

Children's Center of the Stanford Community

Parent Guide for Emergency Preparedness

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Address	685 Pampas Lane, Stanford, CA 94305
Phone Number	650.853.3090
Cross streets	El Camino Real and Serra
SUBLINE	650.462.8870

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INTRODUCTION

CCSC is committed to supporting children's emotional, physical, language, cognitive and social development, but also to children's safety. CCSC exercises preventative actions to avoid an incident or to intervene to stop incidents from occurring. We are committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. In addition, our indoor and outdoor environments are carefully arranged to allow children the opportunities to investigate and explore freely, be challenged and to take risks, as well as to maintain safety.

Preparing for emergencies is achieved and maintained at CCSC through a continuous cycle of planning, organizing, training, equipping, evaluating and taking corrective action. CCSC fosters preparedness at all levels including children, parents, teachers and administrative staff.

Through cooperation with the greater Stanford community, we will make an effort to avoid or lessen the impact of a disaster on our community members.

Scope of this Document

This Parent Guide is a support tool for parents to have information about how to respond and what to expect if there were an emergency on campus. Included in this document are:

- Parent's Role in CCSC's Emergency Plan
- The ICS - Chain of Command
- Communication
- Getting More information about What is Happening at CCSC in an Emergency

The CCSC Emergency Plan (posted in each CCSC classroom) provides information and instructions for the following types of emergency situations:

- Assault on staff or child
- Bomb Threat
- Child Abduction/ Missing Child
- Child Abuse
- Earthquake
- Evacuation of Facility
- Fire
- Gas Leak
- Lockdown
- Medical Emergency
- Pandemic
- Power Outage/Utility Interruption
- Shelter in Place/Hold and Secure

Our Emergency Plan is intended to be used as a tool for decision making and is scalable for response to small isolated events or larger disasters.

Purpose of this Document

We recognize that the value of this document comes in its development, review and revision as well as continued training and implementation of drills and other exercise scenarios. A real-life response will not allow for time to read through this document at length. It is each community member's responsibility to know and understand its contents ahead of time.

Initial Response

CCSC personnel are usually first on the scene of an incident in a school setting. The CCSC staff is expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency response agency with authority to assume responsibility.

THE PARENT'S ROLE IN CCSC'S EMERGENCY PLAN

Roles and Responsibilities of CCSC Parents and Guardians

Parents/Guardians enrolled at CCSC:

- **Encourage and support school safety, violence prevention and incident preparedness programs within CCSC; i.e. Do not allow strangers to "piggy-back", report suspicious activity**
- Participate in volunteer service projects for maintaining a safe environment and emergency preparedness
- Provide CCSC with requested information needed to support us in maintaining our emergency plan; i.e. emergency baggie, emergency documents
- Insure that CCSC has your most up to date contact information- phone, email, etc.
- **Participate in drills and practices while cooping and during pick-up and drop off times**
- Understand your role during an emergency
- **Do not leave the scene until authorized by the Accountability Manager**

All Community members on-campus during a drill or a major event:

- Support and assist teachers as directed
- Must participate in the drill
- Do not leave the scene until released by the Accountability Manager

If you are Cooping during a drill or Emergency Event:

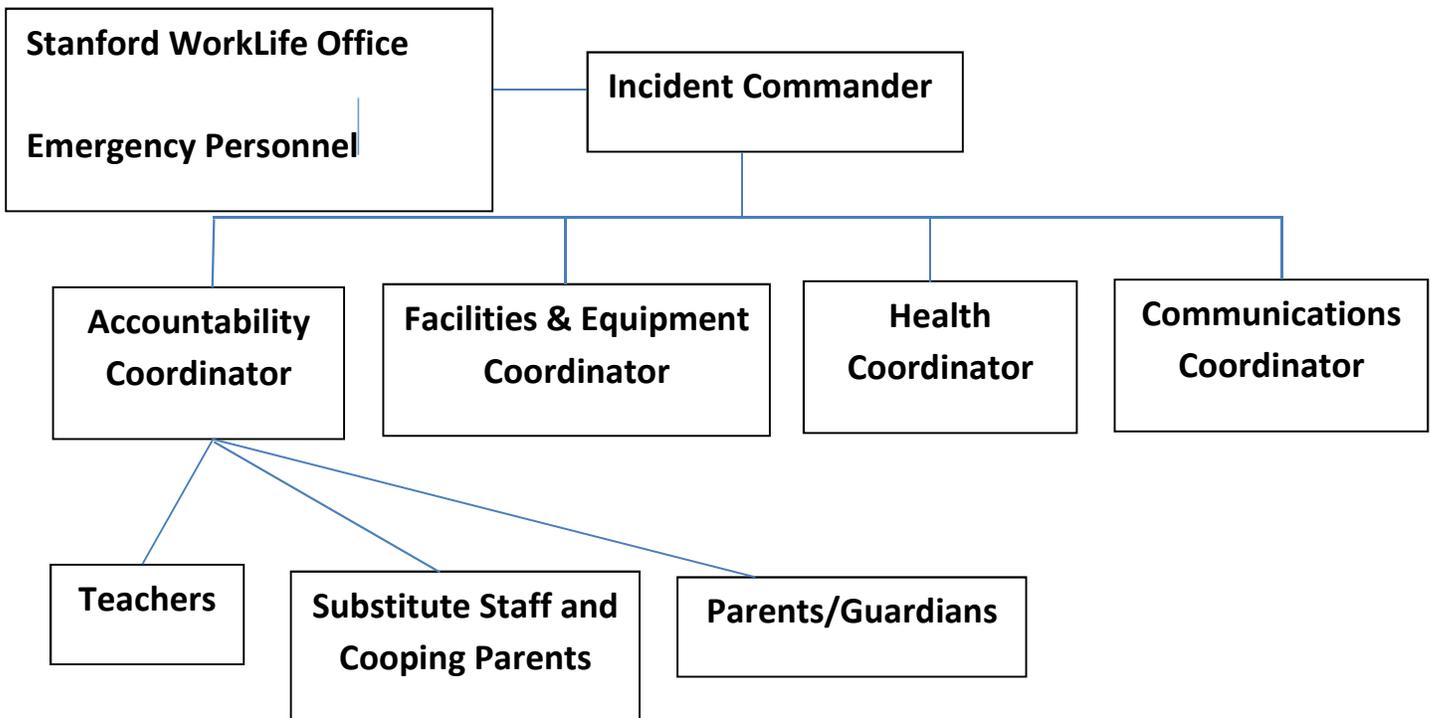
- Supervise children and do your best to keep children calm
- Report injuries to teaching staff
- **Support and assist teachers as directed**
- **Do not leave the scene until authorized by the Accountability Manager**

IMPLEMENTING THE INCIDENT COMMAND SYSTEM (ICS)

In a major emergency or disaster, CCSC may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) will be used to manage all incidents and major planned events.

The Incident Commander at CCSC will have the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an incident command post and provide an assessment of the situation to Stanford's WorkLife office or other officials, identify resources needed and direct on-scene activities. **If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved.**

Incident Management Team



COMMUNICATION

Communication with Parents

Before an incident occurs, CCSC will:

- Develop a relationship with parents so that they trust and know their roll in an emergency
- Inform parents about CCSC's Emergency Plan, its purpose and its objectives. Information will be included in the enrollment packet, on our website and presented at Orientation Night

In the event of an incident that affects the greater community (i.e. emergency personnel on site for an incident, suspicious activity near campus, Shelter-in-Place, utility interruptions), CCSC will:

- Provide appropriate information to administrators, teaching and substitute staff
- Inform community members of incident via email or memo
- Inform community if any action is required immediately
- Describe how the school and emergency personnel are handling/have handled the situation
- Provide information regarding possible reactions of their children and ways to talk with them

In the event of a major incident (i.e. Major Earthquake, Fire, Lockdown), CCSC will:

- Will utilize email messages, text messages and the Stanford Emergency Alert System to keep families informed
- Implement the plan to manage phone calls and parents who arrive on campus
- Describe how the school and emergency personnel are handling the situation
- Provide information regarding possible reactions of their children and ways to talk with them
- If needed, inform community about when and where CCSC programs will resume

In the event of a major incident, if necessary, CCSC will conduct public meetings. These meetings will be designed to provide the opportunity for community members to ask questions and receive accurate information.

HOW CAN A PARENT GET MORE INFORMATION ABOUT WHAT IS HAPPENING AT CCSC?

For incidents requiring emergency response that affect the community, but are not considered major incidents/disasters:

A memo or email will go out to all members of the community

If you would like more information, contact the Executive Director at 650-853-3091 or through email

In the event of a major incident:

Do not call your child's classroom or rush to CCSC's campus

Call the main CCSC phone number for updates- 650-853-3090

If you come to CCSC's campus, follow directions under the Incident Command System

Other Resources for information regarding major events/disasters:

SU Alert will keep you updated on the status of the situation, if deemed necessary

Tune radio to KZSU 90.1 FM for campus information and instructions or utilize community emergency alert radio stations KCBS 740 AM or KGO 810 AM