

Cisco Family Connection
Emergency Preparedness Information for Families

**Cisco Family Connection childcare center has priority status with the
Cisco Safety and Security Team.**

Cisco Family Connection values safety and strives to establish practices that will best assist us in the event of an emergency. We have worked to put into place systems for our center that will prepare our faculty, and our children in the event of an emergency. Below is a summary of the practice drills conducted at Cisco Family Connection.

What Kinds of practice drills are conducted at Cisco Family Connection?

FIRE

- Evacuation to designated areas outside of the building

SHELTER IN PLACE

- People are moved inside the building, isolating the building environment from the outside

EARTHQUAKE

- Drop, Cover and Hold, then evacuate to inner courtyard

ANNUAL FULL EVACUATION TO SECONDARY SITE

- After initial evacuation to parking lot, children and faculty are relocated to Café in Building 21

What is the CFC Parent Liaison Station?

- During a fire drill or actual fire evacuation, there will be a **Parent Liaison Station (marked by a Windsock flying overhead)** across the street from the center at the traffic light in front of Bldg 21. A Cisco Family Connection employee will be there and wait with you to keep you updated on the timeline of the practice drill. In an actual event, the Parent Liaison Station will be relocated to the secondary evacuation site.
- If you are contacted to pick up your ill child, and you arrive as a practice drill or an actual event is underway, you will find your child waiting for you at the Parent Liaison Station. You will sign your child out using a paper sign out sheet

What kind of Emergency Supplies are on hand at the center?

We have followed American Red Cross guidelines and consulted with the Cisco Emergency Response Team to create and maintain our emergency supplies. Items include but are not limited to: food, water, diapers, formula, baby food, blankets, children's clothing, adult clothing, radios, batteries, towels and 1st Aid supplies.

Supplies are located in our Yellow Evacuation Bins, Red Homebase Backpacks, and at our Secondary Evacuation Location in the parking lot of Building 21.

What is Cisco Family Connection's procedure for a practice drill or actual center evacuation?

- Evacuate carefully, sweep the building, meet in designated areas outside the center, assure accountability for all children and staff, and reoccupy upon confirmation of the Cisco Emergency Response Personnel
- Bins of Emergency supplies are taken outdoors with us
- Family Contact Information Binders are taken with us
- A list of Currently Checked-In Children is taken with us
- Cisco Security, our Cisco Liaison and Cisco Family Connection's Bright Horizons Regional Manager are contacted
- Cisco Walkie Talkie's to communicate with Cisco Safety and Security and CFC Incident Commander are on hand
- Primary evacuation to designated color coded areas that are located in the CFC parking lots. Areas as follows:
- Infant North and South – meet in blue areas along Barber Lane inside parking lot
- Two's North- meet in purple area marked with red curb in rear of building in North parking lot;
Two's South- meets in the purple area in the South parking lot
- Preschool/Pre K North - meet in green area marked with red curb in rear of building in North parking lot;
Preschool/Pre-K South – meet in the green area in the South parking lot
- Kindergarten/ School's Out – meet in blue areas along Barber Lane inside parking lot
- Back up Program – – meet in blue areas along Barber Lane inside parking lot
- If necessary, our secondary evacuation site is the Café in Bldg 21

How can parents support and cooperate with Cisco Family Connection should they arrive and a planned practice **drill** is taking place?

FIRE

- Whether for a practice drill, or actual event, it is critical to maintain the integrity of our headcounts. Therefore, do not attempt to pick up or drop off your child at these times. Families will not be allowed to sign children in or out from us during an emergency practice fire **drill**, or during an actual event until we have received the all clear from Cisco Safety and Security
- Please stay with your child and the designated CFC personnel who will be located at the entrance areas in front of the North or South lobby
- Do not drive through the parking lot, road cones will be placed in driveways to divert car traffic

SHELTER IN PLACE

- Do not attempt to pick up or drop off your child. Families will not be allowed to sign children in with us or out from us while an emergency shelter in place practice **drill** is taking place
- Families in the lobby area will be asked to remain indoors
- Families in the Homebases can participate with the faculty and children, follow the instructions of your teachers

EARTH QUAKE

- Do not attempt to pick up or drop off your child. Families will not be allowed to sign children in with us or out from us while an emergency earthquake practice **drill** is taking place
- Families in the lobby areas will be directed to “drop, cover and hold”
- Families in the Homebases can participate with the faculty and children, follow the instructions of your teachers

What do I do in a real emergency event or natural disaster? Where do I find my child?

- In the event you are unable to reach anyone when calling the center, call the **BHFS Ready to Respond Hotline** telephone number. This number will have the most updated information on the type of emergency event we are experiencing and what parents should do
- The message on the Ready to Respond Hotline will be updated as new information becomes available
- **BHFS Ready to Respond Hotline number is 1800 420 1970**
- Please keep this number with you at all times
- Cisco HR is kept updated on the event by our Center Liaison, however instructions to parents will only be given via the Bright Horizons Ready to Respond not Cisco’s HRC phone line
- In the event that children are relocated to our secondary evacuation site, Cisco Safety and Security will stop traffic, and assist in escorting children and CFC staff across Barber Lane to Building 21
- Parents primary sign out location during a real event will be with your child’s Homebase teacher. Children are signed out by their parent’s signature. In addition, our Administrative Team will also have paper sign out sheets at the Yellow Emergency Bins and Parent Liaison Station.

Cisco Family Connection Personnel Emergency Roles

Incident Commander, Role: Primary Communicator with Cisco ERT and any Emergency Personnel on site. Contacts Cisco Liaison, Shelly Kelley, and RM, Lynn Sanford in event. Receives info from ERT and primarily communicates with the CFC Accountability

CFC Accountability, Role: Gathers Program numbers assures accountability for all faculty and children. Reports numbers to the Incident Commander

Parent Liaison, Role: Goes across the street to Designated Parent Gathering Area. Raises windsock pole and attaches flag. Assists families as needed. Keeps families from entering secured areas unless directed otherwise. Assists ill or injured children that are at the Parent Liaison Station

Yellow Bins, Role: Takes Yellow Emergency Bins, takes Currently Checked-in Children Binder, takes the CORE and BACK-UP Family Contact Information Binder, laptop, and Emergency Sign Out Binder, places cones in driveways. Takes walkie-talkie from Director’s office if Director is absent.

Program Specific Accountability- PC’s, Role: Assures all Homebase Red Back-Packs are outside, Assists teachers as needed, Gets Homebase counts – assure accountability for EACH child. Reports numbers to CFC Accountability

Safety and Security: Cisco ERT, Role: Secures Parking Lots, Assess Emergency, Supports Emergency Personnel, and ask for adult and child accountability, Notifies Cisco Family Connection when it is clear to re-occupy building

**We thank our CFC families for their support and cooperation as we work together
October 2006 To prepare for emergency situations.**

