

**Northeast South Dakota Head Start**

**Emergency Preparedness Overview**

# Emergency Preparedness

NESD Head Start has established emergency preparedness guidelines for staff to follow so that the effects of emergency situations can be minimized. The cooperation of every individual is critical to the emergency preparedness.

# Goals of the NESD Emergency Plan

- Preserving life, protecting property, and continuing operations
- Establishing the roles and responsibilities for responding to a major incident
- Establishing the importance of the System and its function
- Establishing a working knowledge of the South Dakota Emergency Management System and the National Incident Management System (NIMS) and how they affect the initial local incident command and subsequent state and federal resources

# Individual Preparedness

Have a plan and know what to do *before*, *during* and *after* an emergency.

# ***Before* an emergency:**

- Become familiar with the NESD *Emergency Preparedness Plan*.
- Know your building's floor plan and become familiar with building exits and doors.
- Post emergency evacuation (schematic drawings) routes near exits.
- Post Emergency Procedures Poster / CPR / First Aide / Choking / Dental Emergency
- Become familiar with *Evacuation Assembly Points*.
- Share this information with new staff and volunteers.
- Maintain up to date contact information.
- Gather individual preparedness supplies.
- Cooperate during Evacuation and Shelter in Place drills.

# *During* an emergency:

- Remain calm.
- Alert emergency responders (police, fire, medical) to situations requiring their attention.
- If you are *EVACUATING*, move to your Assembly Point by the safest route available.
- Assist individuals with disabilities.
- Walk; do not run.
- Use stairs; do not use elevators.
- Wait for and follow instructions from teaching staff/ or Public Safety authorities.
- If you are *SHELTERING IN PLACE*, stay inside the building or find a safe place.
- If you are in a room with a door, make sure the door is closed
- If applicable and time permits lock doors.
- If you are in a room with a window, make sure the window is closed.
- Remain where you are until further direction from teaching staff or emergency personnel.

# *After* an emergency:

- Wait for and follow instructions from emergency personnel.
- Updated emergency information and information concerning the status of the site will be communicated through a variety of sources, as available.
- Plans are in place for essential functions to continue on a temporary basis.
- Personnel and facilities are designated to carry on operations on a limited basis if it is safe to do so.
- Alternate facilities will be established, if necessary.
- Normal operations will resume as soon as possible following an emergency.



# **Emergency Notification**



## Recorded Emergency Operations

NESD will use School Messenger to notify staff and parents in the event of an emergency.

In the event of a program wide emergency the Executive Director or designee will launch a broadcast to appropriate staff and parents.

If the event is local, teaching staff will launch the broadcast for their area or request coordinators or managers to assist.

**In addition to School Messenger, information concerning the status of NESD will be available to staff, parents and community members through a variety of sources, as available, including:**

- NESD Web Site
- Email Communications
- Text or Voice Alerts
- Classroom or Office Telephones
- KELO and KSFY TV Stations
- Local Radio Stations

# Disaster Supply Kits

## Disaster Supply Kits

*Personal preparedness is crucial.* In a major disaster, it might be several days before vital services are restored. Personal supply kits should be adjusted based on personal needs.

Suggested supplies include:

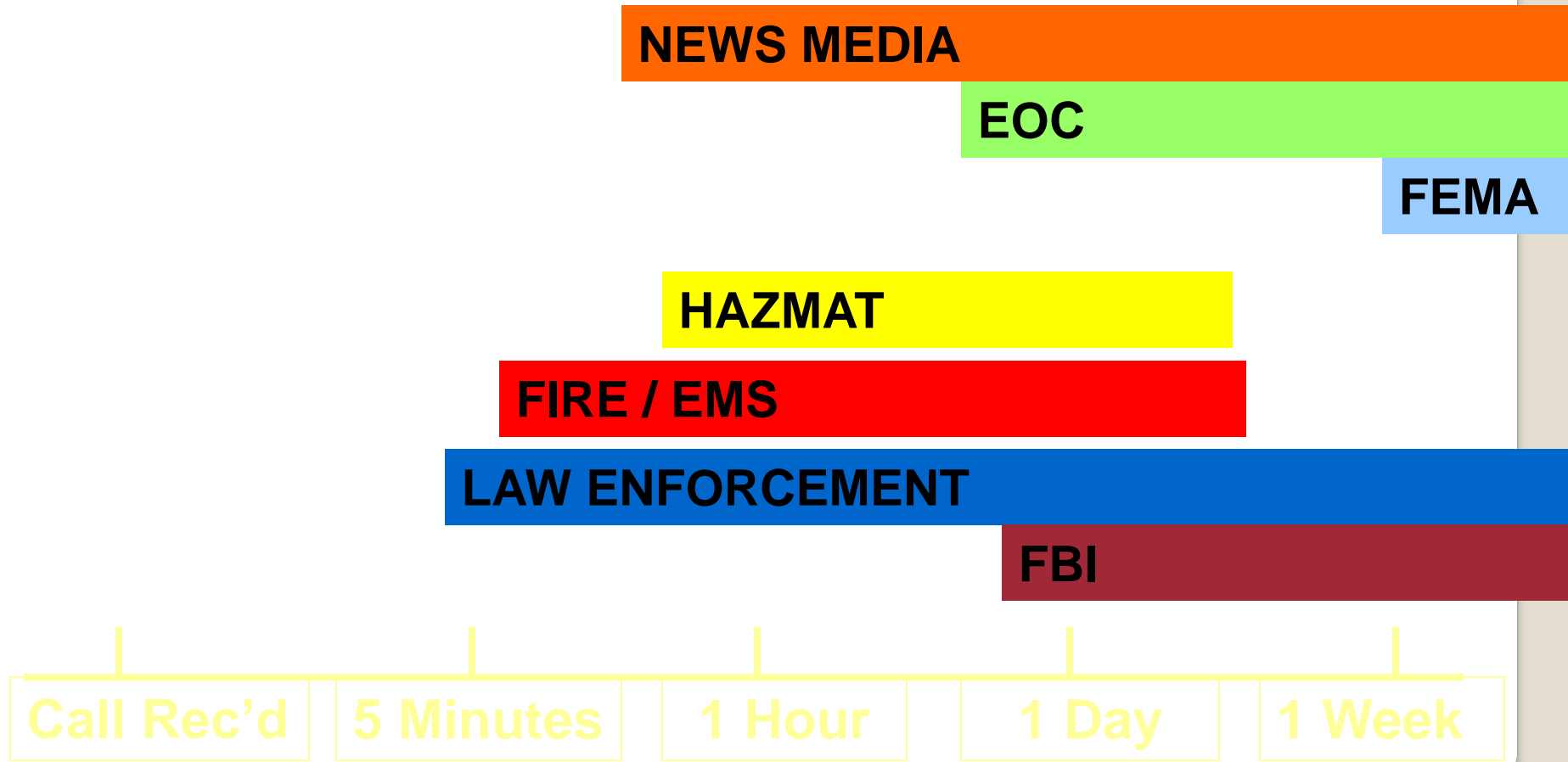
- Flashlight with extra batteries
- Battery-powered radio
- Food
- Water
- Medications
- First Aid Supplies

# **Safety and Security**

# Emergency & Response

- Remain CALM
- Follow Emergency Poster Instructions
- For Emergencies, Fire, Police, Medical — dial 9-1-1 or emergency numbers listed on the Emergency Procedures Poster from any phone
- Follow directions from emergency personnel

# Typical Response Agency Timelines



Community Emergency Response Teams  
(CERT)  
National Incident Management System  
(NIMS)



# Community Emergency Response Teams (CERT)

- The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.

# NIMS Overview

- Homeland Security Presidential Directive 5 (HSPD-5) requires Federal agencies to adopt a new National Incident Management System (NIMS) for response to domestic incidents
- Provides a flexible framework that facilitates government and private entities *at all levels* working together
- Provides a set of standardized organizational structures applicable across jurisdictions and functions
- NIMS is based on established concepts, including the Incident Command System

# **Local and National Emergency Information**

- South Dakota Emergency Services  
([http://dps.sd.gov/emergency\\_services/default.aspx](http://dps.sd.gov/emergency_services/default.aspx))
- NESD Web Site  
(<http://nesdhs.org/employeesite/html/emergency/training>)
- South Dakota Department of Homeland Security  
([http://dps.sd.gov/homeland\\_security/default.aspx](http://dps.sd.gov/homeland_security/default.aspx))
- Department of Homeland Security  
(<http://www.dhs.gov/index.shtm>)