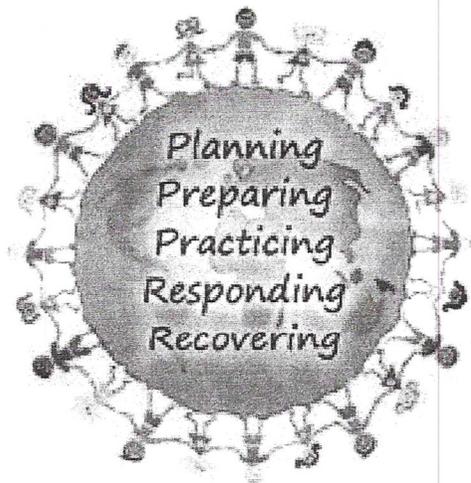




OSSIPEE CONCERNED  
CITIZENS CHILD CARE  
CENTER

## EMERGENCY PREPAREDNESS GUIDE



UPDATED FEBRUARY 2021

# EMERGENCY PREPAREDNESS

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## Incident Command System

Ann Adjutant-Director (603) 651-6376

Lindsey Adjutant (603) 662-2580

For: OCC Childcare Center

Beside: Ossipee Police Station

Address: 3 Dore Street

Center Ossipee NH, 03814

Telephone: Ann Adjutant- (603)539-6416, (603)539-6772, (603)651-6376

Emergency Phone Numbers 911

Fire Department 911 (603)539-4401

Police Department 911 (603)539-2011

Rescue 911

Sheriff's Department (603) 539-2284

Poison Control Center 1-800-222-1222

Disaster Behavioral Health Response 1-800-852-3792/ (603)271-4462

Childcare Licensing 1-800-852-3345 ext. 9025/ (603)271-9025

DCYF Central Intake 1-800-894-5533

### Utility Services

Electricity- Eversource 1-800-662-7764

Propane- Suburban Propane 1-800-776-7263

Water Department (603) 539-7150

Evacuation Sites: Center Ossipee Police Department-OR- Center Ossipee Town Hall-Transport with OCC Van (603) 539 4589 and Staff Vehicles

**Emergency Team**

Director-Ann Adjutant C (603) 651 6376

H (603)539 6416

Lindsey Adjutant C (603) 652-2580

Assistant Director

Verify Incident-responsible for overseeing all procedures

Notify Emergency Response Team:

911

Fire Department (603) 539 4401

Police Department (603) 539 2011

State Police (603) 539 2284

Coordinate Student Release

Be mindful of High-Risk Children—Infants/Toddlers

Communication

OCC Staff:

Refer to current Emergency Procedures

Listen for Directions-keep children quiet

Obtain Emergency Kit—Administer any necessary First Aid

Take Attendance-report if any children are missing

Continued Supervision of Children

Be reassuring/supportive to Children

Keep Children together

Release:

To Parent or Designated Person to pick up Child

Send any First Aid Information with Released Child

Equipment and Supplies:

Attendance List

Child Information (Registration Form)

First Aid Kit

Clipboard

Pen or Pencil

## **DROP AND COVER**

THIS WILL IMMEDIATELY PROTECT CHILDREN AND STAFF FROM AN EXPLOSION, GUNFIRE, EARTHQUAKES AND TORNADO/SEVERE WIND WITH NO WARNING.

1. DROP TO THE GROUND UNDER A TABLE OR DESK.
2. FACE AWAY FROM ANY WINDOWS AND COVER YOUR EYES BY LEANING YOUR FACE AGAINST YOUR ARMS.
3. HOLD ON TO THE DESK OR TABLE.
4. STAY PUT UNTIL INSTRUCTED TO GET UP.
5. IF IN AN AREA WITHOUT AN OBJECT TO DROP UNDER THEN JUST DROP TO THE FLOOR AND PROTECT YOUR HEAD.
6. IF OUTSIDE DROP TO THE GROUND AND PROTECT YOUR HEAD.
7. REMAIN QUIET TO LISTEN FOR INSTRUCTIONS.
8. IMMEDIATELY FOLLOWING, ACCOUNT FOR ALL INDIVIDUALS.

## **SHELTER IN PLACE**

IS USED TO SHELTER CHILDREN AND STAFF WITHIN THE BUILDING-PROCEED TO THE PANTRY.  
THIS IS IN CASE OF A HAZARDOUS MATERIAL INCIDENT.

1. CHILDREN AND STAFF SHOULD REPORT TO THE OFFICE.
2. CLOSE ALL WINDOWS AND DOORS. TURN OFF AIR CONDITIONERS AND FANS. SEAL ANY OPENINGS.
3. TAKE ATTENDANCE AND ACCOUNT FOR ALL CHILDREN AND STAFF
4. DO NOT ALLOW ANYONE TO LEAVE THE ROOM UNLESS ALL IS CLEAR.
5. EMERGENCY BATHROOM USE ONLY WITH AN ADULT.
6. STAY AWAY FROM ALL DOORS AND WINDOWS
7. WAIT FOR FURTHER INSTRUCTIONS
8. PROCEED AS NORMALLY AS YOU CAN WITH INSTRUCTION.

## SECURE CAMPUS (LOCKOUT)

IS USED WHEN THE PROGRAM HAS BEEN THREATENED FROM THE OUTSIDE-THREATS OF WILD ANIMALS, NON-CUSTODIAL PARENT, THREAT MADE TO THE PROGRAM, A CHILD OR THE STAFF, AN ARMED ROBBERY NEAR THE PROGRAM.

1. CONTINUE NORMAL ACTIVITIES
  
2. SHUT ALL EXTERIOR DOORS AND STAY INSIDE.
  
3. LOCK ALL EXTERIOR WINDOWS
  
4. TAKE ATTENDANCE TO ACCOUNT FOR ALL INDIVIDUALS.
  
5. PREVENT ENTRY INTO THE BUILDING.
  
6. CONTINUE WITH DAILY ACTIVITIES INSIDE.
  
7. LISTEN FOR UPDATES.

PLEASE TRUST THAT WE WILL DO OUR VERY BEST TO PROTECT YOUR CHILD AND UNDERSTAND THAT WE WILL NOT LET ANYONE IN THE BUILDING AT THE TIME OF DANGER.

## LOCKDOWN

THIS ACTION IS USED TO CLEAR HALLWAYS AND COMMON AREAS OF ALL STUDENTS AND STAFF AND SECURE THEM IN THE PANTRY. THIS ACTION IS ACTIVATED WHEN THERE IS AN ACTIVE SHOOTER OR VIOLENT INTRUDER.

1. STUDENTS AND STAFF REPORT TO THE PANTRY OR NEAREST EXIT.
2. LOCK DOORS AND BARACADE DOORS IF POSSIBLE.
3. SHUT OFF THE LIGHTS
4. STAY LOW TO THE FLOOR.
5. DO NOT LEAVE FOR ANY REASON.
6. REMAIN QUIET.
7. WAIT FOR FURTHER INSTRUCTIONS. HAVE ATTENDANCE READY.

PLEASE TRUST THAT WE WILL DO OUR VERY BEST TO PROTECT YOUR CHILD AND UNDERSTAND THAT WE WILL NOT LET ANYONE IN THE BUILDING AT THE TIME OF DANGER.

## EVACUATION

THIS ACTION IS ACTIVATED WHEN IT IS NECESSARY FOR STAFF AND CHILDREN TO EXIT THE SCHOOL BUILDING WHEN THE FIRE ALARM ACTIVATES OR AN INCIDENT IN THE BUILDING POSES AN UNSAFE ENVIRONMENT.

1. TAKE ATTENDANCE; BRING ATTENDANCE RECORDS AND EMERGENCY MATERIALS.
2. EXIT THE BUILDING USING FIRE DRILL PROCEDURE OR TAKE THE CLOSEST AND SAFEST WAY OUT OF THE BUILDING.
3. WALK SILENTLY.
4. DO NOT STOP FOR BELONGINGS UNLESS INSTRUCTED.
5. GO TO FIRST GATE OF THE PLAYGROUND OR CENTER OSSIPEE POLICE DEPARTMENT.
6. CHECK FOR INJURIES.
7. REMAIN QUIET AND WAIT FOR FURTHER INSTRUCTIONS.

## **REVERSE EVACUATION**

THIS ACTION IS USED TO BRING ALL CHILDREN AND STAFF INTO BUILDING WHEN IT IS NECESSARY TO ENTER THE SCHOOL QUICKLY TO AVOID A DANGEROUS OR POTENTIALLY DANGEROUS SITUATION OUTSIDE THE SCHOOL.

1. THE FIRST PERSON AWARE OF A SITUATION DIRECTS THE STUDENTS AND STAFF TO ENTER THE BUILDING.
2. WALK INTO THE BUILDING.
3. REPORT TO YOUR DESIGNATED CLASSROOM.
4. TAKE ATTENDANCE.
5. CHECK FOR INJURIES.
6. NOTIFY THE OFFICE/EXECUTIVE DIRECTOR.
7. REMAIN QUIET FOR FURTHER INSTRUCTIONS.

## **BOMB THREAT**

MOST BOMB THREATS ARE RECEIVED BY PHONE, E-MAIL, SUSPICIOUS PACKAGE AND ALSO CAN BE A HANDWRITTEN NOTE.

IF A BOMB THREAT IS RECEIVED BY PHONE; REMAIN CALM. KEEP CALLER ON THE PHONE AS LONG AS POSSIBLE. **DO NOT HANG UP**, EVEN IF THE CALLER DOES. BE POLITE, SHOW INTEREST AND LISTEN CAREFULLY. WRITE DOWN AS MUCH INFORMATION THE CALLER TELLS YOU AS POSSIBLE. WRITE A NOTE OR SIGNAL ANOTHER STAFF MEMBER TO CALL AUTHORITIES AND AWAIT INSTRUCTIONS.

DATE:            TIME:            TIME CALLER HUNG UP:            PHONE # WHERE CALL WAS RECEIVED:

### **ASK CALLER:**

WHERE IS BOMB LOCATED? \_\_\_\_\_

WHEN WILL IT GO OFF? \_\_\_\_\_

WHAT DOES IT LOOK LIKE? \_\_\_\_\_

WHAT KIND OF BOMB IS IT? \_\_\_\_\_

WHAT WILL MAKE IT EXPLODE? \_\_\_\_\_

DID YOU PLACE THE BOMB? \_\_\_\_\_

WHY? \_\_\_\_\_

WHAT IS YOUR NAME? \_\_\_\_\_

### **EXACT WORDS OF THREAT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **INFORMATION ABOUT CALLER:**

WHAT CAN YOU HEAR? (BACKGROUND/LEVEL OF NOISE) \_\_\_\_\_

\_\_\_\_\_

ESTIMATED AGE: \_\_\_\_\_

IS VOICE FAMILIAR? IF SO, WHAT DOES IT SOUND LIKE? \_\_\_\_\_

HOW DOES THE CALLER'S VOICE SOUND? (ANGRY, WELL-SPOKEN, SLOW, SLURRED) \_\_\_\_\_

\_\_\_\_\_

IF A BOMB THREAT IS RECEIVED BY HANDWRITTEN NOTE; CALL 911 AND HANDLE THE NOTE AS LITTLE AS POSSIBLE

IF A BOMB THREAT IS RECEIVED BY EMAIL; CALL 911 AND **DO NOT DELETE THE MESSAGE.**

SIGNS OF A SUSPICIOUS PACKAGE; NO RETURN ADDRESS, EXCESSIVE POSTAGE, STAINS, STRANGE ODOR, STRANGE SOUNDS, UNEXPECTED DELIVERY, POORLY HANDWRITTEN, MISSPELLED WORDS, INCORRECT TITLES, FOREIGN POSTAGE, RESTRICTIVE NOTES.

**DO NOT:** USE TWO-WAY RADIOS OR CELLULAR PHONE. RADIO SIGNALS HAVE THE POTENTIAL TO DETONATE A BOMB. TOUCH OR MOVE A SUSPICIOUS PACKAGE.

IF TOLD TO EVACUATE:

1. TAKE ATTENDANCE; BRING ATTENDANCE RECORDS AND EMERGENCY MATERIALS.
2. EXIT THE BUILDING USING FIRE DRILL PROCEDURE OR TAKE THE CLOSEST AND SAFEST WAY OUT OF THE BULDING.
3. WALK SILENTLY
4. DO NOT STOP FOR BELONGINGS UNLESS INSTRUCTED.
5. GO TO FIRST GATE OF THE PLAYGROUND OR CENTER OSSIPEE POLICE DEPARTMENT.
6. CHECK FOR INJURIES.
7. REMAIN QUIET AND WAIT FOR FURTHER INSTRUCTIONS.

**TO BE COMPLETED DURING EVACUATION**

**EVACUATION SITE FORM**

CHILDCARE CENTER NAME	OSSIPPEE CONCERNED CITIZENS CHILDCARE CENTER	
ADDRESS	3 DORE STREET CENTER OSSIPPEE, NH 03814	
CHILDCARE DIRECTOR	ANN ADJUTANT	
CELL PHONE # OF CHILDCARE DIRECTOR	(603)651-6376	
NUMBER OF CHILDREN IN ATTENDANCE		
NUMBER OF STAFF IN ATTENDANCE		
VEHICLES REQUIRED TO EVACUATE CHILDREN AND STAFF	OCC VAN AND PERSONNEL VEHICLES	
RELOCATION SITE FACILITY (LETTER OF AGREEMENT ON FILE)	CENTER OSSIPPEE TOWN HALL	
ADDRESS OF RELOCATION FACILITY	55 MAIN STREET CENTER OSSIPPEE, NH 03814	
PHONE # OF RELOCATION FACILITY	(603) 539 4181 OR 539 2008	
CONTACT PERSON OF RELOCATION FACILITY	T.J. ELDRIDGE (603) 340-0730	
ALTERNATIVE TRANSPORTATION PROVIDER AND CONTACT INFORMATION	TOWN OFFICIALS (POLICE, FIRE, RESCUE)	
	BEFORE	AFTER
NUMBER OF CHILDREN TRANSPORTED TO RELOCATION FACILITY		
NUMBER OF STAFF TRANSPORTED TO RELOCATION FACILITY		
NUMBER AND TIME THAT VEHICLES WERE DISPATCHED		
NUMBER OF CHILDREN AND STAFF ASSEMBLED AT RELOCATION FACILITY		

## **FIRST AID/ MEDICAL**

### **ASSESS THE NEED FOR FIRST AID:**

1. WEAR YOUR GLOVES WHEN CARING FOR ANY WOUNDS.
2. IF THE INJURY IS MINOR (I.E. SMALL CUTS OR SCRAPES) USE YOUR CLASSROOM FIRST AID KIT TO CLEAN THE WOUND AND APPLY A BANDAGE. DOCUMENT FIRST AID GIVEN.
3. IF A MAJOR INJURY HAS OCCURRED, CONTACT 911. CONFIRM BREATHING AND PULSE.
4. NEVER MOVE THE INJURED UNLESS THEY ARE IN IMMINENT DANGER OR DIRECTED TO DO SO BY MEDICAL PERSONNEL.
5. IF A CHILD IS INJURED AND CANNOT BE IMMEDIATELY EVACUATED, USE YOUR BUDDY TEACHER. ONE TEACHER TO EVACUATE THE CLASS AND ONE TEACHER TO WAIT WITH INJURED CHILD IF THE AREA IS SAFE. CONTACT 911 TO ASSIST OR DIRECT ACTION.

### **IN THE EVENT OF A MEDICAL EMERGENCY THE FOLLOWING PROCEDURE SHOULD BE FOLLOWED:**

**MEDICAL ISSUE-** NEEDS ATTENTION BY TRAINED STAFF BUT NOT AN EMERGENCY (I.E. SPRAINED ANKLE, STUDENT FEELING DIZZY, VOMITING IN THE BATHROOM).

**MEDICAL EMERGENCY-** NEEDS IMMEDIATE ATTENTION CALL 911 (I.E. BLEEDING, CONVULSING, BLACK OUT, FAINTING).

1. MEDICAL ISSUES OR EMERGENCIES SHOULD IMMEDIATELY BE REPORTED TO THE CHILDCARE DIRECTOR WITH NAME AND CONDITION OF THE CHILD. CLEAR THE CLASSROOM IF NECESSARY, TO ASSISTANT TEACHER.
2. CHILDCARE DIRECTOR WILL CONTACT EXECUTIVE DIRECTOR OR ASSISTANT EXECUTIVE DIRECTOR.
3. IN THE EVENT OF A MEDICAL EMERGENCY 911 WILL BE CONTACTED.
4. DETERMINATION OF COURSE OF ACTION WILL TAKE PLACE BY DIRECTOR. IF AN AMBULANCE IS NEEDED, THE DIRECTOR OR DESIGNEE WILL CALL 911.
5. IF AN AMBULANCE HAS BEEN CALLED, CHILDREN AND STAFF WILL STAY IN THEIR CLASSROOMS UNTIL THE AMBULANCE LEAVES THE BUILDING.
6. CHILDCARE DIRECTOR OR ASSISTANT CAN COPY THE CHILD'S EMERGENCY CARD TO GIVE TO EMS.
7. PARENT CONTACT WILL TAKE PLACE BY CHILDCARE DIRECTOR.
8. FOLLOW-UP PHONE CALLS TO PARENTS AT THE END OF DAY BY CHILDCARE CENTER .

**PARENT EMERGENCY EVACUATION INFORMATION FORM**

NAME OF PROGRAM	OSSIPEE CONCERNED CITIZENS CHILDCARE CENTER
PROGRAM ADDRESS	3 DORE STREET CENTER OSSIPEE, NH 03814
EMERGENCY CONTACT AT PROGRAM	ANN ADJUTANT, CHILDCARE DIRECTOR
CELL PHONE EMERGENCY CONTACT	(603)651-6376
IN THE EVENT THE FACILITY MUST BE EVACUATED BECAUSE OF A CONFINED EMERGENCY; THE STAFF AND CHILDREN WILL LEAVE THE BUILDING AND GATHER IN THE IMMEDIATE AREA AT...	THE FIRST GATE TO THE PLAYGROUND AT THE OCC CHILDCARE CENTER
IN THE EVENT THE FACILITY MUST BE EVACUATED BECAUSE OF AN EMERGENCY IN THE IMMEDIATE AREA THE CHILDREN AND STAFF WILL BE <b><u>TRANSPORTED BY WALKING TOO...</u></b>	<b><u>CENTER OSSIPEE POLICE DEPARTMENT</u></b>  <b><u>OFFICER TONY CASTALDO</u></b>  <b><u>(603) 539-2011</u></b>
THE ADDRESS, PHONE NUMBER, AND CONTACT PERSON AT THE ASSEMBLY AREA IS...	7 DORE STREET CENTER OSSIPEE, NH 03814 (603)539-2011 (BESIDE OCC CHILDCARE CENTER)
IF NECESSARY, CHILDREN WILL BE <b><u>TRANSPORTED BY VAN TO THIS FACILITY...</u></b>	<b><u>CENTER OSSIPEE TOWN HALL</u></b>
ADDRESS, PHONE NUMBER AND CONTACT PERSON AT FACILITY	T.J. ELDRIDGE (603) 539 4181 OR (603)340-0730  55 MAIN STREET CENTER OSSIPEE NH 03814
IF NECESSARY, VEHICLE USED FOR TRANSPORTATION	OCC VAN AND PERSONNEL VEHICLES

(TO BE GIVEN TO PARENTS AT LEAST ANNUALLY)

I UNDERSTAND THAT MY CHILD(REN) MAY BE RELOCATED TO AN EVACUATION SITE IN THE CASE OF AN UNSAFE CONDITION IN THE CHILD CARE PROGRAM FACILITY.

## CHILD RELEASE FORM

CHILD/CHILDREN'S NAME:

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DATE \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

PROOF OF I.D. \_\_\_\_\_

TO BE COMPLETED AT RELEASE BY PERSON REQUESTING RELEASE OF CHILD:

REQUESTER SIGNATURE \_\_\_\_\_

DESTINATION (WHERE CHILD WILL BE TAKEN)

---

DATE \_\_\_\_\_

TIME \_\_\_\_\_

\*THIS FORM IS TO BE USED WHEN ACTIONS HAVE BEEN TAKEN TO MITIGATE A DISASTER OR EMERGENCY AND CHILDREN HAVE BEEN RELOCATED TO AN EVACUATION SITE, HAVE BEEN SECURED ON CAMPUS, ARE SHELTERED IN PLACE, OR THE CHILD CARE PROGRAM IS IN REVERSE EVACUATION OR LOCKDOWN MODE.

# LETTER OF AGREEMENT WITH RELOCATION SITE

## CENTER OSS�PEE TOWN HALL

I HEREBY GIVE PERMISSION FOR THE OSS�PEE CONCERNED CITIZENS CHILDCARE CENTER TO USE THE BELOW LISTED SITE AS AN EMERGENCY RELOCATION SITE FOR CHILD CARE STAFF AND CHILDREN DURING A DRILL OR ACTUAL EMERGENCY EVENT.

THIS AGREEMENT WIL REMAIN IN EFFECT UNTIL ONE YEAR FROM THE SIGNED DATE.

THIS AGREEMENT MAY BE TERMINATED BEFORE THIS DATE BY EITHER PARTY, BUT ONLY WITH WRITTEN NOTIFICATION.

RELOCATION SITE NAME: CENTER OSS�PEE TOWN HALL

RELOCATION SITE ADDRESS: 55 MAIN STREET, CENTER OSS�PEE NH, 03814

RELOCATION SITE CONTACT PERSON: MATT SAWYER OR T.J. ELDRIDGE

RELOCATION SITE CONTACT NUMBER: (603) 539-4181

ALTERNATE CONTACT NUMBER: (603) 340-0730 OR (603) 539-4181 X4

IS THIS SITE ACCESSIBLE AT ALL TIME THE CHILD CARE PROGRAM IS OPEN?

\*YES      NO

INCLUDE ANY INFORMATION NEEDED TO ACCESS AND ENTER THE SITE:

(KEY FOR ENTRANCE TO THE BUILDING)

MAXIMUM NUMBER OF CHILDREN AND STAFF/CAPACITY: \_\_\_\_ 100 \_\_\_\_

CIRCLE ITEMS THAT THE RELOCATION SITE WILL PROVIDE IN AN EMERGENCY:

*WATER	*TELEPHONE
FOOD	PEOPLE TO ASSIST
TRANSPORTATION	OTHER:

INCLUDE ANY SPECIAL CONSIDERATIONS (STORAGE ROOM, RESTROOMS, WHEELCHAIR ACCESSIBLE, BACK-UP EQUIPMENT, SUPPLIES, ETC.)

RELOCATION SITE REPRESENTATIVE PRINTED NAME: \_MATT SAWYER/T.J. ELDRIDGE\_

SIGNATURE: \_\_APPROVED\_\_      DATE: 05-20-2021

CHILDCARE PROGRAM REPRESENTATIVE PRINTED NAME: \_ANN ADJUTANT, DIRECTOR

SIGNATURE: APPROVED      DATE: 05-20-2021

**PARENT EMERGENCY EVACUATION INFORMATION FORM**

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PROGRAM ADDRESS	3 DORE STREET CENTER OSSIPEE, NH 03814
EMERGENCY CONTACT AT PROGRAM	ANN ADJUTANT, CHILDCARE DIRECTOR
CELL PHONE EMERGENCY CONTACT	(603)651-6376
IN THE EVENT THE FACILITY MUST BE EVACUATED BECAUSE OF A CONFINED EMERGENCY; THE STAFF AND CHILDREN WILL LEAVE THE BUILDING AND GATHER IN THE IMMEDIATE AREA AT...	THE FIRST GATE TO THE PLAYGROUND AT THE OCC CHILDCARE CENTER
IN THE EVENT THE FACILITY MUST BE EVACUATED BECAUSE OF AN EMERGENCY IN THE IMMEDIATE AREA THE CHILDREN AND STAFF WILL BE <b><u>TRANSPORTED BY WALKING TOO...</u></b>	<b><u>CENTER OSSIPEE POLICE DEPARTMENT</u></b>
THE ADDRESS, PHONE NUMBER, AND CONTACT PERSON AT THE ASSEMBLY AREA IS...	7 DORE STREET CENTER OSSIPEE, NH 03814 (603)539-2011 (BESIDE OCC CHILDCARE CENTER)
IF NECESSARY, CHILDREN WILL BE <b><u>TRANSPORTED BY VAN</u></b> TO THIS FACILITY...	<b><u>CENTER OSSIPEE TOWN HALL</u></b>
ADDRESS, PHONE NUMBER AND CONTACT PERSON AT FACILITY	MATT SAWYER (603) 539-4181 OR T.J. ELDRIDGE (603) 340-0730  55 MAIN STREET CENTER OSSIPEE NH 03814
IF NECESSARY, VEHICLE USED FOR TRANSPORTATION	OCC VAN AND PERSONNEL VEHICLES

(TO BE GIVEN TO PARENTS AT LEAST ANNUALLY)

I UNDERSTAND THAT MY CHILD(REN) MAY BE RELOCATED TO AN EVACUATION SITE IN THE CASE OF AN UNSAFE CONDITION IN THE CHILD CARE PROGRAM FACILITY.

CHILD/CHILDREN'S NAME

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PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_