Emergency Action Plan (EAP)

For

Children’s Voice Inc.

4830 Valor Way

A red medical symbol with wings

Description automatically generatedMadison Wisconsin, 53718

**Emergency Personnel Contact Information**

**Company Contacts:**

Name: Jill Nyland

Title: Event Commander

Phone number: 608-422-0118

Email: [jillnyland@ymail.com](mailto:jillnyland@ymail.com)

Live chat childrensvoiceinc.org

**Alerts**

**In the event of an emergency, runners and volunteers are alerted by:**

* A public email and phone number address system
* A phone call
* Verbal communication by designated leader(s)

**The emergency notifications should apply for each emergency:**

* Tornado
* Severe Weather
* Cardiac event
* Active shooter
* Erratic driver
* Physical injuries
* Lost child

**Severe Weather and Natural Disasters**

* Any foreseeable severe weather will cancel or delay the race until weather permits a safe environment.

**Tornado:**

* When a warning is issued by sirens or other means, seek shelter inside to the closest public building. Consider the following
* Small interior rooms on the lowest floor and without windows.
* Hallways on the lowest floor away from doors and windows.
* Rooms constructed with reinforced concrete, brick, or block with no windows.
* Use your arms to protect the head and neck.
* Remain sheltered until the tornado threat is announced to be over.

**Flood:**

Outdoors:

* Climb to high ground and stay there
* Avoid walking or driving through flood water
* Abandon your car immediately if it stalls and climb to higher ground

**Cardiac Event**

* If trained in CPR start CPR right away
* Call for help to perform CPR
* Do not stop CPR unless the cardiac event person is revived
* Call 911
* Call Event coordinator 608-422-0118
* Find nearest cardiac defibrillator
* Defibrillator boxes are at miles 6, 10 and with route event coordinator
* Closest event volunteers on mile 6 and 10 to bring box to cardiac event

A person with chest pain

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**Active Shooter Event Place Violence**

**Profile of an active shooter**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms.

**How to respond when an Active shooter is in your vicinity:**

1. Evacuate
2. Have an escape route and plan in mind
3. Leave your belongings behind
4. Hide out

a)Act with physical aggression and throw Items at the shooter

b)Block entry to your hiding place and lock doors.

3)Act

a)As a last resort and only when your life is in imminent danger, attempt to incapacitate the active shooter.

b)Block entry to your hiding place and lock doors

**\*\*\*\*CALL 911 WHEN IT IS SAFE TO DO SO\*\*\*\***

**When the police arrive**

* Remain calm and follow officer’s instructions
* Immediately raise hands and spread fingers
* Avoid making quick movements towards officers such as trying to hold on to them
* Avoid pointing, screaming, or yelling
* Do not stop officers for help or distract evacuations. Just proceed in the direction from which the officers entered the premises.

**Provide officers with the following information**

* Location of the shooter
* Number of shooters, if more than one
* Physical description of the shooter(s)
* Number and type of weapon(s)
* Number of potential victims at the location

A hand holding an object

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**Erratic driver**

1. Notify the Event commander 608-422-0118
2. Event commander will notify water station volunteers to hold back runners from running into the endangered area.
3. Do not let runners finish the run until an all-clear is given.
4. Call 911 for any injured person or people.
5. Use emergency kit in event table survival kit to help with any injuries

A stop sign on a road

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**Personal Injury**

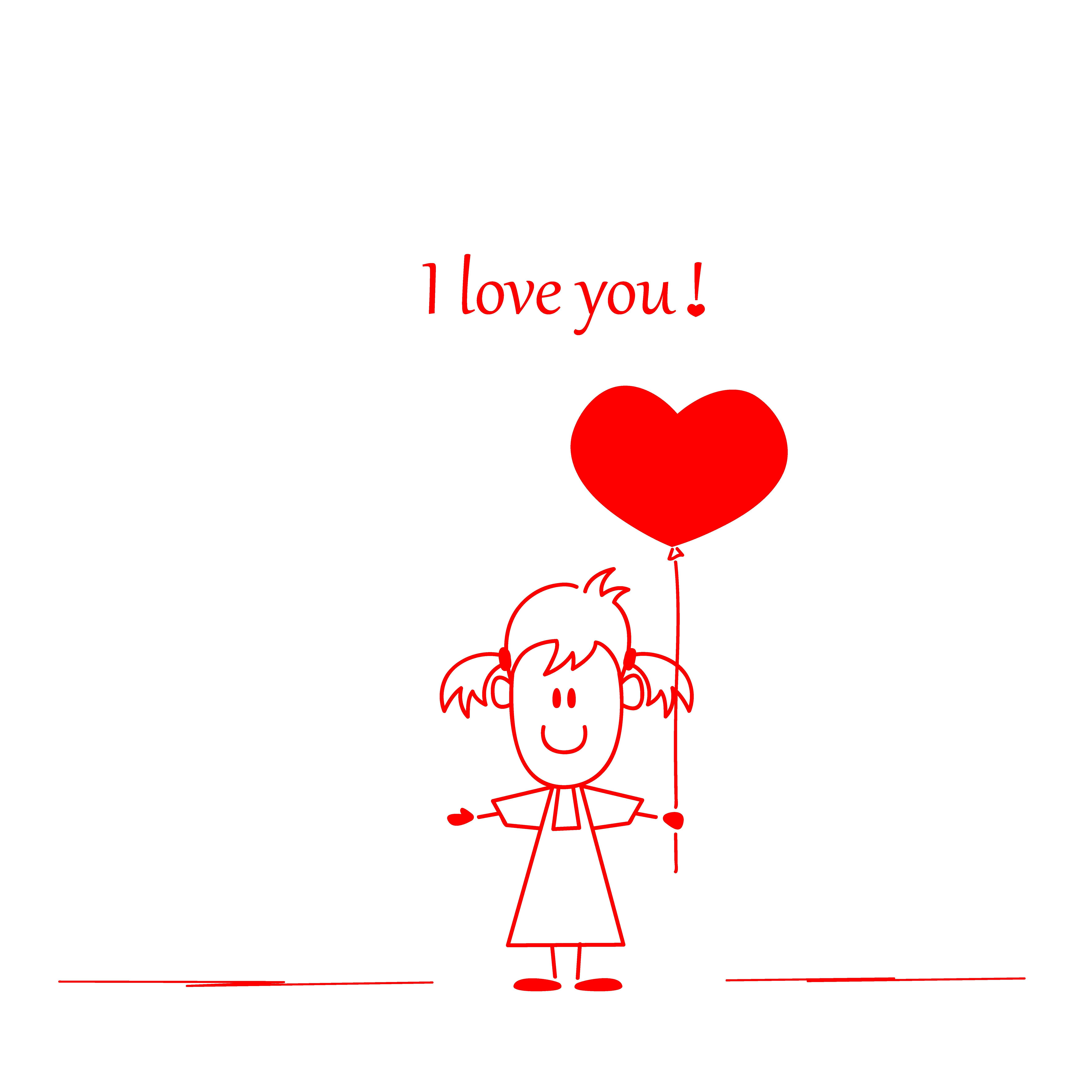
* Notify Event Commander with incident description -608-422-0118
* Minor cuts- First aid can be found in every water station survival kit
* Head injuries- Do not move the runner call 911
* Suspected broken bones call 911
* Large bleeds apply pressure and call 911
* Dizziness or dehydration- Offer water and call 911. Have the runner sit down and do not allow them to finish the race.

**Lost Child**

* Notify Event Commander with incident description -608-422-0118
* All volunteers will need to help in the event of a lost child
* Police will be called to be aware of the incident and to help search

**LOST PARENTS**

* Notify Event Commander with incident description -608-422-0118
* The child will be brought to the start of the race
* Emergency phone numbers on file will be called to locate parents.
* If parents are not located a load speaker description will be placed over head every 15 minutes until the parents are located.
* If parents are unable to be located the police must be notified.

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