENCY PLAN - PART I

1. Purpose
2. Situation & Assumptions
3. Concept of Operations
4. Organization & Responsibilities
5. Plan Development, Maintenance & Distribution
6. Concurrence
7. Record of Changes

EMERGENCY CHECKLISTS - PART II

1. Checklist A: Direction & Control Operations
2. Checklist B: Protective Actions
3. Checklist C: Shelter in Place

SUPPORTING DOCUMENTS - PART III

1. Notification phone list
2. Transportation Assets
3. Facility layout & assembly area
4. Excavation plan map to relocation center
5. Communication with parents/guardians
6. Pick-Up Authorization
7. Selection of "closest shelter"
8. Selection of "interior shelter"
9. Emergency re-location posting
10. Emergency kit & supplies
11. Texas Department of Family & Protective Services
Preparation Information

Early Childhood Lab
Child Care

**Emergency Operations
Plan**

Basic Emergency Plan
Part I

Basic Emergency Plan

1. PURPOSE

- * To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster.
- * To assure coordination and cooperation with municipal and county government and emergency services.

2. SITUATION AND ASSUMPTIONS

- * The Early Childhood Research Center is located at 2428 Raguet Street, Nacogdoches, TX. The ECH Lab normally has *78 children* and *16 full time* staff members. Normal operating hours for the facility are 7:30 am - 5:30 pm. The facility assumes responsibility for the health and safety of the children attending the facility.
- * The facility is located in Nacogdoches, Texas, whose emergency management agency will be the primary source of governmental assistance during an emergency.
- * Assistance during emergencies will be dispatched through the *SFA University Police Department (UPD) - (936) 468-2608* and be coordinated by the *SFA Emergency Operation Center* who will coordinate with NAC EOC.
- * The facility may be subject to the following natural disasters and emergencies:
 - Natural Disasters (*e.g. flood, blizzard, etc.*)
 - Technological Disaster (*e.g. HAZMAT spill, power outage or fire*)
 - Security emergencies or disasters (*e.g. domestic violence, intruders*)

3. CONCEPT OF OPERATIONS

- * General:
 - Direction and Control – The facility director or designee will assume responsibility for emergency actions until the arrival of emergency service personnel.
 - The facility director will gather and record information necessary to determine appropriate emergency actions.
 - In an emergency, child care staff will focus only on emergency management functions. All personnel and resources will be focused on providing for the safety and well being of children and staff.
 - In the absence of the facility director, the following facility person(s) will take charge:

Primary: Lori Harkness (Director of ECH Lab)

Secondary: UPD – University Police Department

* Regular drills on emergency plans, procedures and duties will be conducted to:

- Provide training for staff, including substitutes;
- Orient children on emergency procedures and responsibilities; and
- Develop skills needed for a real emergency.

* Accountability

- Children will be released to an adult(s) designated by the parent;
- In case of an evacuation, attendance will be taken at the assembly area, and upon the arrival at the relocation facility.

4. ORGANIZATION AND RESPONSIBILITIES

*Child-care facility director will:

- Be familiar with emergency plans for the University;
- Ensure Agreements of Assistance are current with relocation facilities;
- Determine a course of action to be taken during an emergency;
- Maintain this plan in a current and usable state;
- Notify parents to tune into designated local media for information during the emergency;
- Ensure that parents are aware of what is happening to their children;
- Keep the staff aware of the status of the emergency;
- Determine the number and types of transportation needed if evacuation or relocation is required;
- Take children's emergency records to the evacuation/relocation site.

*Staff will:

- Review and assist in keeping plans and checklists current;
- Maintain supervision of children until they are released to parents and/or guardians;
- Perform special assignments as specified in the plan checklists – Part II.

* Parents are requested to:

- Be familiar with plans and procedures for ensuring safety of the children;
- Enroll in the SFA Notification System.
- Tune into designated local media for information and instructions during an emergency situation.
- Parents are urged NOT to come to The Early Childhood Lab until it is safe to do so.

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**Emergency Operations
Plan**

Checklists

Part II

CHECKLIST A

Direction & Control Operations

The direction and control activities outlined in this annex apply to all emergency situations **Completed or N/A**

Building Intruder/Suspicious Activity

Alarm given to lock all doors & shelter children at facility.

Call University Police Department (UPD) – 911 campus phone or 936-468-2608 on non-campus phone.

Building searched by police to find intruder.

Parents registered in SFA notification system. System will notify parents.

Considerations for Protective Action Decision

Evacuation may not be the best decision. Sudden occurrences (explosions, tornadoes, etc.), violent storms/weather conditions, hazardous materials events and an armed intruder or suspicious person outside may make sheltering the best choice.

Information gathered from sources in the facility about the emergency.

Information gathered from University Police Department (UPD) about the emergency.

Re-verify phone call with University Police Department (UPD) – 911 campus phone or 936-468-2608 on non-campus phone.

Consider: Is there time to evacuate?

Consider: Is it safe outside?

Consider: Is there time to send the children home?

Consider: Are the children's homes in a danger area?

Consider: Can the children & staff be safe inside the building?

Consider: How long will this incident last?

Consider: Is it safe for parents to come pick up children?

Identify homes that are not safe areas for children.

Parent notification through SFA notification system.

Modified Activities

Cancel all out of the building activities.

Determine the extent of cancellations and schedule modifications.

Make provisions necessary for smooth and safe transition.

CHECKLIST B Protective Actions

<p><i>Procedures to accomplish one of four pre-planned protective actions; immediate shelter, immediate evacuation, shelter in place or evacuation to relocation facility</i></p> <p style="text-align: right;">Completed or N/A</p>	
Immediate Shelter	
Verbal alert from office.	
Doors to closets and utility spaces designated as shelters unlocked.	
Staff will move their children to the closest shelter areas.	
Outside air intakes for HVAC closed (if situation warrants).	
Utilities turned off to avoid fire/explosion (if situation warrants).	
Close windows, blinds, drapes & doors to block debris from becoming missiles.	
Notify University Police Department (UPD) - 911 campus phone or 936-468-2608 on non-campus phone.	
Staff takes attendance as soon as possible (avoiding immediate hazards).	
Staff maintains control of the children in his/her group until instructed to move to another location.	
Emergency services arrive on-site and briefed about situation.	
Search of building revealed no hazards.	
"All-Safe" signal. Verbal confirmation from office or authorized University Official.	
Immediate Evacuation	
Alarm sounded by safety personnel.	
Notify University Police Department (UPD) - 911 campus phone or 936-468-2608 on non-campus phone.	
Ensure that the pre-designated assembly areas are safe (secondary location Grace Bible Church).	
Staff lead children in an orderly fashion out of the building to the designated assembly area.	
Staff take attendance as soon as the children arrive in the assembly area.	
Staff maintains control of their group until instructed to return to classroom or to another location.	
Building searched by Safety Personnel to ensure that everyone is out.	
Emergency services arrived on-site and were briefed.	
Search of building revealed no hazards.	
"All-Safe" signal. Verbal confirmation from office or authorized University Official.	
Emergency services briefed regarding final status of situation.	

CHECKLIST C Shelter in Place

Completed or N/A	Shelter in Place
	Ensure that designated shelter areas are ready to receive and shelter children and staff.
	Take attendance to establish accountability for all children and staff.
	Remain in place and await further instructions from designated staff person.
	Notify SFA University Police Department (UPD) – 911 campus phone or 936-468-2608 on non-campus phone.
	Staff move their group to the pre-designated shelter areas.
	Staff maintains control of their group until instructed to move to another location.
	Close windows, blinds, drapes & doors to impede debris from becoming missiles .
	Close air intakes for HVAC (if needed).
	Reduce all other sources of external air.
	Staff will take attendance as soon as they arrive in the shelter area.
	Time permitting, place food and beverages in closed containers.
	Emergency services arrive on-site and briefed.
	Search of building revealed no hazards.
	"All-Safe" signal will be verbal from office or authorized University Official.
Evacuation to a Relocation Facility	
	Notify University Police Department (UPD) - 911 campus phone or 936-468-2608 on non-campus phone.
	Relocation Facility Grace Bible Church, 2211 Raguet - will be notified.
	Take attendance for accountability.
	Post "Notice of Relocation" will be posted on all outside doors.
	Children arrive at Relocation Facility & move to areas designated for their use.
	Staff will retain supervision and accountability for all children.
	Attendance taken and numbers reported to designated staff person.
	Parents notified of the relocation of children.

Emergency Action Plan for “Shelter In Place”

Shelter-in-place means that in certain situations it may be necessary to hold students and staff indoors. This concept is known as shelter-in-place which can be used in weather-related emergencies; chemical, biological, radiological, or other situations that pose a hazard to the children and staff in the center.

The nature and duration of the shelter-in-place will be determined by the emergency situation or at the direction of SFA safety officials in conjunction with the director of the ECHL or designee.

1. Bring all students and staff who are involved in outdoor activities into the main building.
2. Initially, keep all students and staff in re-locatable classrooms in place until safety officials and the director of the ECHL advise the best course of action, such as moving inside the main building or evacuating to a safer location.
3. Ensure all exterior doors are locked and secured and in lock down mode.
4. To reduce the risk of potential exposure to students, staff, and visitors, administration must ensure that no one leaves or enters the building unless directed otherwise by safety officials or the director of the ECHL.
5. Take steps to shut down the HVAC systems if instructed to do so.
6. To ensure students and staff are accounted for, hold students in their current location when it is safe to do so.
7. Parent reunification plans are in place.
8. Student’s emergency information (notebooks) is up-to-date to include any additional adults who are authorized to pick up students on behalf of parents/guardians.
9. Each classroom has an Emergency Bag that will contain emergency supplies, an emergency plan, and their classrooms Emergency Information Notebook. (This contains all parent contact information).

***Early Childhood Lab
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**Emergency Operations
Plan**

**Supporting Documents
Part III**

**Early Childhood Lab
Staff Notification Phone List**

Current List 2011-2012

Facility Director

Lori Harkness (936) 468-4006 (936) 468-2484

Facility Staff Roster

	EXT	Room #	Home phone	Cell
Harkness, Lori	2484	101C	560-5674	615-2805
Brown, Maggie	5316	101		552-6033
Knoll, Deedra	4006	101	559-8762	715-5903
Porter, Stephanie	1008	101	560-5805	462-3386
McCormack, Melissa	2414	104	715-9966	462-3618
Wall, Tammy	2414	104	559-9565	556-4043
Williams, Louann	2352	106	569-1993	615-2789
Verell, Heather	2352	106		512-773-5296
Jones, Joanna	2292	107		645-4696
Massey, Abby	2292	107	559-9869	645-2155
Farris, Karen	3888	111	254-9204	254-4093
Love, Ginny	3888	111		615-6246
Busby, Kacey	2461	112		409-543-5516
Wilson, Emily	2461	112		713-504-2643
Langford, Caye Lyn	2181	128A	564-5514	645-0592
Robinson, Cynthia	2181	128A	936-858-2114	

Emergency Services

SFA Emergency Services - Campus police (936) 468-2608 / 911

**Child Care Center Relocation Facility
Grace Bible Church 2211 Raguet Street**

Sharon Bradley or Kyle Easley

(936)564-8867

Excavation Plan Map

Drawing of Evacuation Route from SFA Early Childhood Research Center to Grace Bible Church (located on the corner of Hayter Street & Raguet)



Stephen F. Austin State University
Early Childhood Research Center
2428 Raguet
Nacogdoches, TX 75961-5024
(936) 468-4006

Children will be walked from ECRC to the location directly across Raguet Street to Grace Bible Church.



Grace Bible Church
2211 Raguet Street
Nacogdoches, TX 75965-3553

**Early Childhood Research Center (ECRC)
Evacuation Plan**

Infant Class – Room 104

Fire drill procedures:

All staff members in the Infant class and volunteers will assist in helping infants outside the classroom.

When alarm sounds or Teacher/Director designates:

Staff members will place all infants in the evacuation crib or carry them through the backdoor to the far, South side of the playground.

Alternate route:

Go out the front door of the classroom to the main hallway, go North to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, Infant staff and volunteers will bring children back to the classroom.

Severe Weather Drill procedures:

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates:

All Infant staff members and volunteers will assist in placing Infants in the evacuation crib and into the Infant, teacher office or area designated by the Safety Officer.

All persons will remain in this area until the drill is completed or when the safety is established in the event of an actual emergency. The Director or Safety Official will notify the staff when it is time to return to the classroom.

Early Childhood Research Center (ECRC)
Evacuation Plan

Toddler I Class – Room 106

Fire drill procedures:

All staff members in the Toddler I class and volunteers will assist in helping the children outside the classroom.

When alarm sounds or Teacher/Director designates:

Staff members will escort all toddlers through the backdoor to the far, South side of the playground.

Alternate route:

Go out the front door of the classroom to the main hallway, go North to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, Toddler I staff and volunteers will bring children back to the classroom.

Severe Weather Drill procedures:

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates: All Toddler I staff members and volunteers will assist in escorting toddlers out of the classroom and into the observation booth designated for that class. The children will be instructed to crouch against the wall under the counter top in the booth. Adults will move the stools into the hallway or lay them down in the booth.

All persons will remain in this area until the drill is completed or when the Safety is established in the event of an actual emergency. The Director or Safety Official will notify the staff when it is time to return to the classroom.

**Early Childhood Research Center (ECRC)
Evacuation Plan**

Toddler II Class – Room 107

Fire drill procedures:

All staff members in the Toddler II class and volunteers will assist in helping all children outside the classroom.

When alarm sounds or Teacher/Director designates:

Staff members will escort toddlers through the backdoor to the far, South side of the playground.

Alternate route:

Go out the front door of the classroom to the main hallway, go North to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, Toddler II staff and volunteers will bring children back to the classroom.

Severe Weather Drill procedures:

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC in a central location of the building.

When alarm/siren sounds or when the Teacher/Director designates: All Toddler II staff members and volunteers will assist in escorting Toddlers out of the classroom and into the observation booth designated for that class. The children will be instructed to crouch against the wall under the counter top in the booth. Adults will move the stools into the hallway or lay them down in the booth.

All persons will remain in this area until the drill is completed or when the safety is established in the event of an actual emergency. The Director or Safety Official will notify the staff when it is time to return to the classroom.

**Early Childhood Research Center (ECRC)
Evacuation Plan**

Pre-K I Class – Room 111

Fire drill procedures:

All staff members in the Pre-K I class and volunteers will assist in helping all children outside the classroom.

When alarm sounds or Teacher/Director designates:

Staff members will escort children through the backdoor to the far, East side of the playground.

Alternate route:

Go out the front door of the classroom to the main hallway, go West to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, Pre-K I staff and volunteers will bring children back to the classroom.

Severe Weather Drill procedures:

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC.

When alarm/siren sounds or when the Teacher/Director designates: All Pre-K I staff members and volunteers will assist in escorting children out of the classroom and into the observation booth located centrally in the ECRC. The children will be instructed to crouch against the wall under the counter top in the booth. Adults will move the stools into the hallway or lay them down in the booth. Should Pre-K I class be in the motor room during the fire drill, all staff and children should move directly to the Toddler II observation booth.

All persons will remain in this area until the drill is completed or when the safety is established in the event of an actual emergency. The Director or Safety Official will notify the staff when it is time to return to the classroom.

**Early Childhood Research Center (ECRC)
Evacuation Plan**

Pre-K II Class – Room 112

Fire drill procedures:

All staff members in the Pre-K II class and volunteers will assist in helping all children outside the classroom.

When alarm sounds or Teacher/Director designates:

Staff members will escort children through the backdoor to the far, East side of the playground.

Alternate route:

Go out the front door of the classroom to the main hallway, go West to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, Pre-K II staff and volunteers will bring children back to the classroom.

Severe Weather Drill procedures:

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC.

When alarm/siren sounds or when the Teacher/Director designates: All Pre-K II staff members and volunteers will assist in escorting children out of the classroom and into the observation booth designated for that class. The children will be instructed to crouch against the wall under the counter top in the booth. Adults will move the stools into the hallway or lay them down in the booth.

All persons will remain in this area until the drill is completed or when the safety is established in the event of an actual emergency. The Director or Safety Official will notify the staff when it is time to return to the classroom.

Early Childhood Research Center (ECRC)
Evacuation Plan

ASC Class – Room 113

Fire drill procedures:

All staff members in the ASC class and volunteers will assist in helping all children outside the classroom.

When alarm sounds or Teacher/Director designates: Staff members will escort children through the backdoor to the far, East side of the playground.

Alternate route:

Go out the front door of the classroom to the main hallway, go West to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, ASC staff and volunteers will bring children back to the classroom.

Severe Weather Drill procedures:

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC.

When alarm/siren sounds or when the Teacher/Director designates: All ASC staff members and volunteers will assist in escorting children out of the classroom and into the observation booth designated for that class. The children will be instructed to crouch against the wall under the counter top in the booth. Adults will move the stools into the hallway or lay them down in the booth.

All persons will remain in this area until the drill is completed or when the safety is established in the event of an actual emergency. The Director or Safety Official will notify the staff when it is time to return to the classroom.

**Early Childhood Research Center (ECRC)
Evacuation Plan**

Motor Room(s) – Room 102 & Circle

Fire drill procedures:

All staff members and volunteers will assist in helping all outside the motor room area.

When alarm sounds or Teacher/Director designates: Staff members will Escort children through the door to the far, South exit.

Alternate route:

Go out the door of the motor area(s) to the main hallway, go North to the main entrance area and exit to the front of the building.

After all persons are evacuated from the building and safety is established, staff and volunteers will bring children back to the classroom.

Severe Weather Drill procedures:

The following procedures should be followed for drill exercises or in the event of a severe weather alert/warning where all children and adults must take cover inside the ECRC.

When alarm/siren sounds or when the Teacher/Director designates: All staff members and volunteers will assist in escorting children out of the motor area(s) and into their designated observation booth or safety area. The children will be instructed to crouch against the wall under the counter top in the booth. Adults will move the stools into the hallway or lay them down in the booth.

All persons will remain in this area until the drill is completed or when the safety is established in the event of an actual emergency. The Director or Safety official will notify the staff when it is time to return to the classroom.

COMMUNICATIONS WITH PARENTS/GUARDIANS

Parents and guardians need to be informed of provisions in the Emergency Operations Plan. This letter will provide the information that they need. A copy of this letter should be given to parents of newly enrolled children, and at least once per year to all parents.

To the Parents of the Early Childhood Lab children:

This letter is to assure you of our concern for the safety and welfare of children attending Early Childhood Research Center. Our Emergency Operations Plan provides for response to all many different emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation* - students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering* - sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation* - total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Relocation Facility at Grace Bible Church, located at 2211 Raguet Street (located directly across from the Early Childhood Research Center).
- *Modified Operation* - may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.

Please listen to SFA notification system for announcements relating any of the emergency actions listed above. For campus emergency we direct parents to the SFA website for updated information.
www.sfasu.edu

We ask that you not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information.

The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.

The form designating persons to pick up your child is included with this letter for you to complete and have returned to the day care center **no later than one week from receiving this form**. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact Lori Harkness at lharkness@sfasu.edu

Sincerely,
Lori Harkness
ECHL Facilitator

Selection of “Closest Shelter”

If it is unsafe for the occupants of the facility to go outside, provisions should be made to provide “protected spaces” inside. Depending on time available, staff should move their groups of children to the “closest shelter” inside the facility.

These spaces should:

- Be in the interior of the building, away from glass that may shatter.
- Not be a storage room.
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to shaking from an earthquake or tornado.
- Have furniture and wall-hangings secured so that they will not fall onto occupants.

Suggestions are:

- Interior halls,
- Observation rooms,
- Restrooms, closets or other small areas,
- If hallways are not suitable, use the inside wall of a room.

All students and staff sit facing the wall, protecting their head and face with their arms against the wall.

Selection of “Interior Shelter”

If it is unsafe for the occupants of the facility to go outside, and there is time to move to the best available shelter, provisions should be made to provide “protected spaces” inside the facility.

These spaces should:

- Be in the interior of the building, away from glass that may shatter.
- Not be in storage rooms.
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to shaking from an earthquake or tornado.
- Have furniture and wall hangings secured so that they will not fall onto occupants.

Suggestions on where to find these “protected spaces” are:

- In multi-story facilities.
 - Use identified shelters,
 - Use first floor,
 - Observation rooms,
 - Use rest rooms or other enclosed small areas away from large glassed-in areas or large open rooms.

SFA Early Childhood Lab

Children & staff have re-located to:

Grace Bible Church
2211 Raguet Street
(936) 564-8867

EMERGENCY KITS & SUPPLIES

This list contains the **minimum** items you should have in your center in case of an emergency.

Center Emergency Kit

(Kit should be packed in a backpack or other container that is mobile in the event of an evacuation and be located in a central and easily accessible location.)

*Copies of all contact lists

- For families **and** staff, include the name, phone number, and e-mail as well as information for someone preferably out-of-state, at least out of the immediate area
- Phone numbers and email for Sponsor Liaison and/or immediate Supervisor

*Flashlights – long life, emergency flashlights with extra batteries (batteries stored separately to avoid rusting)

*Battery operated radio with extra batteries

- AM/FM weather band/TV

*Manual can-opener

*First Aid Kit (add gloves and Kleenex to kit)

*Notepad and pens/pencils, scissors

*Hand-Sanitizer and cleansing agent/disinfectant

*Whistle

*Disposable Cups

*Wet Wipes

In the Center in General

- Individual cell phone
- One gallon of water for every four children and staff
- Disposable cups
- Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. – should be nut-free in case of allergies
- Extra supplies of critical medication such as insulin, epi-pens, etc. for children and staff

Each Child Should Have:

- A change of seasonally appropriate clothing
- A blanket
- Extra diapers (one-day supply as space allows)
- Extra formula (one-day supply as space allows)

Location of Emergency Kits: _____

Locations of Additional Emergency Supplies: _____

Location of Cell Phone: _____

Child's Name: _____

CHILD PICK-UP AUTHORIZATION

I, _____, authorize **SFA Early Childhood Lab** to release my child(ren) to the person(s) designated . This is in consonance with the **SFA Early Childhood Lab** Emergency Operations Plan.

**Student's Designated Custodian (s)
Name & Relationship**

Parent/Guardian Signature Relationship Date

Print Name

Address

City, State, Zip Code

(Home Phone) _____ (Work) _____

(Cell) _____

NOTE:

Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.

PLEASE PRINT CLEARLY