

parent notification system and receive further instruction.

- The REACH Program Administration will start the parent notification system using the Immediate Parent Pick Up Plan

Severe Weather

- If you are outside, your group should move inside immediately if there is lightning or severe weather in the area
- Take a headcount of your group before leaving the play area and head inside
- Make sure one staff member is in the front of the group and the other is in the back of the group
- If you are inside but not in the REACH meeting area then your group should relocate to the internal emergency meet up area
- Once all groups arrive at the internal emergency meet-up area, Group Leaders should recount their participants to ensure everyone is present
- Staff should grab an emergency bag
- Incident Commander should verify with each Group Leader to ensure all participants are inside and present

Tornado

- The REACH Program Administration will notify site staff if there is a Tornado Watch.
- Site staff should plug in and turn on their weather radio.
- If there is a Tornado Warning, Germantown Sirens will sound for approximately 3 minutes.
- At this time no one is allowed to leave the premises until the warning has been lifted.
- The REACH Program Administration will implement the parent notification system noting the Delayed Parent Pick Up Plan.
- Staff should grab an emergency bag.
- Group Leaders will take a headcount to ensure all participants are present.
- Move your participants to the designated tornado assignment area.
- Get into the drop and tuck position (kneeling facing interior wall with head down and hands covering head.
- Complete another headcount of participants to ensure everyone is there.
- Incident Commander should verify with each group leader if everyone is accounted for or if there are any missing participants.
- The Incident Commander should call the REACH Program Administration to report the site status and receive further instruction,
 - If there is no phone or cell service then REACH Program Administration will travel to the site(s) after the danger has passed
- **No participants are to be released if we are in a Tornado Warning. Parents may join the group in the designated area until the Warning has been lifted.**

Earthquake

- All participants and staff should get under tables or desks
- If you are outside, your group should move away from any objects that are unstable or could fall on participants
- Staff should instruct all participants to cover their heads until the quake ends
- After the shaking stops, complete a headcount of your participants
- Stay in your location until the Incident Commander arrives and let them know if you are missing any participants. Wait for further instructions.
- The Incident Commander should call the REACH Program Administration to report the site status and receive further instruction.
- The REACH Program Administration will implement the parent notification system.

Floods

- The REACH Program Administration will notify the Incident Commander if there is imminent or potential danger to occupants in the buildings.
- If there is an imminent risk:
 - The REACH Program Administration will implement the parent notification system with information for the reunification plan.
 - The Incident Commander should notify staff of the threat
 - Staff should grab their emergency bags
 - The Group Leader should take a headcount of your participants
 - Move to the highest location within the building
 - Staff should be prepared for the Overnight Emergency Plan
- If there is potential danger to occupants in the building
 - The REACH Program Administration will implement the parent notification system requesting children to be picked up as soon as possible
 - The Incident Commander should notify staff of the threat
 - Staff should grab their emergency bags
 - Relocate to the REACH emergency indoor meeting area for a quick check out process
 - Take a headcount of your participants
 - If there are participants still at the facility at time of closing, the Incident Commander should notify the REACH Program Administration for further instruction and be prepared for the Overnight Emergency Plan

Chemical Spills

- REACH Program Administration will notify the Incident Commander if there is an evacuation order due to any chemical spills.
- The REACH Program Administration will implement the parent notification system.
- Incident Commanders should notify all staff via walkie - talkie to return inside
- Staff should grab their emergency bags and assemble at the indoor emergency meet-up location
- Wait for further instruction by the REACH Program Administration

Law Enforcement Emergencies

Bomb Threat or Evacuation Order

- If a bomb threat is called into the REACH Program Administration they will:
 - Call 911
 - Notify the Incident Commander of a bomb threat
 - Notify the school administration for that site and GMSD District Office
 - Implement the Parent Notification System
 - Send a designated administrative member to the site
- If a bomb threat is called in directly to the REACH site phone line the staff should
- Call 911 and send a designated staff member to notify the school's administration
- Notify the REACH Program Administration who will notify GMSD District Office
- Do NOT use the walkie talkies
- The Incident Commander should grab all emergency bags, walk to each group and notify staff in person
- Staff should
 - Take a headcount
 - Grab their emergency bag
 - Guide participants out of the building to meet at the designated outdoor location
 - Take a final headcount
- REACH Program Administration will meet all staff and participants at the designated outdoor location

Facility Lockdowns

- External Safety Concerns
 - When REACH Program Administration is notified of a building lockdown:
 - REACH Administration will notify the Incident Commander of the situation and start the parent notification system noting a delayed pick up or drop off
 - The Incident Commander will notify staff via walkie talkie they are in a soft lockdown and to return to the designated indoor emergency relocation site
 - All doors will be locked and NO ONE is allowed to enter or exit the building until the soft lockdown is cleared
 - Staff that are not already in the designated internal emergency location should:
 - Gather all participants in their group
 - Take a headcount
 - Quickly and quietly go the meet-up area
 - Take another headcount
- Internal Safety Concerns/ Active Shooter or Intruder - If an armed intruder should enter the building during REACH hours staff should:
 - If you are able, notify all other staff by stating to "Lock Down" or press the "squelch" button to get attention
 - All staff should
 - Turn off your walkie talkie and start actively listening

- Gather your participants, quickly and quietly,
- Find the closest hiding location and set up to deny access.
 - If you are inside a room you should secure the door by a lock, using a door stopper or tying a rope around the door hydraulic
 - Gather everyone out of sight, along the wall with the doorway
 - Exit the building only if you have time and it is safe. If you exit the building, remember to run angles and look for cover to seek a safe spot. Do not stand in an open area.
- Take a headcount
- When emergency personnel arrive do not leave until you are told to.
 - Have your red or green card ready to flash to indicate the status of your group:
 - Red** = Your group needs attention
 - Medical Help = Someone needs immediate medical attention
 - Green** = Everyone is OK
- If there is a staff member near the phone they should
 - Dial 911
 - Place the phone down, leaving it off the hook. You do not need to stay by the phone
 - Find the closest, hidden location (or follow the additional steps listed if you are with a group)

Emergency Bag Checklist – Each staff member on duty should have access to an emergency bag.

- Emergency Notebook
- List of Participants and Staff including
 - Emergency contact information
 - Special medical needs
- Flashlight
- Battery
- First Aid Kit (gloves, tissue, toilet paper, hand sanitizer, notepad, pen/pencil, scissors, small disposable cups, 2-3 bottles of water, band-aids and wet wipes)
- Sunblock
- Insect Repellant
- Whistle
- 2 Door Stoppers
- Rope
- Safety Cards

Overnight Emergency – If, for any reason, there is a need for staff and children to stay overnight (such as an ice storm, a tornado has damaged surrounding areas or flooding that closes streets or leaves your facility isolated) then the following procedures should take place:

- REACH Administration should notify the Incident Commander to tell them they are in an Overnight Emergency status
- REACH Program Administration should start the parent notification system

- Incident Commander should locate to the indoor emergency location and verify that there is access to the snack and drink storage units
- Staff should:
 - Gather their group and take a head count
 - Meet in the indoor emergency meeting location
 - Take another headcount of the participants
- Once everyone is accounted for, the Incident Commander should report back to the REACH Program Administration stating
- The number of staff and their names, the number of participants and their names
- How much food and supplies are on hand
- The REACH Program Administration should keep parents up to date on the status of participants and the facility via the email system
 - Once the site has been given the “all clear” then parents may start picking up the participants at the indoor emergency meeting location
 - REACH Program Administration will let parents know once the site has been given the “all clear” by using the email system.
 - The Parks and Recreation staff should support these efforts through phone calls as well.

Parent Notification/ Reunification Plan

Immediate Parent Pick-Up Plan: This plan should be put into place for any emergencies that require immediate pick up such as, but not limited to, building fires, bomb threats, and potential flooding/ evacuation.

- REACH Program Administration will notify parents using the email notification system and the My Camp Application Message system. The notification will state that participants should be picked up immediately at the designated pick up location.
 - The Statement will also include any additional information that is available.
- REACH Program Administration and Parks and Recreation staff will support these efforts by contacting parents through phone calls using the registration list for the day.
- The Incident Commander should remain in contact with the REACH Program Administration every 30 minutes to an hour.

Delayed Parent Pick -Up Plan: This plan will be put into place for any emergencies that require a delayed pick-up such as, but not limited to, tornado warnings, facility lockdowns, or if local flooding is present

- REACH Program Administration will notify parents using the email notification system that participants cannot be picked up at this time and that they must wait for an official release authorization.
 - The Statement will also include any additional information that is available.
- REACH Program Administration and Parks and Recreation staff will support these efforts by contacting parents through phone calls using the registration list for the day.
- The Incident Commander should remain in contact with the REACH Program

Administration and/or Parks and Recreation Staff every 30 minutes to an hour.

- REACH Program Administration will notify parents using the email and message system or by phone (if necessary) once emergency personnel such as the Police, the Fire Chief or in weather situations the National Weather Service have given the “all clear”.
- Parents can pick up participants at the designated emergency pick up location.

Designated Relocation/ Emergency Pick-Up Sites:

Dogwood

- Inside - Cafeteria
- Outside - Field, closest to the Fire Department

Farmington

- Inside - Gymnasium
- Outside - Soccer Fields

Riverdale

- Inside - Cafeteria
- Outside - Field, on the backside of the park playground

Forest Hill

- Inside-Cafeteria
- Outside- Back parking lot

High Priority Hazards for REACH

The following items are deemed to be more likely or more severe, and therefore a high priority hazard. These emergency procedures should be reviewed on a regular basis with staff and participants:

- Fires
- Severe Storms
- Tornados
- Earthquakes
- Facility Lockdowns

Emergency Plans for Children with Special Needs

Staff will complete and document plans for children with special needs, requiring additional support or assistance during evacuations, as they enroll in the REACH program throughout the year. This document will be stored in the child’s file as well as in the Emergency Bag folder for immediate access.

Facility Reopening

The REACH program takes place in the Germantown Municipal School District elementary schools. As such, we will follow all facility openings and closings that the District implements. Parents and staff should follow notices from the District regarding these changes.

Training Plans, System Development and Plan Review

All staff members are trained annually on the Emergency Preparedness Plans. These plans are reviewed monthly and documentation is kept in the Site Manual and copies are maintained at the Parks and Recreation Department.

Fire Drills are conducted on a monthly basis and additional emergency drills are practiced once per quarter. These records are kept in the Site Manual and copies are maintained at the Parks and Recreation Department.

Parents and Guardians are informed of our Emergency Preparedness Plans during their Orientation. It is listed in our Policies and Procedures Statement parents are provided during Orientation. The document can be found posted on the bulletin board and through our registration and enrollment website.

This Emergency Preparedness Plan was adopted by our agency on March 9, 2018. It was developed with and in conjunction with the City of Germantown Police, SWAT and Fire Department. The development of this plan was also completed in partnership with the Germantown Municipal School District. It is currently under review as of June 1, 2018.

REACH Manager

June 1, 2018