



EMERGENCY PREPAREDNESS PLAN FOR

Name of Child Care Center

Provided by:





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I: INTRODUCTION

The Knox County Health Department, Office of Emergency Preparedness and local daycare centers recognize that emergencies can arise at any time. The intent of this plan is to assist the childcare centers in our community be better able to respond to an emergency which may arise in their child care center. The director and staff of each center are considered responsible for the safety of children and will coordinate actions with the community's public safety agencies and with the families of the children in their center. We recognize that the safety and well being of children and staff shall always take first priority over all other considerations.

II: EMERGENCY RESPONSE ORGANIZATION

If a child care facility is located in a larger building which has its own emergency response plan this plan should be incorporated into the larger response plan. Emergency instructions and direction will be taken from the local emergency agency at event scenes at or near the center. In the event of an emergency, the Director will oversee the situation at the center. The director should follow all requests from emergency personnel on scene, i.e., Fire, Police and EMS. In the Director's absence, the emergency responsibilities are delegated to the next in charge, i.e., Assistant Director, Program Coordinator, etc.

This Emergency Preparedness Plan shall be reviewed annually and after any emergency event. This needs to occur because of modifications such as, changes in key personnel or other resources, and additions of new emergency response information.

This Emergency Preparedness Plan shall be controlled by the Center Director to ensure appropriate updates, changes, and reviews are incorporated in all distributed copies of this plan. A copy of the plan shall be maintained by the following:

- Campus Director's Office and their supervisor
- Campus Child Care Coordinator

The following situations will be covered by this plan:

- Emergency Evacuation Procedures and Process
- Sheltering/Sheltering in Place
- Fire
- Natural Disasters
- Illness or Injury
- Physical and Verbal Threats
- Utilities and Maintenance
- Bomb Threats
- On-Site Hazardous Chemical Spills
- Off-Site Chemical Spills and Weapons of Mass Destruction

III: ROLES & RESPONSIBILITIES

In order to limit confusion during an emergency, it is important for all facility staff to know their roles and responsibilities during an emergency. The following information should be addressed and obtained.

All facility staff should have their contact information, including after-hours information, included on a contact sheet. This contact sheet should also contain the staff's titles and who their supervisors are. In addition, it should contain a description of what their responsibilities will be in an emergency situation. This contact sheet should accompany the emergency plan. (Appendix B)

When reviewing the different responsibilities that need to be addressed, a back-up person should also be designated for each responsibility in case the primary person cannot fulfill their duties.

The following is a list of responsibilities and it includes which staff member is primary and which is back up for each responsibility.

- Person responsible for keeping the building attendance list accurate and up-to-date throughout the year.

Primary

Back Up

- **Person responsible for ensuring that the first aid kit is present during an emergency.**

Primary

Back Up

- **Person responsible for providing first aid if needed.**

Primary

Back Up

- **Person responsible for dispensing medications to childcare attendees and staff.**

Primary

Back Up

- **Person responsible for making the call to 911.**

Primary

Back Up

- **Person responsible for taking the emergency contact information for all childcare attendees and staff.**

Primary

Back Up

- Person responsible for ensuring that all childcare attendees, staff, and guests have been accounted for.

Primary

Back Up

- Person responsible for organizing and taking down information at the designated childcare attendee pick-up point.

Primary

Back Up

The following information should be discussed with every facility staff member to help reduce confusion during an emergency. The information should also be present with the up-to-date attendance list for easy and quick reference.

IV: EMERGENCY EVACUATION

Depending on the nature of the emergency you may be told to do one of three types of evacuation procedures. These include the following:

1. **Sheltering in-place**: Keeping childcare attendees and staff in place, but securing the location for the emergency that has presented itself. A good example of this would be a tornado emergency.
2. **Evacuation of facility**: Movement of childcare attendees and staff out of buildings that are affected by the emergency and relocating them to other areas of the facility.
3. **Off-site evacuation**: Movement of childcare attendees and staff out of the entire facility and to another designated location. Two sites should be selected for off-site evacuation, one nearby that can be reached on foot for use when it is necessary to evacuate the facility and one several miles away that will be reached by motor vehicle in case it is necessary to evacuate the entire area to a safer place farther away during a disaster.

The following have been designated as safe areas for this facility in each of the three evacuation procedures:

1. Shelter In Place #1 (Tornado):

Shelter In Place #2 (Lockdown):

2. On-site evacuation (In the facility):

On-site evacuation (On facility Grounds):

3. Off-site evacuation (Site #1 – Nearby, reachable by foot):

Off-site evacuation (Site #2 – Further, travel by motor vehicle):

General Evacuation Procedures

In the event of a fire, inclement weather, facility emergency, bomb threat, or any other situation that results in the facility needing to be evacuated, all staff should adhere to the following.

- The facility director or designee will call 911 and indicate the need for assistance.
- A Roll Call should be made to ensure all childcare attendees and staff members are accounted for.

- **Evacuate all childcare attendees and staff members to a designated safe area away from the building.**

During the evacuation, childcare attendees and staff should adhere to predetermined evacuation routes as much as possible. However, they should not hesitate to alter the designated route if it is unsafe.

All special needs childcare attendees and staff will be assisted as needed.

- **Once childcare attendees and staff report to the designated safe area, a second Roll Call should be made to ensure that everyone has exited the building safely.**
- **No person should return into the facility until it is deemed safe by the proper authorities.**
- **The facility director or designee will carry the facility cellular phone so childcare attendees' parents can be notified of the situation and the proper pick-up point for the childcare attendees.**

When evacuating to an off-site location via motor vehicle, transportation will be provided by (names of staff, bus company, etc.):

The mode of transportation will be (car, bus, etc.):

The childcare facility will also post floor plans in plain view throughout the building, displaying exits and the best route to evacuate the facility. The emergency evacuation plan should be tested with fire drills once a month (when weather permits), a tornado drill twice a year. In addition, the evacuation plan should be forwarded to both the local fire department and the local police department along with the displayed floor plans. (Floor plans containing evacuation routes are attached.)

V: EMERGENCY LOCK DOWN PROCEDURES

Lock-down procedures will be used in situations that may result in harm to persons inside the daycare building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building director , designee or public safety personnel. The building director or designee will announce the lock-down over the public address system or other designated system. The alert will be made using a pre-selected code word (See appendix E for quick reference sheet and code word). In an interior lockdown situation, all attendees are kept in classrooms or other designated locations that are away from the danger. Faculty members are responsible for accounting for attendees and ensuring that no one leaves the safe area. Daycare personnel will also secure building entrances, ensuring that no unauthorized individuals leave or enter the building. Staff will remain in the class room with the attendees (Locking the classroom door if possible), cover the windows and engage in quiet story time activities with the attendees.

VI: EMERGENCY PROCEDURES

See Appendix A for the Childcare Facilities Incident Response Guide

Fire

In case of a fire, the area should be evacuated immediately, fire alarm should be pulled and 911 should be notified.

Evaluate the situation as to where the fire is located, the location of the fire within the facility, the size of the fire, and the nature of the fire.

If only Smoke is seen the first thing to do is to evacuate the area, call 911, and then decide whether or not to try to extinguish the fire. This should only take place if there is no imminent danger of smoke inhalation to the staff.

Life safety is our first priority. **No matter how small or large the fire is, 911 should be called and an evacuation should begin.** If the fire is small and is not located in a room where childcare attendees are present, a fire extinguisher may be used to put out the fire. This should only be done if the staff responding to the fire has received the proper training. Also, the staff should not fight the fire if there is any imminent threat to their safety.

- ***The Childcare Facility's*** fire extinguishers are located in the following areas.

A Roll Call of all the childcare attendees and staff should be taken to ensure that everyone is out of the building, or is safe. These people should be in a location that is deemed safe. If there is any threat to childcare attendees and staff at this location, an immediate evacuation to a different location is necessary.

The facility director or a designated person should go to a visible location to help direct the fire department to the facility. Once the fire department arrives on scene, the facility director or designee should establish contact with the fire department official to discuss what information is needed by the fire department.

When possible all windows and doors in the facility should be shut, and all electrical switches should be in the off position. This should be done while keeping in mind that both the childcare attendees and staff need to be evacuated in the shortest time possible during an emergency. The facility director or designee also needs to ensure that no childcare attendee or staff attempts to re-enter the facility until cleared by the fire department.

Bomb Threats

The following section is a general response for a bomb threat being made against the childcare facility.

- **General Precautions**

Any bomb threat should be taken seriously and treated as a real situation until proven otherwise.

Any suspicious packages or letters should be reported to authorities.

Evacuation should be out of the facility and to another location as far from the facility as possible with respect to safety. The area that is being evacuated should be searched quickly for information that may be important for the responding law enforcement.

Upon arrival of the law enforcement response team, the facility director or designee will assist with any questions that the law enforcement response team may have.

No person should enter the facility until the law enforcement response team has been consulted and the situation has been resolved.

- **Telephone Threat**

The staff member taking the call should notify another staff member that a bomb threat is in progress so that:

- ◆ The building may be evacuated immediately
- ◆ The facility director or designee will contact local law enforcement via 911.

The staff member talking to the caller should keep the caller on the line as long as possible.

Information should be recorded as quickly and accurately as possible. The following information should be taken down.

- ◆ The time the call was received
- ◆ The caller's exact words
- ◆ A description of the caller's voice

If possible, the staff member should also ask the following questions:

- ◆ Where is the bomb located?
- ◆ When is the bomb set to go off?

- **Written Threat**

The staff member that receives the written threat should handle the letter as little as possible, and should save all materials that were contained in the letter. All materials involved in the threat should be turned over to local law enforcement authorities.

Local law enforcement should be contacted via 911.

The facility director or designee should be notified of the letter.

The building should be evacuated until it is determined that there is no longer any danger.

On-Site Hazardous Chemical Spill

The following section is a general response to a hazardous chemical spill in the childcare facility. In general, the most dangerous chemicals located on the premises will be locked in a secure location. When handling chemicals, be sure to follow the instructions written on the product. Never mix products together.

Evacuate the area immediately if a hazardous chemical is spilled.

- ◆ Do not turn any electrical switches on or off when exiting the room. Eliminate all open flames.
- ◆ Evacuation to an area upwind and uphill from the location of the spill if possible.

The facility director or designee will contact 911 and notify them that there has been a hazardous materials spill.

No person should try to contain, touch, or identify the hazardous material.

Staff should not attempt to rescue anyone who has passed out due to fumes given off by the hazardous materials spill.

If any childcare attendee or staff has come into contact with a hazardous material, the chemical should be washed off immediately.

No person should enter the facility until authorized by the Fire Department.

Off-Site Chemical Spill or Weapons of Mass Destruction (WMD)

The following section gives a general response to a weapon of mass destruction incident. Since this is a worst-case scenario for the facility and the community as a whole, the safety of childcare attendees and staff should be the major concern.

- ◆ If there is reason to suspect that a chemical spill or WMD event has originated in or near your facility, call 911.

If the facility needs to respond to a chemical spill or WMD event, the facility director or designee should monitor the battery-powered radio for updates.

If the situation calls for sheltering in place, take the following steps.

- ◆ Facility staff will close and lock all windows and doors.
- ◆ The facility director or designee will turn off the heating, ventilation, and air conditioning system.
- ◆ The childcare attendees and staff should move to a designated interior room, located in the highest place possible.
- ◆ Once all childcare attendees have been accounted for, the facility director or designee should tape off the door in an attempt for a better seal.
 - Location of Duct Tape _____
- ◆ The facility director or designee should continue to monitor the battery-powered radio for information updates, in case an announcement is made for evacuation.

If the situation calls for evacuation of the facility, take the following steps.

- ◆ The facility director or designee will monitor the battery-powered radio for directions on where to relocate and the proper routes to take.
- ◆ Until the facility is ready to be evacuated, the facility staff will shut and lock all windows and doors.
- ◆ The facility staff will follow all the general evacuation procedures outlined earlier in this procedure.
- ◆ The facility director or designee should carry the facility cellular phone (if available) to contact childcare attendees' guardians to let them know the status of the situation and where their children are being transported if it is different from the normal evacuation site.

Physical and Verbal Threats

The following information is a general response to physical threats that may present itself in the childcare facility. This includes threats that come from outside the facility, as well as inside of the facility. In every situation, the facility director and facility staff members should evaluate the situation, and only address the situation when their safety is not compromised. If any person in the facility does not feel safe in the situation, 911 should be contacted if it can be done in a safe manner.

All physical threats made inside or outside the childcare facility should be taken seriously.

Any physical threats directed towards childcare attendees or staff members will be reported to the facility director and documented.

If the physical threat comes from within the facility, the facility director will notify the police of the incident and communicate with the staff members who were involved in the incident.

- ◆ Staff members involved in the altercation should be separated. Appropriate administrative actions should be taken to insure the safety and well-being of the childcare attendees.**
- ◆ Childcare attendees should be removed from the area in which the altercation is taking place, and should return only after the situation has been resolved, if it can be done in a safe manner.**

If the physical threat comes from outside the facility, the facility director will be notified of the incident. The facility director will notify the police of the incident.

- ◆ Childcare attendees should be removed from the area in which the altercation is taking place, and should return only after the situation has been resolved, if it can be done in a safe manner.**

All verbal threats will be treated the same way as physical threats.

Inclement Weather

Facility staff should follow these general rules during weather emergencies.

- The facility director has designated _____ as the safe place for the childcare attendees and staff.

Staff should keep voice contact at all times, and all staff members should have flashlights available.

Take a Roll Call before moving to the safe place, after arriving at the safe place, and finally, after leaving the designated safe place.

- Once the storm has passed and there is no more danger to the childcare attendees and staff, the following steps should be taken.

If any medical attention is required, first aid should be administered. Follow the rules listed in “Serious Illness or Injury” section of the Emergency Preparedness Plan. If the situation warrants it, contact 911 for medical assistance.

The staff should once again do a Roll Call to ensure that all childcare attendees and fellow staff members are safe.

Staff needs to walk through the facility looking for any damage created by the inclement weather, such as fire, water, or structural damage. Report any damage according to the Emergency Preparedness Plan.

Utilities of the facility should be tested to ensure that the operations of the facility have not been compromised.

- The facility director should be notified with updates on conditions of the childcare attendees, staff, weather, and facility.
- Any agents that provide services should be contacted if problems occur as a result of the inclement weather.

Following are directions for specific inclement weather emergencies.

- **Severe Thunderstorm Watch**

The facility director or designee will advise all staff of the weather conditions that are approaching.

The facility director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.

Outdoor activities should be modified to ensure that quick access to shelter is available.

- **Severe Thunderstorm Warning**

The facility director or designee will advise all staff of the weather conditions that are approaching.

The facility director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.

All outdoor activities should be terminated and shelter should be taken.

The facility director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call 911 to report it.

- **Tornado Watch**

The facility director or designee will advise all staff of the weather conditions that are approaching.

The facility director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.

Outdoor activities should be modified to ensure that quick access to shelter is available.

Upon the approach of thunderstorms, cease all outdoor activities that may delay seeking shelter.

The facility director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call 911 to report it.

- **Tornado Warning**

The facility director or designee will advise all staff of the weather conditions that are approaching.

The facility director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.

The facility director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call 911 to report it.

The facility director or designee will turn off all utilities if time permits and it can be done safely.

The facility director or designee will have all staff and childcare attendees move to their designated safe locations.

- ◆ The designated location for tornado safety is

_____.

- **Flash Flood**

The facility director or designee will advise all staff of the weather conditions that are approaching.

The facility director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.

The facility director or designee will move records and valuable equipment to higher floors. Chemicals that are in the facility should be stored in locations where floodwaters will not come into contact with them.

The facility director or designee will make transportation preparations to move childcare attendees and staff in the event that an evacuation is needed.

- ◆ The safe area to be evacuated to is

_____.

- ◆ The safe route to take to this location is

_____.

If evacuation is necessary and time permits, all electrical appliances will be unplugged by the designated staff. If time permits, all loose outdoor equipment will be moved indoors.

- **Blizzard/Snow**

The facility director or designee will advise all staff of the weather conditions that are approaching.

The facility director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.

Outdoor activities should be modified to ensure that quick access to shelter is available in the case of hazardous conditions.

If evacuation is necessary, the facility director or designee will ensure that proper transportation has been arranged to move childcare attendees and staff to the designated safe area. This area can be the same as the flash flood location.

Illness or Injury

The following information is a general response to injuries or illness that may present itself in the childcare facility. In every situation, staff members should evaluate the situation, and only address the situation when their safety is not compromised.

The facilities first aid kits are located in the following locations:

- A. _____
- B. _____
- C. _____
- D. _____

The staff responsible for the particular childcare attendee will employ first aid techniques as trained. This should only be done if the staff can do so safely. The facility director should also be notified of any major illness or injury and Emergency Medical Services should be activated by calling 911.

If the staff is not trained in the proper first aid techniques, the staff member should contact the facility director or designated staff that has been trained in the proper first aid techniques.

- ◆ If the childcare attendee has fallen from a high place, do not move the child unless there is a life-threatening situation.**
- ◆ If the childcare attendee has consumed some type of poison, the staff responsible for the particular child will contact Poison Control at 800-222-1222 (24 hours).**

If medical attention is required immediately, the staff responsible for the particular childcare attendee will have a fellow staff member contact 911.

The facility director or designated staff member (preferably the staff member who is responsible for the childcare attendee) will accompany the childcare attendee.

If the illness or injury does not require immediate medical attention but requires a doctor's care, the facility director or designated staff member will arrange for transportation to the emergency room, pediatric clinic, or hospital. This will be done per the instructions of the family member of the childcare attendee.

The facility director or designee will notify the family members of the situation and what is being done.

The staff responsible for the particular childcare attendee will document treatments and any action that took place due to the injury or illness.

The staff responsible for the particular childcare attendee will document treatments and any action that took place before the childcare attendee's passing.

Missing or Abducted Childcare Attendee

The following information is a general response to a missing or abducted childcare attendee.

If a childcare attendee is not accounted for at any time, the staff member responsible for the childcare attendee should search the premises for them. Each area that a childcare attendee could potentially hide should be searched, as well as the outdoor areas of the childcare facility.

If the childcare attendee is not located after all potential hiding spots and immediate outdoor areas have been searched, the facility director should be notified that the childcare attendee is missing.

The staff member should also double-check to confirm the location of the childcare attendee, such as the pickup of the childcare attendee by their guardian.

The staff member responsible for the childcare attendee will call 911, since he/she will have the best knowledge of what the childcare attendee was wearing that day, along with other distinctive features. The following information should be written down.

Begin lockdown procedure.

- ◆ Childcare attendee's name, age, height, weight, date of birth, and hair color
- ◆ Childcare attendee's clothing that he/she was wearing that day, along with any other identifying features
- ◆ The time at which the childcare attendee was noticed missing
- ◆ If child abduction is suspected, were there any suspicious vehicles or persons located around the childcare facility? If so, what was the appearance of the person or vehicle?

The facility director will notify the guardians of the childcare attendee that the child is missing from the facility.

While the police are en route to the facility, the staff of the childcare facility will continue to search the facility for the missing childcare attendee. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.

The facility director will stay on the facility premises at all times to be the contact person for the police department, as well as the missing childcare attendee's guardians.

The police should be asked to activate Amber Alert by the facility director.

Utilities and Maintenance Emergency

The following section is a general response to problems that may present themselves in the center.

- **Gas Leak**

If anyone in the facility smells gas, take action immediately. Pull the fire alarm and evacuate the building.

911 should be notified that there is a possible gas leak at the facility.

The facility director should be notified of the situation, and the facility director or designee will notify the rest of the staff.

- ◆ **Designated staff:**

If weather permits, the childcare attendees and staff that are not essential in the initial response should evacuate the building.

No electrical switches should be touched at any time.

The facility should not be entered by anyone until the fire department announces it is safe to return.



APPENDIX A

Childcare Facilities Incident Response Guide

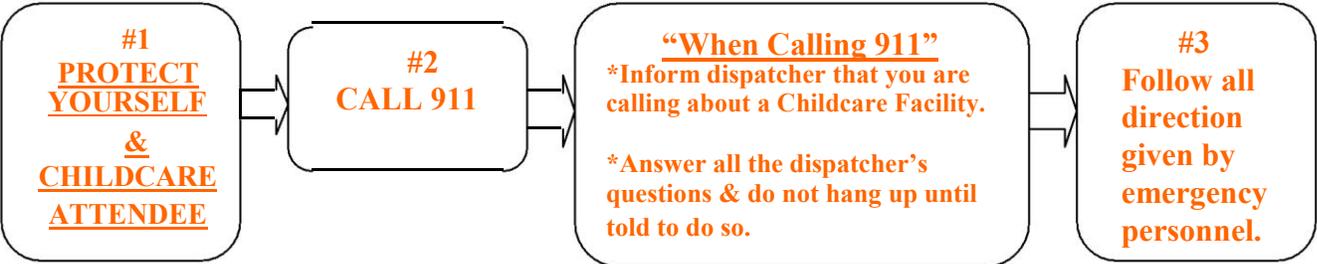
EMERGENCY PHONE NUMBERS

Police ----- 911

FIRE ----- 911

Poison Control: 800-222-1222

GENERAL PRINCIPLES

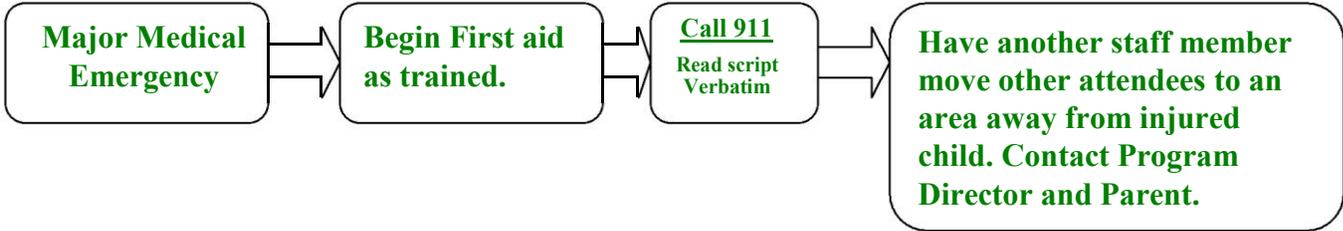


CRIMINAL ACTS



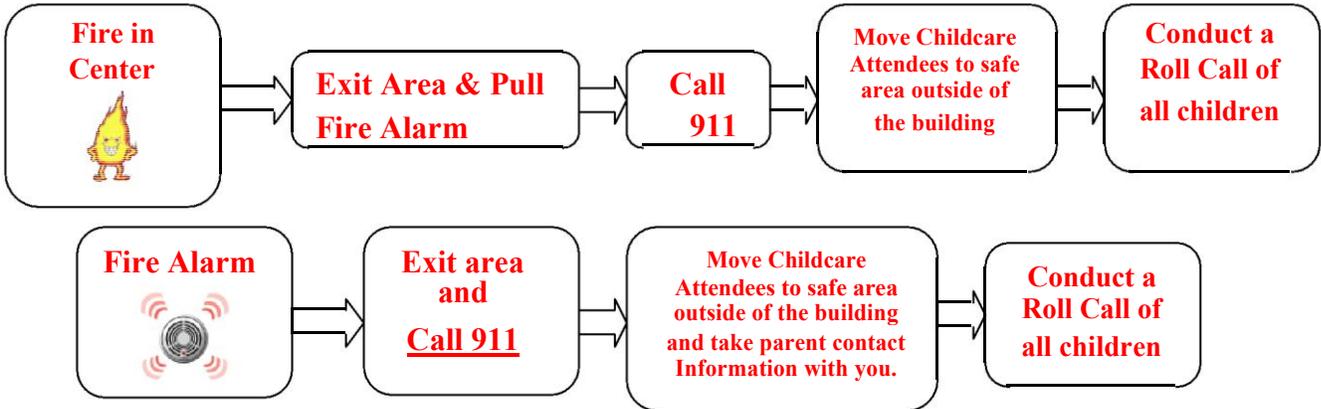


MEDICAL EMERGENCY



Note: For minor injuries evaluate the situation and follow center policy and procedures.

FIRE ALARM OR ACTUAL FIRE



Note: Always tell the 911 dispatcher where your safe evacuation point is.

NATURAL DISASTER / INCLEMENT WEATHER





APPENDIX B

STAFF CONTACT & RESPONSIBILITY CHART

This contact sheet should also contain the staff's titles and who their supervisors are. In addition, it should contain a description of what their responsibilities will be in an emergency situation.

(Depends on the Specific Day Care Center)



APPENDIX C

EVACUATION QUICK REFERENCE SHEET

- Attendance sheets should be updated and this list should be used to ensure that everyone in the facility is accounted for before, during, and after the evacuation takes place.

All emergency contact information for childcare attendees and staff should accompany the attendance sheets.

- All necessary medications and supplies should be transported during the evacuation.
- Coordination between public entities and transportation should be addressed during the evacuation.

A major question that needs to be addressed is where transportation should go to pick up the evacuation party if transportation to an area of safety is needed.

The Pickup location is

- The evacuation party should go to a predetermined assembly area where a Roll Call can be taken before traveling to the predetermined safe facility.

Assembly Location

Childcare attendees' guardians of the evacuation party need to be notified of where the evacuation party is relocating to and where their childcare attendee can be picked up.

Safe Facility Location



APPENDIX D

CENTER EVACUATION FLOOR PLANS



APPENDIX E

Lock Down Quick Reference Sheet

Lock-down procedures may be activated in situations involving dangerous intruders or other incidents that may result in harm to persons inside daycare building.

- **Daycare director or designee will initiate lock-down procedures by announcing warning over PA system, sending a messenger to each classroom, or sounding bells.**
- **PA announcement may be a coded or basic alert. (See Warning and Notification section below for code word.)**
- **Direct all attendees, staff, and visitors into classrooms.**
- **Lock classroom doors and cover all classroom windows.**
- **Move all persons away from windows and doors.**
- **Engage in quiet story time activities with attendees.**
- **Allow no one outside of classrooms until given all-clear signal**

Warning and Notification

The lockdown code word is _____



APPENDIX F

GENERAL UTILITIES / MAINTENANCE PROBLEMS

Power Failure

- The facility has _____ flashlights located in _____
- Spare batteries for the flashlights are located in _____
- A battery-powered radio is located in _____. The radio may be used for monitoring the weather conditions.
- In the event of a power failure, the facility director or designee should contact the local power company.
- *(Put in Specific Contact for center)(Depends if on or off campus)*
Designated staff: _____
If possible, the facility should have a back-up generator.
- *Note: Each child care facility should follow policy on whether or not they will close and how they will contact families to pick up attendees if this were to be an extended power outage.*

Loss of Water

- The facility director or designee should be notified promptly of the water loss.
- The facility will have an emergency supply that is used sparingly and only for emergencies.