



**“Protecting the University’s
Youngest Students”
UNO Child Care Center
Emergency Response Plan
July 2013**

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I. Introduction

The University of Nebraska at Omaha Child Care Center (UNOCCC) provides a high quality child care and early education service for University families, as well as opportunities for training, research and further knowledge of the care, education and development of young children. The UNOCCC integrates quality child care services and early childhood education. The UNOCCC's method supports the "whole child" concept of development based on the belief that one cannot educate without offering care and protection; and one cannot provide care and protection without also educating young children in a group setting. Knowledge of this integrative practice promotes respect for children and the adults who care for them.

The UNOCCC strives to balance its unique culture with the cultural interests of each family served. Respect for the Center's diverse community is reflected in the curricula, environment, developmental goals and parent/teacher/child interactions.

II. Incident Command Organization (ICO)

The University of Nebraska at Omaha's Child Care Center's Emergency Response Plan is integrated into the University's Comprehensive Emergency Response Plan. Incident Management instructions are included throughout this document to serve as a guide for an all hazards approach to emergency management that accounts for threats to the general welfare of the Child Care Center. In the event of an emergency incident, the Director of the Child Care Center will coordinate all response actions with the University Incident Commander. This Plan necessitates that due diligence will suffice for all emergency situations regardless of the magnitude or consequences that may be present at the time of the incident. Due diligence shall require the proper reporting of all incidents to Campus Security and the Omaha Police Department when a life safety issue is of concern.

This Emergency Response Plan shall be published and a physical copy held by the UNO Child Care Director at their respective office and at the University's Emergency Operations Center.

The following situations will be covered by this plan:

- Emergency Evacuation Procedures
- Sheltering
- Fire Protection
- Natural Disasters
- Missing or Abducted Child
- Medical Emergencies
- Physical and Verbal Threats
- Utilities Failures
- Hazardous Chemical Spill
- Acts of Violence

III. Organizational Responsibilities

Direction and Control functions will be managed by the Incident Commander during emergencies concerning the Child Care Center during emergency incidents. Additional personnel or support staff from other governmental agencies may be summoned for technical assistance and for emergency operations management.

The UNO Child Care Center Director shall be responsible for the Child Care Center's assigned emergency operation tasks and will counsel the Incident Commander on their respective areas of expertise. All UNO Child Care Center employees are expected to comply as directed by the ICO during emergency operations.

UNO Child Care Center Director's Direction and Control responsibilities shall include, but are not limited to:

- Ensuring clear authority and knowledge of University policy.
- Establishing immediate child safety priorities.
- Determining incident objectives and strategies for mitigating incidents.
- Training all staff on the emergency response plan and ensuring effective implementation of this Plan.
- Ensuring that emergency drills are conducted and documented.
- Ensuring that emergency supplies and equipment are readied and inventoried once a quarter.
- Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization.
- Managing planning meetings as required.
- Notifying Omaha Police Department of a Missing Child (911).
- Notifying Campus Security of a Missing Child (402-554-2911).
- Review incident reports to ensure that proper actions are taken in the reporting and response phases.

UNO Child Care Center’s Chain of Command:

- **Director**
- **Assistant Director**

When the Director and Assistant Director are out of the center the following staff members are in charge, based on Seniority and in descending order. A current “Chain of Command” is posted at The UNO Child Care Center:

- **Kitchen Tech**
- **Lead Toddler 1 Teacher**
- **Lead Toddler 2 Teacher**
- **Lead Transition Teacher**
- **Lead Preschool 1 Teacher**
- **Lead Preschool 2 Teacher**

The responsibilities of the person Next in Charge are to assist the Director during an emergency or in the absence of the Director, assume the following responsibilities:

- Know the policies and procedures for activating this Plan.
- Ensure that the Plan is exercised and that employees are trained for their emergency specific duties.
- Participate in University emergency drills, training, and exercises on an annual basis.
- Ensure that all incidents are attended to immediately and contacting Campus Security and emergency response partners (911) when necessary.
- Coordinate regular safety inspections of work areas to minimize risk involved in accidental injuries.
- Act as the TEAM LEADER, during emergency incidents and determine the course of action in a timely manner.
- For all emergencies during non-business hours (5:30 p.m. to 6:30 a.m.). Contact UNO Campus Security at 402-554-2648 or 402-554-2911. Campus Security will

try and resolve the situation, if needed campus security will contact the Child Care Center Director and/or the Milo Bail Student Center Director.

IV. Emergency Evacuation

The University of Nebraska at Omaha Child Care Center conducts monthly evacuation drills, fire drills, tornado drills and other emergency procedure drills.

The Child Care Center staff will stay in the building interior and evacuate to the basement of the building for events that cause external danger. If the Child Care Center needs to evacuate the building, they will proceed to the Durham Science Center Building. Staff are to take their first aid kits, class lists, and emergency backpacks with them when evacuating the building. All lead teachers will have emergency contact information for all children and will be able to notify families of the procedures for picking up their child from this location.

If the Child Care Center needs to be evacuated to a secure location either on or off campus, families will be notified of the procedures for picking up their child, once the children and staff have reached the safe location.

If the parent decides to have a different person other than themselves pick up their child from the alternate location, the parent must provide the full name of the person and contact information. This person must then provide proper identification before the child can be released to them. Proper identification may be either a state issued driver's license, state identification or government issued identification card.

All emergency evacuation's that must take place by vehicle will be done so by the University of Nebraska at Omaha Campus Security Department. They will provide the transportation. (This will include any type of natural disaster.)

Evacuation of Special Needs Persons:

Evacuation may not be necessary or advisable. If persons with special needs cannot be transported from the building without using an elevator, assist persons with special needs out of the building. Help others that cannot help themselves-- this requires teamwork. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with special needs that were unable to get out of the building. If immediate evacuation is necessary, be aware of the following considerations:

Non-Ambulatory Persons:

- Wheelchairs have many moving parts--some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached. In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.

- If necessary, two or three individuals may carry non-ambulatory persons from the building.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.

Always consult with the person in a wheelchair regarding how best to assist them.

Visually Impaired Persons:

Most visually impaired persons will be familiar with their immediate surroundings.

In an emergency:

- Describe the nature of the emergency and offer to act as a “sighted guide”
- Offer your elbow and escort him/her to a safe place.
- As you walk, describe where you are and advise of any obstacles.
- When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

Hearing Impaired Persons:

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique may be required. There are two methods of warning:

- Write a note describing the emergency and the nearest evacuation route (“Fire. Go out rear door to the right and down, NOW!”).
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

V. Emergency Lockdown Procedures

A lockdown is used when there is an immediate threat of violence in or around the University. A lockdown minimizes access and visibility and shelters students, faculty, staff and visitors in secure locations.

Lockdown procedures would only be invoked in situations that constitute life-threatening events, and where a facility evacuation could be fatal. A lockdown will be initiated by the Incident Commander or Acting Campus Security Supervisor, the Omaha Police Department or other emergency responders.

Notification of a lockdown will be initiated by Campus Security using the following methods:

- e2Campus
- E-mail

- University homepage
- Direct contact at each building Campus-wide
- Exterior and interior Public Address Systems
- KVNO Radio

The UNOCCC will practice lockdown drills, in addition to the monthly fire and tornado drills. They will alternate each month between a Code Yellow and a Code Red drill. These procedures, along with floor maps, are posted in each room of the building.

Lockdown Procedures

Code Yellow:

- Room staff will close and lock all windows and shut the blinds
- Director/designated staff will lock all outside doors
- Entrance to and exit from the building will be monitored
- Remain until the all clear is given by the Director/designated staff

Code Red:

- First Floor – Proceed down the stairs to the pre-school classrooms
- Children and staff will remain away from all doors and windows
- All doors, windows, entrances, and exits will be barricaded to the extent possible
- Take attendance of children and staff
- Director/designated staff will lock all outside doors, close and lock all windows and shut the blinds
- Entrance to and exit from the building will be monitored
- Remain until the all clear is given by the Director/designated staff

VI. Emergency Procedures

Notification Procedures for Serious Incidents:

Notification of any serious incident taking place on campus will be initiated by Incident Commander or Acting Campus Security Supervisor and implemented by Campus Security using the following methods:

- e2Campus
- E-mail
- University homepage
- The University closure phone line
- Using staff to make physical contact at each building Campus-wide exterior and interior Public Address Systems
- Using public and private television stations
- KVNO Radio

Campus Security will initiate after hours notification by using the above-mentioned methods.

The University of Nebraska at Omaha Child Care Center is notified both by University personnel and through the speaker system if there is any type of threat on campus.

Inclement Weather Policy:

Types of meteorological phenomena affecting this geographical area:

- Winter storm
- Thunderstorms/Hail
- Floods
- High winds or tornado

Listen to the latest National Weather Service warnings and bulletins on radio and television or call Campus Security at extension 4-2911.

During a Severe Storm:

- During a cloudburst there is a possibility of flash flooding.
- During tornado warnings (when sirens sound or a warning is announced), have all occupants move to the lower areas in your building. (See flip-charts or campus phone directories for nearest tornado shelters.)
- Stay away from windows.
- Stay near interior wall when possible.
- Keep calm.

During a winter storm:

- Should conditions worsen during the day, the administration may decide to close the University early. When such a determination is made, you will be notified through the proper channels.
- If the storm has knocked power lines to the ground and it appears that the electricity will be off for an extended period of time, it may be necessary to take appropriate action to prevent injury to people or damage to property. Contact Campus Security at extension 4-2911 for building shutdown instructions and assistance.

After a Severe Storm:

- Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

- Immediately report any smoke or fire you see within the building to Campus Security at extension 4-2911.
- Should major damage have occurred to the campus, it is most likely that the telephone lines will be inoperative. If it can be done safely, send a messenger on foot to Campus Security, Eppley Administration Building, Room 100.
- The ICO will advise you as to when and how to initiate restoration efforts.

Closing:

The decision to close the University because of adverse weather conditions will be made by the Chancellor or his or her designee. Should an inclement weather situation arise during the workday, this decision will be made in consultation with a “Weather Emergency Committee” to be established by the Chancellor. This committee shall have representatives from University Communications, Facilities Management and Planning, Vice Chancellor of Academic Affairs, Student Enrollment Services, Human Resources Office and others as input is required.

When inclement weather occurs during the evening or prior to the beginning of a regular business day, a decision regarding a closing should be made by 4:45 a.m. if at all possible. The decision will be one of the following alternatives:

- All classes and offices at UNO will be closed and only previously designated personnel are to report to work. The UNOCCC would be closed during this.
- All morning classes at UNO have been canceled and only previously designated personnel should report for work. A decision regarding afternoon and evening classes will be made by 5 a.m. and released to the media. The UNOCCC would be closed for the morning in this situation.

Students, faculty, and staff should take responsibility for listening to local broadcast news media for that update. When inclement weather occurs during the workday, University Communications will convene the Weather Emergency Committee as established by the Chancellor. The decision will be one of the following alternatives*:

- UNO will close classes and dismiss staff at (specified time), including the UNOCCC. Previously designated personnel shall remain on duty or report to work as scheduled.
- UNO will be open and all activities will be conducted as usual.

*Each alternative will include a statement concerning off campus and evening classes, either including the University evening and off-campus classes or with the exception of the University evening and off-campus classes.

Please note: As a matter of policy, some of the Omaha news media will not air school openings.

Tornado Safety Policy:

- Tornado Watch – A tornado watch is issued by the weather bureau when weather conditions are such that tornados are likely to develop. During a tornado watch, University business should continue as usual. Campus Security will monitor a radio tuned to a local station.
- Tornado Warning – A tornado warning is issued when a tornado has been sighted. The tornado may have been spotted by any citizen or by weather bureau radar. University personnel should seek shelter on receipt of a warning.
- If the warning sirens are sounded or a tornado is sighted approaching campus: Proceed immediately to the basement in your designated area. If time does not permit, get into the safest area (the inside wall furthest away from the doors and windows). Assume a curled up position to protect your head and eyes. Cover your head with materials at hand. All persons should remain in the shelter areas until advised the danger has passed and the all clear has been given.

Tornado Drill for UNOCCC:

First floor:

- Proceed down the stairs to the classroom area to the right of the stairwell.
- Take attendance of children and staff.
- Remain until the all clear is given by the Director/ designated staff.

Basement Floor:

- Proceed to the classroom area to the right of the stairwell.
- Take attendance of children and staff.
- Remain until the all clear is given by the Director/designated staff.

Fire Safety Policy:

In case of an incident involving a fire, use the following guidelines:

- If you notice fire, smoke, or any evidence of fire, shout a warning to the occupants and activate the building fire alarm.
- Call 911 to give the location and description of the fire.

- Call 402-554-2911 to report the location to Campus Security.
- Attempt rescue efforts only if there is no immediate danger to yourself.
- If the fire is small, and if you have had training, use the proper type of fire extinguisher to control and extinguish the fire.
- Close all doors and windows in the vicinity of the fire.
- Exit the building and assemble at the designated rally point.
- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through Environmental Health & Safety at extension 4-2239.
- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- If you become trapped in a burning building, try to remain calm. Open a window and hang a piece of clothing outside to mark your whereabouts for rescue workers.
- If no window is available, stay near the floor. Visibility near the floor will be better and the air will be less toxic. Call loudly for help periodically to help rescue workers locate you. Avoid flammable liquids, compressed gas cylinders, etc., that may be in the room or lab with you.
- Once outside, proceed to the designated rally point at least 500 feet away from the affected building. Stay there.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building unless told to do so by emergency personnel.

Using a Fire Extinguisher:

- Report the fire first Call 911 to give the location and description of the fire. Call 4-2911 (if using campus phone) or 402-554-2911 (if using personal phone) to report the location to Campus Security.

- Use the fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt of your ability to fight the fire, exit immediately. If you decide to use the fire extinguisher, place yourself between the fire and your exit.

To use the fire extinguisher, follow the PASS method:

- **Pull** the pin. This will break the tamper seal if one is provided.
- **Aim** low, pointing the extinguisher nozzle (or the horn or hose) at the fire.
- **Squeeze** the handle to release the extinguishing agent.
- **Sweep** from side to side at the base of the fire until the fire is out. Watch the area. If the fire re-ignites, repeat the steps above.

Fire Drill for UNOCCC:

First Floor:

- Proceed out the appropriate playground door to the wooden fence at the bottom of the hill.
- Take attendance of children and staff.
- Remain until the all clear is given by the Director/designated staff.

Basement Floor:

- Proceed out the basement door leading to playground and gather at the wooden fence at the bottom of the hill.
- Take attendance of children and staff.
- Remain until the all clear is given by the Director/designated staff.

Missing Child Policy:

It is the policy of the University of Nebraska at Omaha Student Affairs and Campus Security to investigate any report of an unattended or potentially missing child. This includes children at the UNO Child Care Center, children from various outside camps and organizations, and any other child thought to be last seen on campus. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting children who are reported missing.

Children may go missing on-campus during incidents involving recreational activities, travel between buildings, and other active events. They may also go missing during various distracting incidents that occur within the campus. Children may also become

lost when events take place off campus that involve inter-site travel. There are policies and procedures in place for missing child situations both off and on campus.

On-campus

Use the following procedures when a child is reported to be missing in an on-campus situation:

1. If a staff member reports that a child is missing, staff shall obtain a detailed and accurate description of the child and notify the Child Care Center Director or their designee (for Child Care Center), or the Event Leader or Organizer (for other organizations). If the child does not fit either of these scenarios, contact Campus Security.
2. An alert shall be made in the Child Care Center (pager, cell phones, email) to alert staff of the missing child (or alert the all staff of the outside organization). Staff will describe the child's physical features and clothing. The exterior doors will be locked and staff will begin looking for the child within the building. All children outside will be brought inside to their home room. An exterior check should be made in the immediate area.
3. If the child is not found within 5 minutes, call Campus Security (554-2911) and the Omaha Police (911).
4. If the child is found and appears to have been merely lost, the child shall be returned to their group or reunited with their parent/guardian.
5. If the child is found accompanied by someone other than a parent or legal guardian, staff shall attempt to delay their departure without putting the child, staff, or patrons at risk or in harm's way. Campus Security and the Omaha Police should be notified and provided with a detailed description of the person accompanying the child. If they leave, get a license plate number and vehicle description.
6. If, with the coordination of Campus Security and Omaha Police, the child is still not accounted for after 15 minutes, then the parent/ legal guardian of the missing child shall be notified.

If a child on campus is found to be left unattended, immediately take that child to Campus Security, located in EAB 100. Try to find out the child's name, how they came to be on campus, and where they are supposed to be. Assist in calming the child and reassuring his or her safety.

Off-campus

The following procedures are set in place for when the Child Care Center takes children to off-campus locations for various activities. If a child outside of the

jurisdiction of the Center is in a similar situation, follow the same steps but use Campus Security as the primary contact. These steps include:

1. If a child is deemed missing, the Child Care Center Director or Assistant Director shall immediately be notified and provided with a detailed description of the child and accurate report of the incident.
2. An alert will be made to all other staff that there is a missing child. The lead staff will enlist the aid of whatever facility the group is at, to help locate the child. If possible, a lock-down may be imposed.
3. All other children and staff will rally to a singular location and remain together until the child is found or the group is otherwise notified.
4. If the child is not found within 5 minutes, call the Omaha Police (911). The Child Care Center Director or Assistant Director will immediately notify the parent/family of the missing child.
5. If the child is found and appears to have been merely lost, the child shall be returned to their group or reunited with their parent/guardian.
6. If the child is found accompanied by someone other than a parent or staff member, staff shall attempt to delay their departure without putting the child, staff, or patrons at risk or in harm's way. The Omaha Police should be notified and provided with a detailed description of the person accompanying the child. If they leave, get a license plate number and vehicle description.

Search Techniques

- Call out the child's name.
- Call the child's cell phone.
- If they were on the Internet, check the last page(s) viewed. Do not turn the machine off.
- Ask their friends or others in the group, if they know where the child is or with.
- Check locked rooms.
- Check any area in which the child could hide. No space is too small.
- Contact the parent/guardian to determine if they have the child or have heard from the child.
- Do not let delivery/vending services leave until their vehicle has been searched.

- Exterior checks should be done in pairs if possible. Include buildings in the vicinity of the Child Care Center.
- If you have returned from a nearby field trip, check the field trip location and the vehicle(s) used to transport the children.
- If child abduction is suspected, were there any suspicious vehicles or persons located around the Child Care Center? If so, what was the appearance of the person or vehicle?
- While Campus Security and the Police are en route to the facility, the staff will continue to search the facility for the missing child. Staff should look in every cabinet, closet, cubby, and every other location where a child may hide.

Anthrax Policy:

The purpose of these guidelines is to recommend procedures for handling such incidents at home or at the workplace. Decisions about the need for decontamination and initiation of antibiotics should be made by health officials responsible for the jurisdiction in which the incident occurs. In most circumstances, the decision of whether to initiate antibiotics can be delayed until the presence or absence of anthrax bacteria or spores is determined by the State Public Health Laboratory. State and local health department officials should be involved in the decision-making process when a potential exposure has occurred. A risk assessment for those persons involved in the incident should also be coordinated by law enforcement personnel.

What You Should Know About Anthrax:

- Anthrax organisms can cause skin, gastrointestinal or pulmonary infection. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. All forms of this disease are generally treatable with antibiotics if detected in a timely manner. If the exposure were real, symptoms would usually develop within two to six days.
- For anthrax to be effective as a biological agent it must be aerosolized into tiny particles smaller than a red blood cell. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infections can occur, but prompt recognition and treatment are effective.

What to Do If You Encounter a Suspicious Letter or Package:

- General Precautions for those who handle large volumes of mail: WASH your hands with warm soap and water before and after handling the mail.
- If you have open cuts or skin lesions on your hands, disposable latex gloves may be appropriate.

- Surgical masks, eye protection or gowns are not necessary or recommended.

Suspicious Unopened Letter:

- Place envelope in a plastic bag.
- WASH hands with soap and water.
- NOTIFY your Child Care Center Director who will contact Campus Security.
- Campus Security may contact the Police and the FBI.

Powder Spills Out of an Envelope:

- DO NOT clean up powder. Keep others away (including pets, if at home).
- GENTLY invert a container (such as an empty trash can) OVER the envelope and powder to avoid dispersal. The district health department and/or law enforcement officials may want to encourage sample testing to determine the contents of the powder.
- NOTIFY Child Care Center Director who will contact Campus Security.
- Campus Security may then contact local law enforcement, the FBI, and possibly the epidemiologist from the district health department. If you are at home, call the police
- AVOID the area containing the envelope, but REMAIN on premises for further instructions from your supervisor or emergency responders.
- Anyone who encountered the powder should immediately WASH his or her hands with soap and water.
- DO NOT brush your clothes off. SHUT OFF direct air sources or notify someone who can, to avoid unnecessary dispersal (air conditioner, furnace, fans, etc.)
- MAKE list of people who came in contact with the powder and a list of your movement of the suspicious letters (i.e., office cubicle, restroom, elevator, etc.) and give both lists to the emergency responders
- Surface decontamination may be required.

Packages Marked with Threatening Message (i.e., Anthrax):

- DO NOT OPEN.
- DO NOT SHAKE or empty the envelope.
- LEAVE it and EVACUATE the room.
- NOTIFY your supervisor who will contact Campus Security.
- Campus Security may contact the Police and FBI. If you are at home, contact the Police.
- AVOID the area containing the package but remain on premises and wait for further instructions from your supervisor or emergency responders.
- WASH HANDS.

Bomb/Bio-Terrorism Threat Policy:

If you observe a suspicious object or potential bomb at the UNOCCC or on campus, DO NOT TOUCH THE OBJECT. Clear the area and immediately call Campus Security at extension 4-2911 ON CAMPUS or 402-554-2911 OFF CAMPUS.

Any person receiving a phone call bomb threat should obtain the following information from the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of the call
- Age and sex of the caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller
- Background noise

DO NOT activate the building alarm.

Immediately notify Campus Security at extension 4-2911 ON CAMPUS or OFF CAMPUS at 402-554-2911 to report a phone threat.

When Campus Security arrives, follow their instructions exactly. Law Enforcement Officers will conduct a detailed bomb search.

Earthquake Policy:

In the event of an earthquake:

- Stay calm.
- Your greatest threat is from falling objects, electrical power lines, and gas lines. Get out from under it, away from it, or go around it.
- IF INDOORS seek refuge in a doorway or under a desk or table, this will help protect you from falling debris. Stay away from glass windows, shelves, and heavy equipment.
- IF OUTDOORS move quickly away from buildings, trees, bridges, utility poles, electrical power lines, gas meters, or lines and heavy machinery or equipment.
- After the initial shock, evaluate the situation and, if emergency help is necessary, call Campus Security ON CAMPUS at 4-2911, OFF CAMPUS at 402-554-2911.

- Be prepared for aftershocks.
- Damaged facilities should be reported to Campus Security. Gas leaks and power failures create special hazards.
- If an emergency exists, activate the building alarm. Remember you must still report the emergency by phone.
- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- Once outside, proceed to the designated gathering point (see flip-charts or telephone directories). This should be a clear area that is at least 500 feet away from the affected building. Stay there.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building unless told to do so by emergency personnel, building or University officials.

Hazardous Materials Incident Policy:

(BIOLOGICAL/CHEMICAL/RADIOLOGICAL HAZARDS)

The Emergency Coordinators and Omaha Fire Department have trained personnel to deal with hazardous materials and waste. Any spillage of a hazardous chemical or radioactive material should be reported immediately to Campus Security at extension 4-2911 and to the Emergency Coordinator at extension 4-3596, 4-3921 or extension 4-2239, or to the Omaha Fire Department. An incident after hours should be reported to Campus Security.

Before an incident involving hazardous materials occurs:

- Become familiar with the hazards and emergency response equipment (including eyewashes/safety showers and spill kits) within your building.
- Know what the hazards are and their potential for harm. Know where and how hazardous substances are being stored.
- Become familiar with first aid procedures essential for treating injured persons. When reporting, be specific about the nature of the involved material and exact

location. Campus Security will contact the necessary specialized authorities and medical personnel. Campus Security will need the following information so that they can give aid:

- Name of caller
- Location of caller
- How and where contact can be re-established with the caller or another responsible party at the scene.
- What has happened
- What hazardous material is involved
- Where accident happened
- When accident happened
- Type and condition of containers
- Nature and extent of injuries to people
- Nature and extent of property damage
- Materials in surrounding area.

OFD will give information as to the dangers of a particular chemical, its combustibility or explosive nature, its toxicity, evacuation measures, protective equipment needed, fire-fighting, first aid measures, and cleanup procedures.

Without endangering yourself or other personnel, contain the spill if possible. This will reduce the spread and danger of contamination. Do not walk into or touch any spilled material. Avoid inhalation of all gases, fumes, and smoke even if no hazardous materials are involved.

The individual in charge at the spill site should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Security personnel.

Rescue injured or trapped persons and remove them from the incident area if it is possible to do so without jeopardizing your own safety.

Anyone who may be contaminated by the spill is to remove affected clothing and flush affected areas of their body for at least 15 minutes. Avoid contact with others as much as possible and remain in the area where flush occurred until otherwise directed by OFD or Campus Security.

If, as a result of the spill, a danger of fire, explosion, spread of toxic fumes, or further contamination of personnel exists, activate the building alarm and evacuate the building. Remember you must still report the emergency by phone to Campus Security.

When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

Once outside, proceed to the designated gathering point. This should be a clear area, a safe distance away that is at least 500 feet away from the affected building. Stay there.

Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.

Do not return to an evacuated building unless told to do so by emergency personnel, building or University officials.

A campus Emergency Operations Center may be set up. Keep clear of the Operations Center unless you have official business.

Utility Failure:

In the event of a major utility failure occurring during regular working hours (Monday through Friday, 8 am through 5 pm), immediately notify Maintenance at extension 4-3600. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays notify Campus Security at extension 4-2911.

The University of Nebraska at Omaha Child Care Center works with the University of Nebraska at Omaha if they experience any type of utility failure. The maintenance crew will work to restore any outages and, if it cannot be completed within a reasonable amount of time, the child care center will call parents to come pick up their child and the center will be closed until the outage is fixed. (This includes any type of natural disasters.)

Electrical/Light Failure:

Campus buildings are equipped with lighting for emergency egress. Emergency lights may be powered from emergency generators or may contain battery packs that are continuously charged during normal building operations. In the event of a power failure, the emergency lighting systems automatically switch on. With the

increased use of campus facilities during evening hours, it would be advisable to have a flashlight and portable radio with spare batteries available for emergencies. In the event of a large-scale power outage:

- Follow directions provided by Campus Security through the established campus notification systems.
- Secure vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully close all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting.

Plumbing Failure/Flooding:

Notify Maintenance at extension 4-3600 during business hours or Campus Security after hours at extension 4-2911. If necessary, evacuate the area.

Gas Leak:

Immediately leave the area. Do not operate or switch on or off any electrical equipment as the switch may serve as a point of ignition. Notify Maintenance at extension 4-3600 if during business hours, or Campus Security at extension 4-2911 if after hours. Be prepared to give the location of the leak. Maintenance or Campus Security will contact MUD's emergency line at 402-554-7777.

BEFORE A GAS LEAK OCCURS –Things to know about gas types:

- Petroleum gases (bottled) are heavier than air and will seek the lowest levels.
- Natural gases are lighter than air and rise. Natural gas, for the most part, is odorless. To make it discernible, an odorant has been added. The odorant level is not noticeable when there is less than 1% gas in the air, which is below the flame flash point.
- Natural gases become flammable and will ignite if mixed with air between 5% and 15%.
- The ignition point of gas is about 1100° to 1200° F. Ignition sources may include:
 - Pilot lights
 - Flint sparks
 - Matches
 - Switches
 - Static electricity
 - Motors

Never rely on odor alone. Gas that leaks through soil may have the odor removed.

Be wary of industrial and sewer gases.

Steam Line Failure:

Many of the buildings on the Dodge campus are served by steam lines from the Central Utility Plant. In the event of failure of one of these lines, evacuate the area, if necessary, and notify Maintenance at extension 4-3600 during business hours, or Campus Security at extension 4-2911 after hours. Be prepared to give the location of the problem.

Ventilation/Indoor Air Quality Concern:

Report ventilation or indoor air quality concerns to the Facilities Service Desk at 4-3600. The UNOCCC may have potential air quality concerns and should be monitored as best as possible.

Violent or Criminal Behavior:

Campus Security is located in the Epley Administration Building, Room 100 and provides 24-hour protection. If you are calling from ON CAMPUS, dial 4-2911; and if calling from OFF CAMPUS, dial 402-554-2911. If you are a victim or a witness to any on-campus offense avoid any risk to your safety and call Campus Security and 911 immediately.

If you witness any ARMED INDIVIDUAL OR A SHOOTER on campus at any time, immediately call 911 and Campus Security at 402-554-2911 with your location, if possible. If you cannot get through by phone, email Campus Security at unosecurity@unomaha.edu or text by entering 50911 in the address box and in the text message type UNO911 (your message here), providing the following information:

- Your name.
- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Number of persons who may be involved.
- If shots have been fired.
- Injuries to anyone, if known.

If the shooter is outside the building:

- If it is possible to flee the area safely and avoid danger, do so. Notify anyone you may encounter to exit the area immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.

- Dial 911 and call Campus Security at 402-554-2911 with your location, if possible.
- If you cannot get through by phone and have email or text messaging capability, contact Campus Security at unosecurity@unomaha.edu. Campus Security Dispatch will immediately receive and respond to the message.
- Go to the nearest room, office, or core area of the building if safe to do so.
- Barricade doors and block windows.
- Turn off all the lights, close blinds and close and lock all windows and doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets). Cover may protect you from bullets.
- Keep occupants calm, quiet and out of sight.
- Silence cell phones.
- DO NOT answer the door.
- Do Not Approach Emergency Responders - let them come to you. Remain where you are until an “all clear” instruction is given by an authorized known voice.
- If faculty, staff or students do not recognize the voice that is giving instructions, they should not change their status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.

If the shooter is inside the building:

- Try to remain calm.
- If it is possible to flee the area safely and avoid danger, do so.
- Notify anyone you may encounter to exit the building immediately.
- Evacuate to a safe area away from the danger and take protective cover.
- Stay there until assistance arrives.
- Call 911 and Campus Security (402-554-2911) with your location, if possible.
- If you cannot get through by phone and have e-mail or text message capability, contact Campus Security at unosecurity@unomaha.edu. Dispatch will immediately receive and respond to the message.

- If evacuation is impossible, secure yourself in your space.
- Barricade doors and block windows.
- Turn off all the lights, close blinds and close and lock all windows and doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets). Cover may protect you from bullets.
- Keep occupants calm, quiet and out of sight.
- Silence cell phones.
- Turn off radios and computer monitors.
- Do not answer the door.
- Place signs in exterior windows to identify the location of injured persons.
- Do Not Approach Emergency Responders - let them come to you. Remain where you are until an “all clear” instruction is given by an authorized known voice.
- If faculty, staff or students do not recognize the voice that is giving instructions, they should not change their status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.

If the shooter comes into your class or office:

- Try to remain calm.
- Attempt to get the word out to other faculty or staff, and call 911 and/or Campus Security at 402-554-2911 with your location if possible. If you cannot speak, leave the line open so the dispatcher can listen to what is taking place. Normally the location of a 911 call can be determined without speaking.
- E-mail or text message Campus Security at unosecurity@unomaha.edu, if practical. Use common sense.
- If hiding or flight is impossible, attempt to negotiate with the individual.
- Attempting to overcome the individual with force is a last resort that should only be initiated in extreme circumstances, but this is recommended if no other recourse is available.

- Remember, there may be more than one active shooter.
- In a shooting incident, Campus Security is in charge until Omaha Police are on the scene.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

In the event you are taken hostage or held against your will:

- The initial 45 minutes are the most dangerous. Do not speak to your captors unless spoken to. Avoid appearing hostile, but maintain eye contact with the captor without staring.
- Do not expect the captor to behave rationally.
- Do nothing to aggravate your captor.
- Comply with instructions as best you can.
- Avoid speculation as to the outcome of the situation.
- Avoid arguments.
- Try to rest.
- Try to maintain a calm, composed attitude. This will help to calm other captives and ensure their safety.
- Be alert. You may need to react quickly to changes in the situation or the efforts of the authorities to release you.
- You will need to give descriptions of your captors. Learn all you can about them and notice as many details about their character, clothing, voice, build, etc.
- If medications, first aid, or rest room privileges are needed by anyone, request them.
- Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

- Should gunfire, weapons, or explosives be involved, avoid the incident. Take cover. Leave your cover, or seek first aid for the injured only when completely safe. Call 911 and Campus Security at 402-554-2911 or e-mail Campus Security at unosecurity@unomaha.edu. Campus Security Dispatch will immediately receive and respond to the message.

Disgruntled/Angry Parent Policy

When dealing with the care of children, sometimes problems arise with parents becoming potentially disgruntled or angry. It is best to deal with these situations as carefully and calmly as possible. The following procedures are in place to deal with parents:

1. Try to calm the parent down while staying calm yourself. It helps to both empathize with the parent and validate their point of view. (DO NOT yell back at the parent or simply tell them that they are wrong. Rather, listen to what they are saying and try to resolve the problem.)
2. If the situation seems to be escalating, contact the Child Care Center Director and give details about the parent's appearance, behavior, and reason for being angry.
3. Alert other staff members and notify them of the situation.
4. If the situation becomes dangerous, immediately notify Campus Security and the Police Department. Put the Child Care Center in "lockdown" mode. (This involves accounting for all children and securing them as safely as possible in an area where the parent will not have access.)

Medical Emergencies

Abdominal Pain in Children Symptoms

- **Duration of the pain:** Most simple causes of abdominal pain do not last very long and are usually gone within 24 hours. Any abdominal pain that continues longer than 24 hours should be evaluated by a physician.
- **Location of the pain:** Most simple pains are located in the center of the abdomen. The child will rub around his or her belly button. Pain felt in other areas is more concerning. Pain located low and down on the right side of the abdomen is considered to be appendicitis until proven otherwise.
- **Appearance of the child:** As a general rule, if the child looks very ill in addition to being in pain, medical help should be sought. Often, the caregiver "just knows" the child is very sick. Key things to look for when abdominal pain occurs include pale appearance, sweating, or a child who is sleepy or listless. It is most

concerning when a child cannot be distracted from the pain with play, or refuses to drink or eat for several hours.

- **Vomiting:** Children vomit quite frequently with abdominal pain, but vomiting does not always indicate a serious problem. Most simple causes of vomiting go away very quickly. The rule again is that vomiting for longer than 24 hours is a legitimate reason to call the physician.
- **Nature of the vomiting:** In infants and very young children, vomiting that is green or yellow is a reason to call the doctor. At any age, vomiting that appears to contain blood or darker material is a reason to seek emergency care.
- **Diarrhea:** This is also very common with abdominal pain and usually indicates that a virus is the cause. This usually only lasts less than 72 hours (three days). Any blood in the stool is a reason to seek medical care.
- **Fever:** The presence of fever does not always indicate a serious problem. Indeed, a normal temperature can be seen with the more serious causes of abdominal pain.
- **Groin pain:** One serious problem that a boy may describe as abdominal pain actually comes from somewhere else. It is testicular torsion, a condition in which a testicle twists on itself and cuts off its own blood supply. The child may be embarrassed to mention the location, so you should ask if there is any pain "down there." So, if a child complains of pain in the groin area or testicles, seek medical emergency care.
- **Urinary problems:** Abdominal pain associated with any trouble urinating, such as painful or frequent urination, could indicate an infection and is a reason to seek medical care.
- **Rash:** Certain serious causes of abdominal pain also occur with a new rash. The combination of skin rash with abdominal pain is a reason to contact your doctor.

Brain Infections

Various types of brain infections develop many different symptoms, which can depend on the age of the person, the type of bacteria, the type of infection, and the acuteness of the disease.

- In general, people older than 2 years of age with acute bacterial infection develop high fever, severe headache, stiff neck, nausea, vomiting, experience discomfort looking into bright light, sleepiness, and confusion.
- Newborns and infants can be unusually fussy, irritable, and sleepy. They may feed poorly and are not comforted by holding. Seizures could be a late development of the disease.
- Severe forms of bacterial meningitis, particularly meningococcal, could cause shock with complete loss of consciousness and coma and bring about a

spreading purplish rash. A child could have bulging "soft spots" on the head and have a decreased muscle tone in arms and legs.

- Someone with viral brain infections tends to appear somewhat less ill. Flu-like symptoms in addition to mild signs and symptoms outlined for each condition could develop.

These are medical conditions and physician intervention.

Fracture management

- A broken or cracked bone.
- Occurs when pressure is applied to bone.
- Occurs with / without displacement of bone fragments.

Types

- *Open fracture*: Skin breaks causing open wound.
- *Closed fracture*: Skin not broken.
- *Complicated fractures*: Damage of adjacent organs.
- *Stress fracture*: Hairline crack due to repeated stress.
- *Greenstick fracture*: In children's flexible bones.

Symptoms

- Severe pain.
- Difficulty in movement.
- Swelling/ bruising / bleeding.
- Deformity / abnormal twist of limb.
- Tenderness on applying pressure.

First-aid

- Depends on type & location of fracture.

For open fractures

- Control bleeding before treatment.
- Rinse and dress the wound.

For open / closed fractures

- Check the breathing.
- Calm the person.
- Examine for other injuries.
- Immobilize the broken wound.
- Apply ice to reduce pain / swelling.
- Consult a doctor.

DO NOT

- Massage the affected area.
- Straighten the broken bone.
- Move without support to broken bone.

- Move joints above / below the fracture.
- Give oral liquids / food.

Head/Spinal injuries

- Likely to result in problems affecting the airway and breathing due to loss of or decreased consciousness.

Treatment Priorities:

- Airway management.
- Cervical spine precautions.
- Supplemental high-concentration oxygen (EMS).
- Assisted ventilation (EMS).

Cervical Spine Precautions

Perform cervical spine precautions for a pediatric trauma patient if:

- The child has had a high-risk mechanism for head or neck injury such as a fall.
- The child's mental status is anything other than alert.
- There is evidence of head or neck injury on examination.

First Steps:

Manually stabilize the head and neck—do not lift the child

Check the back of the neck for:

- Crepitus (crunchiness).
- Tenderness.
- Muscle spasm.
- A cervical collar will be applied by EMS before moving patient.

Quickly assess: (these will be reported to 911)

- Mental status.
- Muscle tone and body position--are they rigid? Flaccid?
- Visible breathing movement--abdomen and chest rising and falling?
- Breathing effort.
- Skin color.
- Obvious severe injuries.

Trauma

The following are important aspects of resuscitation of pediatric victims of trauma:

- Anticipate airway obstruction by dental fragments, blood, or other debris. Use a suction device if necessary.
- Stop all external bleeding with direct pressure.
- When the mechanism of injury is compatible with spinal injury, minimize motion of the cervical spine and movement of the head and neck.
- Do not move the child unless the scene is unsafe.

- Professional rescuers will open and maintain the airway with a jaw thrust do not tilt the head. If a jaw thrust does not open the airway, use a head tilt–chin lift, because a patent airway is necessary. If there are 2 rescuers, 1 can manually restrict cervical spine motion while the other rescuer opens the airway.
- To limit spine motion, secure at least the thighs, pelvis, and shoulders to the immobilization board.
- Because of the disproportionately large size of the head in infants and young children, optimal positioning may require recessing the occiput or elevating the torso to avoid undesirable backboard-induced cervical flexion. This will be done by EMS!

Head Traumas

Minor Head Trauma

- Normal mental status and at a baseline level of function.
- Low-risk mechanism of injury example: non serious fall or head bump.
- No concern for inflicted injury.
- No loss of consciousness or seizure.
- No other apparent injuries.
- No vomiting or only one episode of vomiting occurring shortly after injury.
- No significant headache.
- For the infants <1 year of age, trivial injury without significant non-frontal hematoma.
- No underlying conditions predisposing to intracranial injury.
- Reliable caretakers who are able to seek care, if indicated.

Children who have sustained head trauma that meets the above criteria may resume normal activity. It is not necessary to awaken them from sleep for monitoring.

More Serious Head Trauma

Immediate medical attention is required when the following conditions are noted:

- Inability to awaken the child as instructed.
- Persistent or worsening headache.
- Continued vomiting or vomiting that begins/continues four to six hours after injury.
- Change in mental status or behavior.
- Unsteady gait or clumsiness/incoordination.
- Seizure.

Headaches

Headache without other symptoms, try the following:

- Rest in a quiet, dark room.
- Place a cool compress on your forehead.
- Avoid strong smells such as paint, markers or smoke.

Headaches that worsen over time and occur along with other neurological symptoms such as loss of vision, speech problems, or muscle weakness, can be the sign of a more serious problem, such as:

- Hydrocephalus (abnormal build-up of fluid in the brain).
- Infection of the brain including:
 - Meningitis (an infection or inflammation of the membrane that covers the brain and spinal cord).
 - Encephalitis (inflammation of the brain).
 - Abscess.
- Hemorrhage (bleeding within the brain).
- Tumor.
- Blood clots.
- Head trauma.

If you suspect any of the above listed conditions, immediately get the child to his or her doctor for evaluation.

Heat Exhaustion:

- Symptoms include profuse sweating, weakness, nausea, vomiting, headache, lightheadedness, and muscle cramps.
- Heat exhaustion can progress to heat stroke when the body's temperature regulation fails. The affected individual becomes confused, lethargic and may have a seizure, the skin stops sweating and the body temperature may exceed 106 F (41 C).

This is a life-threatening condition and emergency medical attention is needed immediately. Treatment:

- Recognizing the symptoms.
- Stopping the activity.
- Moving to a shaded cooler environment.
- Rehydration with water or a sports drink.

Allergic Reaction

Symptoms:

- Sneezing and watering eyes.
- Itching (either all over the body or just on the area contacted).
- Redness and a bumpy rash (hives or wheals are what you call the bumps).
- Swelling of the throat and mouth.
- Difficulty breathing.

Treatment:

Wash hands before tending to watering eyes.

Wash skin if itching and rash occur after handling weeds or chemicals.

Assess if there is difficulty swallowing or breathing ... if yes, call 911.

Loss of Consciousness

Life Threatening Situation

Observe area for anything unusual **before** you proceeded

Are you safe?

If yes...

Tap or shout at person, "Are you OK?"

Infants and small children-Flick the foot

Ask someone to call 9-1-1 and report back to you

If you are alone, call 911first

Check child for:

Airway

- Check for occlusion
- Head tilt/chin lift

Breathing

- Check chest rise and fall

Circulation

- Child check carotid pulse
- Infant check brachial pulse
- Check color of lips and fingernail beds

Seizure

- Do not restrain victim or try to stop the physical activity.
- Protect victim from injury.
- Clear furniture or other objects away to protect the victim's head.
- Do not put any object in victim's mouth.
- Breathing may become loud or erratic during the seizure—it will return to normal following the event.
- Decrease stimulation in the area (voices, lights, TV screens, etc.).
- Once physical activity has stopped, gently roll victim into a recovery position on their side.
- Vomiting or incontinence of bowel and bladder is common with many types of seizures.
- Protect the dignity and privacy of the victim.
- Victim will likely be drowsy or tired after the seizure.

Seizures look like many things:

- Mild black out
- Daydreaming

- Eyes rolling upward
- Sudden uncontrolled motor movements

Many seizure patients have an aura before the event. In children they may report seeing something frightening or having a bad taste in their mouth.

Definition of Unconsciousness

Unconsciousness is when a person is unable to respond to people and activities. Often, this is called a coma or being in a comatose state.

Semi-conscious state

Other changes in awareness can occur without becoming unconscious. Medically, these are called "altered mental status" or "changed mental status." They include sudden confusion, disorientation, or stupor.

Unconsciousness or any other SUDDEN change in mental status must be treated as a medical emergency.

If someone is awake but less alert than usual, ask a few simple questions, such as:

- What is your name?
- How old are you?
- Young children-flick the foot to check pain response

Wrong answers or an inability to answer the question suggest a change in mental status.

Considerations:

Being asleep is not the same thing as being unconscious. A sleeping person will respond to loud noises or gentle shaking -- an unconscious person will not.

An unconscious person cannot cough or clear his or her throat. This can lead to death if the airway becomes blocked.

Causes:

Unconsciousness can be caused by nearly any major illness or injury, as well as ingesting a toxic substance including alcohol.

Brief unconsciousness (or fainting) is often caused by dehydration, low blood sugar, or temporary low blood pressure. However, it can also be caused by serious heart or nervous system problems. Your doctor will determine if you need tests.

Other causes of fainting include straining during a bowel movement, coughing very hard, or breathing very fast (hyperventilating).

Treatment:

If the child is conscious and alert, ask permission to check if they are OK.

If they can respond ask where they hurt.

Look for signs of injury such as head bump or abdominal bruising or redness.

Bystanders will have to give information to 911—age of child wounds etc.

If you are alone—first call 911, then assist the child.

911 should be called for...

- Witnessed sudden collapse of child or infant.
- Any unconsciousness infant or child with known heart or asthma history.
- Unwitnessed collapse of unconscious person younger than age 12.
- Any drowning.
- Suspected overdose of toxic substance including over-the-counter medications.
- If you must leave the victim alone: place patient on their side in the recovery position with their knee forward and head turned toward the floor to allow fluid to drain freely from the mouth. Roll patient as a unit and avoid twisting the back or neck.

Unequal Pupils

The pupil is the black center part of the eye. Pupils get larger (dilate) in dim light and smaller (constrict) in bright light. Usually both pupils are about the same size and respond to light equally.

Warning signs: In people with unequal pupils, certain symptoms and characteristics are cause for concern. They include:

- Drooping eyelid (ptosis)
- Double vision
- Loss of vision
- Headache or neck pain
- Eye pain
- Recent head or eye injury

Treatment

Treatment of unequal pupils is unnecessary. However, the underlying disorder may need to be treated.

Key Points:

- Unequal pupils are very common and are often only a normal variation.
- Doctors examine the pupils in light and dark rooms to help determine the cause.
- People with a drooping eyelid or double vision may have a serious disorder.

Vomiting

Throwing up is usually no cause for alarm. But in some cases it *can* signal a serious problem.

Call 911 immediately if:

Child is having trouble breathing.

Shows signs of severe dehydration, like sunken eyes, cold, splotchy hands and feet, excessive sleepiness, fussiness, or lightheadedness, dizziness, or delirium.

Vomiting is an emergency if:

Associated with severe abdominal pain. Have child point to the part of his tummy that hurts.

Pain that's centered around the navel and then moves to the lower right side of the abdomen, for example, could signal appendicitis.

If vomit contains bile (a green substance) or blood that resembles dark coffee grounds. The doctor may want to see a sample of the vomit if it contains blood or bile. Green bile can indicate that the intestines are blocked, a condition that needs immediate attention.

He has a swollen, tender abdomen. This could be a sign of a buildup of fluid or gas, a blocked intestine, a hernia, or some other problem in the digestive tract. Blockages are uncommon but serious.

He vomits more than once after suffering a head injury, which may indicate a concussion.

He has a stiff neck, which is the hallmark sign of meningitis.

Call the doctor if:

The child has been vomiting for longer than 24 hours.

Signs of becoming dehydrated:

- decreased urination
- dry lips and mouth
- crying without tears
- lethargy
- dark yellow/brown urine
- vomit contains blood

Facility: Annex 47 (Child Care Center)

Address: 230 University Drive West

Phone: 402-554-3398

Director Extension: 402-554-4936

Fax: 402-554-3210

Emergency Contact Rosters

Agency	Telephone Number	Contact Person	Notes
Omaha Police	911	Dispatcher	
Omaha Fire	911	Dispatcher	
OPD Special Victim Unit	402-444-5636	Lt. Trevor O'Brien	
State Licensing	402-471-2133		
Poison Control	1-800-222-1222		
Local Health Dept.	402-444-7471	Adi Pour, Director	
Dept. of Health and Human Services	402-471-3121		

Internal Emergency Contact Roster

Department	Telephone Number	Email Address	Contact Person	Cell Phone
Incident Command	402-554-3596	sschleifer@unomaha.edu	Stan Schleifer	
Incident Command	402-554-2500	jamend@unomaha.edu	John Amend	
EHS	402-554-3921	pwheeler@unomaha.edu	Patrick Wheeler	
EHS	402-554-2239	<u>tadavis@unomaha.edu</u>	Tyler Davis	
Campus Security	402-554-2911	pkosel@unomaha.edu	Paul Kosel	
Health Services	402-554-2743	madler@unomaha.edu	Marcia Adler	

Counseling	402-554-2409	Mrosen-atherton@unomaha	Marti Rosen-Atherton	
Facilities	402-554-3735	lmorgan@unomaha.edu	Larry Morgan	
Evacuation Site Alumni Center	402-554-3368	cmorrice@unoalumni.org	Christine Morrice	

Utility Contact Roster

Company	Telephone Number	Alternative Number	Contact Person
Gas	402-554-7777	402-504-7209	Dave DeBoer
Water	402-554-7777	402-504-7209	Dave DeBoer
Electric	402-554-6773	402-636-3593	Mark Purnell
Other	402-554-3600		UNO Facilities

Smoke Detector/Fire Alarm Inspection

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	NOV	DEC
Date											
Time											
Results											

Emergency Drills

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
FIRE 12 per year	<u>Date</u>												
	<u>Time</u>												
Tornado 12 per year	<u>Date</u>												
	<u>Time</u>												

Code Adam 4 per year	<u>Date</u>												
	<u>Time</u>												

Fire Extinguisher Inspection

DATE of Annual Inspection: _____

Employee/Family Information Updated

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Employee	Date												
	Time												
Family	Date												
	Time												

EVACUATION DRILL LOG

Select a location in the building for the site of a “pretend” fire which would change the usual evacuation route. Plan and conduct an evacuation drill using alternative exits.

Date	Time	“Pretend” Fire Location	Length of Time to Evacuate	Number of Children	Name/Signature of Person Observing Drill

Intentionally Left Blank