



Memphis Shelby County Schools

Emergency / Safety Procedures

&

Disaster Preparedness Plan



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If any SCS Division of Early Childhood facility has to be locked down for any safety reason, e.g., a threat from the community to the school/center, teaching staff will secure children in their rooms and lock the doors, staying away from windows, until notified by school/center officials or police that the threat has passed. Follow SCS Policy 3001.

LOCK DOWN PROCEDURES



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1. SCS Division of Early Childhood environments are structured to prevent accidental poisonings. All cleaning supplies and other dangerous substances are kept in locked cabinets and out of the reach of children at all times and are only used by the adults in the classrooms.
2. Division of Early Childhood and contractor staff are knowledgeable of the **Poison Control Center telephone number (1-800-222-1222)** and this number is posted in every classroom and in offices.
3. A poison is any substance – solid, liquid, or gas – that may impair health or cause death when introduced into the body or onto the skin surface.
4. If this should happen, early childhood staff:
 - a. Must call the Poison Control Center or Emergency Medical System (EMS).
 - b. Follow the instructions provided by the Poison Control Center. If there is no Poison Control Center or they are unreachable, call a hospital emergency department or 911 EMS and follow their instructions. These numbers are also posted in classrooms and offices.
 - c. Will not make children vomit without medical advice to do so.
 - d. Will attempt to identify the poisonous substance.
 - e. If the poisonous substance is an inhaled poison (gas):
 - i. Move to fresh air.
 - ii. Loosen tight clothing.
 - iii. Check breathing and open airway.
 - iv. Administer rescue breathing, if necessary.
 - f. Get medical attention.
 - g. Notify the school nurse (school-based sites) or health manager (center-based sites), supervisor (principal, site manager, center director) and parents.
5. All emergencies are recorded on a Child Incident/Accident Report and a copy forwarded to the health manager (center-based sites) and the school nurse (school-based sites), as well as to the appropriate instructional advisor/education specialist.

POISON PROCEDURES



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CUT OR BITTEN LIP, TONGUE OR MOUTH

If there is bleeding, clean the bite gently with water and press a cold compress (gauze) firmly against the area to reduce or avoid swelling. If bleeding continues after 15 minutes, contact parent.

FOOD/OBJECT CAUGHT IN TEETH

Have child to brush teeth to try to dislodge the food/object. Contact parent if brushing is not successful.

BROKEN, CHIPPED, OR FRACTURED TOOTH

Rinse the mouth with warm water, then use a cold compress (gauze) to reduce swelling. Try to locate and save the tooth fragment that broke off. Contact parent immediately.

KNOCKED-OUT TOOTH (If a tooth is knocked out, it can be saved if you act quickly)

Find the tooth and rinse it with water (no soap), and only touch the crown (the upper part) of the tooth. Place the tooth in a clean container with milk. Contact parent immediately. If you act quickly, it's possible to save a permanent, or adult tooth.

TOOTHACHE

Rinse the mouth with warm water and inspect the teeth to be sure there is nothing caught between them. If pain continues, use a cold compress to ease the pain. Do not apply heat or any kind of aspirin or topical pain reliever directly to the affected area, because this can damage the gums. Contact parent.

POSSIBLE BROKEN JAW

If you know or suspect that the child has sustained a broken or dislocated jaw, try to keep the jaws from moving (hold the jaw in place with roll gauze). Use a cold compress to reduce swelling. Notify parent immediately.

DENTAL EMERGENCIES



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1. A fire may be defined as heat and light of combustion that is extremely hot.
2. In the event of a fire, teaching staff guide the children quickly and safely to the designated area outside and away from the building, following designated evacuation routes.
3. Teaching staff must take the class roster and emergency contact information to the outside of the building during the evacuation. Once the children are outside, the teaching staff should check each child's name to ensure that all children are safely out of the building.
4. Staff and children will not re-enter the building unless instructed by the fire department or, if it's a drill, by the staff person designated to let people back into the building when the drill is completed.
5. If the building cannot be occupied, school-based classrooms follow building procedures. Center-based site managers and center directors call the contractor's administrative offices/managers and then contact parents to inform them and to have them arrange to pick up the children.
6. Preventive measures:
 - a. Children are taught to stop, drop and roll for burn prevention.
 - b. Fire drills are conducted and documented in all SCS Division of Early Childhood sites and are conducted monthly.
 - c. Fire alarm systems and smoke detectors are inspected and tested at least annually.
 - d. Fire extinguishers must be inspected annually.

EVACUATION METHODS FOR FIRE



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1. A tornado is a destructive whirling windstorm with funnel-shaped cloud whirlwind.
2. In the case of a tornado, staff take the children to the lower or center, if there is no basement, part of the building away from windows or objects that can cause serious accidents. Preferable refuge should be taken near a corner with a protective covering, i.e., mats or mattresses for shields.
3. If children are outside, look for a ditch to lay in or re-enter the building if you can – make sure children away from flying objects that could cause physical harm.
4. Call for help as soon as conditions are favorable.
5. Preventive measures:
 - a. Children are taught what a tornado is and to do at the center/school in case of one.
 - b. Tornado drills are conducted and documented three times per school year.

EVACUATION METHODS FOR TORNADOES



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1. Earthquake drills are completed at least once per year in all SCS Division of Early Childhood sites, both center-based and school-based.
2. During an earthquake, staff remain calm and quickly do the following, if indoors:
 - a. Guide the children to seek protection in a doorway or under a desk or table.
 - b. Stay away from glass, windows, shelves and heavy equipment.
 - c. Be prepared for aftershocks.
 - d. Call 911 EMS if help is needed after the initial shock.
 - e. If there is a related emergency, such as a fire or gas leak, activate any available building alarm.
 - f. If needed, evacuate the building:
 - i. Guide the children quickly and safely to the designated area outside and away from the building, following designated evacuation routes.
 - ii. Take the class roster and emergency contact information to the outside of the building during the evacuation. Once the children are outside, teaching staff should check each child's name to ensure that all children are safely out of the building.
 - iii. Do not return to an evacuated building unless directed to do so by emergency personnel.
3. During an earthquake, staff remain calm and quickly do the following, if outdoors:
 - a. Move away from buildings, trees and utility poles. Remain at least 500 feet away from such structures.
 - b. Avoid power and utility lines.
 - c. Lie or sit down to avoid being thrown about by the earthquake.
 - d. If you are in a vehicle, stop in the safest place available away from power lines and trees. Stay in the vehicle for the shelter it offers.
4. Report the situation and any damaged facilities to the contractor administrative office, if center-based, or to the SCS Division of Early Childhood administrative office, if school-based.
5. When you can, call children's parents to inform them of the status of the children.

EVACUATION METHODS FOR EARTHQUAKES



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1. If a chemical or bio-hazardous material is spilled and staff are not familiar with its properties, notify the principal, site manager or center director, who will report the incident immediately to 911 EMS, providing as much information as possible and relaying instructions to classroom and other staff.
2. Staff should make no attempt to contain or clean up the spill unless they are familiar with the chemical or bio-hazardous material and its properties.

CHEMICAL & BIO-HAZARDOUS SPILLS