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### ***Accidents/Non-Emergency***

- ***Programs where children attend without parents (Family Center Preschool, Infant and Toddler, Baudhuin Preschool, The Academy, Just for Kids):***

Attend to the child's injury and ensure that the child is safe and comfortable. In the Baudhuin Preschool, take the child to the clinic for first aid. All children with a possible head injury, regardless of program, are to be taken to the clinic. An accident/incident report must be completed every time an injury or incident occurs using the following guidelines:

- If a child is hurt in any way, a report must be completed immediately after the incident occurs and signed by classroom staff.
- The report must be immediately brought to an administrator and signed by the administrator.
- Parents must be notified by telephone of the incident by the nurse or teacher.
- Parents must sign the incident report when they arrive to pick up their child. If a parent refuses to sign, classroom staff must record this (i.e. Parent refused to sign).
- The program director or nurse will determine whether to notify Public Safety at ext. 28999 and report a non-emergency incident/accident (no EMS required).
- A Public Safety officer will complete a report if their services are required.
- The original copy of all incident/accident reports will be filed in a secure location. A duplicate copy will be given to the director of early childhood.
- If a child arrives in the classroom with an injury or mark, the steps outlined above must be followed.

- ***Programs where children attend with parents (Parenting Place, Starting Right):***

Attend to the child's injury and ensure that the child is safe and comfortable. An accident/incident report must be completed every time an injury or incident occurs using the following guidelines:

- If a child is hurt in any way, a report must be completed immediately after the incident occurs and signed by classroom staff.
- The report must be immediately shared with the parent/guardian/caregiver accompanying the child and signed by him/her. If a parent/guardian/caregiver refuses to sign, classroom staff must record this (i.e. Parent/guardian/caregiver refused to sign).
- The report must be brought to an administrator and signed by the administrator immediately following the incident.
- The program director or nurse, in consultation with the accompanying parent/caregiver, will determine whether to notify Public Safety at ext. 28999 and report a non-emergency incident/accident (no EMS required).
- A Public Safety officer will complete a report if their services are required.
- The original copy of all incident/accident reports will be filed in a secure location. A duplicate copy will be given to the director of early childhood.

- If a child arrives in the classroom with an injury or mark, the steps outlined above must be followed.

Forms should be available in the classroom. Additional forms are located in the teacher resource room and in the director and associate director's offices.

### ***Active Shooter/Intruder***

- Call 9-1-1 immediately and then Public Safety at x28999 to advise them of the situation. The person making the call to 9-1-1 needs to know the following information, if possible:
  - Location of stranger/shooter
  - Number of strangers/shooters
  - Do they have weapons, and if so, what type
  - Any victims and if so, how many
  - Above all, if you cannot speak because the stranger/shooter is nearby, after dialing 9-1-1 and/or Public Safety, leave phone line open.
  - Follow directions regarding Lockdown procedure

### ***Emergency Evacuation of Building (Offices)***

Monthly fire drills are required for all Early Learning Programs. In addition, we are required to hold annual severe weather and lockdown drills.

In case of building evacuation, staff must:

- Turn out all lights and close office doors upon exit.
- Proceed in an orderly, rapid fashion out the nearest appropriate exit.
- Proceed to a designated "safe" area unless otherwise directed.
- Non-teaching staff and teachers are mandated to support classroom staff during evacuations.
- Do not return to the building until an "all clear" is issued.
- Note that individuals may not turn on the engines of their cars nor move their cars during a drill.

### ***Emergency Evacuation of Building (Classroom)***

*Monthly fire drills are required for all MSC programs. In addition, we are required to hold annual severe weather and lockdown drills.*

In case of building evacuation, **teachers** must:

- Gather all classroom staff and students in a calm, orderly fashion.
- Take a head count and ensure that all children are accounted for. Head counts must be performed at departure, during transitions and at arrival and must be checked against daily attendance sheets.

- Children who are not walking must be placed in an evacuation crib. The crib is to be wheeled outside to the designated area.
- Teachers must take the attendance sheet, classroom walkie-talkie (be sure walkie-talkie is active), and emergency contact numbers for parents when exiting the building.
- **No one may stop for coats or any other personal items.**
- Turn out all lights and close the doors to the classroom as you exit.
- Proceed in an orderly, rapid fashion out the nearest appropriate exit. Follow the emergency exit plan indicated on your classroom map.
- Be sure to have an alternate evacuation route in case your assigned path is blocked.
- Take attendance of the assembled group.
- Do not return to the building until an “all clear” is issued. Please monitor your walkie-talkie for messages.
- When you return to the classroom, attendance should be taken again.
- Do not release a child to their parents or family member during an emergency evacuation. Parents must return to the building and sign their child out as required.

### ***Hurricane Preparedness***

- At the discretion of NSU administration, the Mailman Segal Center and the university may close in the case of a hurricane watch or warning. If a hurricane watch or warning is issued for Broward County, please check the NSU Emergency Hotline **800-256-5065**, the Mailman Segal Center Hotline **954-262-5656**, or the Nova Southeastern University website for notification as to school closings.
- If the university is not closed, you are expected to report to work unless otherwise instructed.
- If the university must close during the day, after staff and students have arrived, it is necessary for staff to remain at the school until the last student is picked up or has left on county buses.
- When requesting to leave early, permission must be given from your program supervisor to ensure that there is sufficient coverage and to allow the administration to account for all staff.
- If a hurricane is approaching Broward County, and it appears possible that Broward County will be threatened within the next 36 hours, it is important that you take necessary precautions to protect your classrooms and work space. You will receive notification informing you of what steps need to be followed in order to ensure adequate protection of equipment, materials, and other property.
- The university has a dedicated website to offer detailed information on weather emergencies at <http://www.nova.edu/hurricane/index.html>
- Should the NSU web site ([www.nova.edu](http://www.nova.edu)) become unavailable due to a hurricane, an alternate informational web site will become available at <http://208.63.152.2>.

## ***Lockdown***

In the case of a Lockdown, quickly determine the most reasonable way to protect your life, the lives of your students, and the lives of your co-workers. Remember that students and visitors are likely to follow the lead of teachers and administrators during an active shooter situation.

### **Administration**

Upon Lockdown notification, the designated Program/Area Captain will assign the following tasks:

- If necessary, call Public Safety at x28999 to confirm the Lockdown status and to remind them to remotely lock doors and secure parking lots immediately.
- Insure that announcements are made we are in a Lockdown situation on all address systems including intercoms and walkie-talkies. All announcements should be repeated three times.
- Place signs in front windows to instruct visitors to return to their vehicles and preferably leave the premise.
- Check all exterior doors to ensure no doors have been left ajar.
- Make sure that all exterior areas have been cleared (playgrounds, fountain, breezeways) (via walkie talkie or other safe method)
- Dean's office will send a group text to cabinet members, Associate Provost, Dean of Human Services and Dean's administrative assistant.

### **Front Desk**

- Announce we are in a LOCKDOWN situation on all address systems including intercoms and walkie-talkies. All announcements should be repeated three times.
- Place signs in front windows to instruct visitors to return to their vehicles and preferably leave the premise.

### **Staff**

Upon notification of a LOCKDOWN immediately:

- Remain in classroom or office (or return to nearest classroom or office) in a calm but swift manner.
- Lock the classroom door using your intruder key; or lock your office door (DO NOT open the door to check).
- Make sure classroom patio doors are not ajar.
- Pull shades/blinds.
- Turn off lights.

- Conduct a head count and take attendance.
- Infants should be placed in evacuation cribs.
- Move children to a designated “safe zone.”
- Lead teacher or designated lead will put their personal cell phone on SILENT mode (not vibration) and keep them on their person.
- Everyone must remain as quiet as possible.
- Monitor walkie-talkies and intercom.
- DO NOT open doors for anyone except First Responders.
- Wait for official notification for next steps.

### ***Medical Emergencies***

A “Life Threatening Medical Emergency” means that a person requires immediate medical intervention to stabilize and prevent the medical condition from deteriorating. A non-exhaustive list of life threatening medical emergencies includes:

1. compound fractures;
2. severe lacerations;
3. internal bleeding;
4. severe burns;
5. difficulty in breathing;
6. heart problems;
7. shock;
8. severe allergic reactions to insect bites/foods, medications;
9. poisonous plant contact or animal bites;
10. ingestion of chemicals/poisoning; and/or
11. unconsciousness.

### ***Procedure for Life Threatening Emergencies***

Person finding injured or ill person shall:

- Remain calm.
- Call 911 for emergency medical services and report the incident or request that someone else call (use an intercom or walkie-talkie to notify front office). Stay on line with the dispatcher and provide information as requested.
- Complete Incident/Accident form.

Program Director or designee shall:

- Report the incident to NSU Public Safety, or call 911 if they have not already been called.
- Notify the child’s parents or legal guardian.
- Assign an individual to meet the emergency medical personnel to guide them to the location. All other staff and students should remain in their classrooms and hallways are to be left clear until an “all clear” announcement is made.

- Pull the #1 or medical release form of the injured from the files and provide it to the emergency medical personnel upon arrival.
- Assign a staff member to accompany the patient to the hospital.
- The student's emergency card with his/her physician's telephone number and other pertinent information should be brought to the hospital if s/he is accompanied by a staff member.
- Insure that the appropriate paperwork is completed (Accident/Incident report).
- Contact the following to report the incident:
  - Licensing Representative, if necessary
  - Immediate supervisor
- Maintain communications with staff member assigned to stay with the patient for progress reports.

### ***Automated External Defibrillator [AED]***

An AED is a portable electronic device that diagnoses and treats life threatening cardiac arrhythmias in a patient by applying an electric shock that stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

In the event a person is having a medical emergency, please call 9-1-1 first then and call **NOVALERT** at **(954) 262-8999**. Public Safety will dispatch Public Safety officers to assist and to guide fire rescue and medical personnel to the site.

The Jim & Jan Moran Family Center Village has 3 AEDs located at:  
Building 100, 1<sup>st</sup> floor-Preschool next to restrooms  
Building 100, 2<sup>nd</sup> floor next to dental clinic  
Building 200, 1<sup>st</sup> floor center core near external doors (breezeway)

### ***Severe Weather Alerts: Tornado, Severe Thunderstorms***

- Announce on all address systems including intercoms and walkie-talkies that everyone should immediately bring their classes to the "T" zone of the preschools.
- Bring classroom walkie-talkie and student contact information with you.
- Position children sitting with their faces towards the walls, their heads down and hands over head in a "take cover position."
- If teachers cannot reach this area quickly, the class should take cover in the safest internal room they can immediately access (pantries, bathrooms).
- Avoid rooms with windows.
- Lead teacher should keep a cell phone and student emergency contact information with him/her.
- Make sure all children are accounted for immediately following emergency.

- Listen for further instructions to be announced via walkie-talkies and intercom after weather event has ended.
- Report missing or injured persons to the Administration or Emergency Response Team.

**Office/Second Floor Staff**

- All second floor employees should attempt to move to the first floor as soon as a weather alert is received.
- Assist teachers/staff with keeping children calm and positioned in “T” zone.
- If an “immediate take cover” occurs and you cannot get to the first floor, find an internal room without windows. Close doors to all offices with windows.
- If possible, take your cell phone with you.

***Emergency Response Team:***

Roni Leiderman, Dean

Susan Kabot, Executive Director of Autism Institute (Autism Programs)

Lorraine Breffni, Director of Early Childhood (Early Learning Programs)

Laural Robbins, Director of Employee Relations (Personnel)

Chris Gruendel (Facilities)

Jamie Mayersohn, Director of Communications

Donna Hillier, Director of Academics

Nurit Sheinberg, Director of Research