

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

**EMERGENCY PLAN CHILD DAY CARE CENTERS, SCHOOL AGE CHILD CARE PROGRAMS,
AND LEGALLY EXEMPT GROUP CHILD CARE PROGRAMS**

INSTRUCTIONS

- This plan must be reviewed with all staff and parents.
- The program must review or update this plan when necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building. Fire Code requires the plan to be reviewed on an annual basis.
- **The safe evacuation of children is the FIRST priority. Children must never be left without supervision.**

Program Name:
Harbor Child Care at Willis Ave

Facility ID Number:
597567

EMERGENCY PLAN:

This plan is meant to cover basic response to emergencies which may arise at the child care site. Although this plan addresses response to specific events, the intent is that the program has the capability to notify emergency services, staff, volunteers, children in care and parents of any emergency situation, and take action to protect the health and safety of children in care.

ALERTING EMERGENCY SERVICES

The following numbers will be used to report fires and other emergencies. The Emergency and Poison Control numbers WILL be posted on or next to the phone(s).

Emergency	Poison Control	Backup Numbers (if applicable)		
		Fire	Police	Ambulance
911	1-800-222-1222	516 747-5860	516 573-6300	516 747-5860

ACTIONS TO BE TAKEN UPON DISCOVERY OF A FIRE (SELECT ONE):

In the event of a fire the RACE procedure will be followed*

- R: Remove persons in immediate, imminent harm to a place of greater safety.
- A: Alarm, sound the alarm or otherwise let people know there is a fire.
- C: Close doors to reduce spread of flame and/or smoke.
- E: Evacuate the building/ Extinguish fire only as necessary to safely evacuate the building.

* the elements of RACE may occur out of order or simultaneously depending on fire conditions, personal safety, available staff, and needs of children.

Other explain): _____

NOTIFICATION TO OCCUPANTS:

Notification of an actual fire emergency will occur through the use of the building systems and other means which include:

- Pull Stations
- Smoke or Heat Detectors
- Preprogrammed Voice Messages
- Alerted using voice such as yelling "fire" or "danger, get out"
- Other: _____

Notification of need to evacuate for other reasons will include:

- Pull Stations
- Public Address System
- In-person notification
- Radio or cell phones
- Phone calls to classrooms
- Other: _____

EVACUATION PROCEDURES AND ACCOUNTABILITY:

Following notification of an emergency requiring evacuation, staff will:

- Remain calm and account for all the children
- Leave the building, closing doors behind them when possible.
- Take attendance after leaving the building
- Other _____

The following staff will be responsible for bringing the attendance record parent contact information & emergency supplies: Teachers will be responsible to clear classrooms and take attendance and emergency bags for their rooms. Administration will bring parent blue cards.

ACCOUNTABILITY FOR CHILDREN, STAFF AND VOLUNTEERS WILL BE HANDLED AS FOLLOWS (SELECT ONE OR MORE):

- The staff responsible for each group will take attendance. The director, or the person assigned to supervision functions in the absence of the director is designated to make sure that everyone has left the building and is accounted for. Staff will be responsible for supervision of children, and the director will have responsibility to notify emergency services whether all children and adults have been accounted for.
- Other: Administration and clerical support will check classrooms to ensure all rooms are clear of staff and children.

EVACUATION WILL CONSIST OF (SELECT ONE):

- Full Evacuation
- Evacuation to another floor or area of the building as approved by (check all that apply):
 - Fire Department
 - Codes Official
 - Building Fire Safety Plan

METHOD OF EVACUATION:

All the children will be evacuated from the building unless otherwise specified in this plan. The following will be used to assist in the evacuation of children:

- Evacuation cribs
- Carrying children
- Wheelchairs (based on medical/developmental need)
- Other: _____

Evacuation

Assembly Areas

<u>EXAMPLE</u>	Room/Area	Primary Exit	Primary Assembly Area	2nd Exit	2nd Assembly Area
	Infant Area	Main Entrance	Flag Pole	South Door	Playground

Evacuation Assembly areas should be large enough to keep each classroom separated from the others to maintain accountability of staff and children. On the lines below, list each room or area in the facility, and write the corresponding primary and secondary evacuation exits from that room or area. Additionally, list the assembly area (where you will take attendance) for each exit. *

Room / Area	Primary Exit	Primary Assembly Area	2 nd Exit	2 nd Assembly Area
107,116,118,	South Entrance	Down Lincoln Ave	Window	Down Lincoln Ave
124,126, 120, 122, 128	East Entrance	Down Jackson Ave	Window	Down Jackson Ave
134,136,138	North Entrance	Left Jackson Ave	Window	Left Jackson Ave
140, 142	West Entrance	Jackson Ave	Window	Jackson Ave
Office	North Entrance	Left Jackson Ave	Window	Down Jackson Ave
150	Lincoln Ave Side	Down Lincoln Ave	Playground	Down Lincoln Ave
153, 155, 158,161,165	Lincoln Ave Side	Down Lincoln Ave	Window	Down Lincoln Ave
Cafeteria	Cafeteria Doors	Down Lincoln Ave	Lincoln Ave Doors	Down Lincoln Ave

*Attach additional pages as needed.

Gym | West Entrance | Jackson Ave | Playground | Down Lincoln Ave

RELOCATION

When relocation is necessary due to the nature of the emergency, the following are the sites where children will be taken until their parents/caretakers can pick them up. Permission has been granted from the person in charge of each relocation site to utilize it for relocation of this child care program. A relocation notice will be posted on the main entry unless the threat precludes the program from doing so.

Primary relocation site (required): Jackson Ave. School

300 Jackson Ave. Name
Mineola 516 237-2300
Street Address City Phone No.

Transportation to this site will require the following:

- Walking Bus
 Car Other: _____

Secondary relocation site (required): Hampton St. School

10 Hampton St. Name
Mineola 516 237-2200
Street Address City Phone No.

Transportation to this site will require the following:

- Walking Bus
 Car Other: _____

Other relocation site (optional): Herricks Community Center

999 Herricks Road Name
New Hyde Park 516 248-7048
Street Address City Phone No.

Transportation to this site will require the following:

- Walking Bus
 Car Other: _____

Additional relocation site (optional): _____

Name

Street Address City Phone No.

Transportation to this site will require the following:

- Walking Bus
 Car Other: _____

The following items will be taken from the site as time and safety allow (select all that apply):

- Blue cards/emergency contact information Children's security items
 Medications Children's bags
 Infant feeding supplies (bottles, food, utensils) Bedding for children
 Phone Food
 Flashlight Emergency supplies
 Coats Shoes
 Other: _____

SHELTER IN PLACE

Shelter in place procedures will be initiated in response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate and relocate. The safest space for sheltering in place will be determined based on the situation. Any recommendations made by emergency services must be followed. When shelter in place is implemented, it will include some combination of the following:

- Staying indoors
- Closing all windows
- Closing all window shades
- Locking all doors and windows (Lockdown)
- Other: _____
- Moving children and staff to an interior space with no/ minimal windows
- Turning off heat and air conditioning systems
- Remaining in a room away from windows

Depending on the situation, notification of the need to shelter in place will be made to staff, children and volunteers using the following methods (select one or more options):

- Public address system
- In-person notification
- Phone calls to classrooms
- Other: Notification is given by administration over the loud speaker. (please initiate lockdown procedure) _____
- Code words
- Radio or cell phones

The following space(s) have been identified where the program can shelter in place:

Primary Space: (Required)

Teachers are to shelter in place in their bathrooms. If in the gym teachers shelter in place in the closet. If walking in the hallways enter nearest classroom. When in the cafeteria enter kitchen office and lock door. If class is present on the playground do not enter building leave school grounds. The classroom on the playground will follow route and assemble down Lincoln Ave. Evacuation procedure will be followed.

Secondary Space: (Optional)

Other Space: (Optional)

SHELTER IN PLACE SUPPLIES

A variety and sufficient quantity of supplies including non-perishable food, water, first aid and other safety equipment is on site. These supplies take into account the potential need for children to remain at the site for an overnight stay and are of sufficient quantity for all children in care. Required supplies are checked below; additional supplies for this program include:

- First Aid kit
- Flashlight
- Food & Water
- Telephone
- Toileting/diapering supplies
- Extra batteries
- Infant supplies (if applicable)
- Evacuation crib or other assistive device for children unable to evacuate on their own
- Battery-powered radio
- Materials to cover windows & vents, if needed
- Games & books
- Medications (if applicable)
- Other: _____

Shelter in place supplies will be kept in the following location(s): _____

SHELTER IN PLACE CONTINUED:

Food and water supplies will be maintained as follows (select at least one of the following):

- This program will maintain food supplies for shelter in place
- This program is co-located at a site with a food service and has access to and permission to use those foods in a declared emergency, and the program verified that food and water are stored on site at all times that program is in operation.

The following will have access to shelter in place supplies (select all that apply):

- Director
- All Staff
- Volunteers
- Other: _____

Emergency supplies are required to be reviewed during the shelter in place drills. Supplies will be inspected for condition, quantity, expiration date, and in consideration of the age, number and needs of children with the following frequency:

- Monthly
- Weekly
- Every 3 months
- Every 6 months
- At the time of shelter in place drills

MEETING THE EMOTIONAL NEEDS OF CHILDREN

As time and the emergency situation allows, the program will offer the following:

- Reading
- Songs
- Games
- Quiet Play
- Coloring
- Other: _____

COMMUNICATION:

Following an emergency which requires the program to **evacuate, relocate or shelter in place**, OCFS or the enrollment agency will be notified as soon as possible.

OCFS contact information	
<input checked="" type="checkbox"/> Name of the program's licensor, registrar, or enrollment agency: Melissa McGhee	Phone (631) 240-2553
If licensor is part of an OCFS regional office, check the box for the corresponding regional office:	
<input type="checkbox"/> Albany: serving counties of: Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington	(518) 402-3038
<input type="checkbox"/> Buffalo: serving counties of: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming	(716) 847-3828
<input checked="" type="checkbox"/> Long Island: serving counties of: Nassau and Suffolk	(631) 240-2560
<input type="checkbox"/> Rochester: serving counties of: Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates	(585) 238-8531
<input type="checkbox"/> Syracuse: serving counties of: Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins	(315) 423-1202
<input type="checkbox"/> Westchester: serving counties of: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester	(845) 708-2400
<input type="checkbox"/> New York City: serving the five boroughs of New York City: Bronx, Kings, Manhattan, Richmond, and Queens	(212) 383-1415

In the event of an actual emergency which requires the program to **evacuate**, parents will be notified as soon as possible. Methods that will be used include the following (select one or more options):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Telephone | <input type="checkbox"/> Text |
| <input checked="" type="checkbox"/> Email | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Website | <input type="checkbox"/> Note sent home |
| <input checked="" type="checkbox"/> Alert system | <input checked="" type="checkbox"/> Other: <u>ProCare Connect System</u> |

In the event of an actual emergency which requires the program to **relocate**, parents will be notified as soon as possible. Methods that will be used include the following (select one or more options):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Telephone | <input type="checkbox"/> Text |
| <input checked="" type="checkbox"/> Email | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Website | <input type="checkbox"/> Note sent home |
| <input checked="" type="checkbox"/> Alert system | <input checked="" type="checkbox"/> Other: <u>ProCare Connect System</u> |

In the event of an actual emergency which requires the program to **shelter in place**, parents will be notified as soon as possible. Methods that will be used include the following:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Telephone | <input type="checkbox"/> Text |
| <input checked="" type="checkbox"/> Email | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Website | <input type="checkbox"/> Note sent home |
| <input checked="" type="checkbox"/> Alert system | <input checked="" type="checkbox"/> Other: <u>ProCare Connect System</u> |

REUNIFICATION OF CHILDREN AND CARETAKERS

The process of ensuring that children return to the care of their parent(s)/caretakers as quickly and safely as possible after an emergency is a priority. Reunification will occur in accordance with procedures for releasing children from care, and children will only be released to authorized individuals.

- When it is necessary to shelter in place, reunification will occur after emergency services have determined that it is safe for parents/caretakers to enter and exit the building.
- In the case of an evacuation, reunification will occur after all children have been accounted for and emergency services personnel have determined that it is safe for parents/caretakers to pick up children from the area and the program has established sufficient supervision and organization that the release of children follows normal procedures for the program or can be otherwise documented so that all children are accounted for.
- In the case of relocation, reunification will occur after all children have been accounted for and follows normal procedures for the program or can be otherwise documented so that all children are accounted for.
- If all children are not picked up after normal release procedures are followed the following procedures will be followed:
 - All persons authorized to pick up the child will be contacted
 - Local law enforcement and/or Child Protective Services will be contacted
 - Other

CONDUCTING DRILLS

Evacuation drills will be conducted monthly for each shift of care. Drills will be initiated in exactly the same manner as an actual emergency (except for notifying emergency personnel). A written record of monthly evacuation drills will be kept on file using the OCFS form or approved equivalent.

Evacuation drills will begin with a combination of the following (select one or more options):

- | | |
|--|---|
| <input type="checkbox"/> Pull Stations | <input type="checkbox"/> Activating a smoke detector using canned smoke |
| <input checked="" type="checkbox"/> Fire alarm control panel | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Alarm company initiation | _____ |

Shelter in place drills will occur twice per year. Parents will be notified in advance of drills using the following method(s) (select one or more options):

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Posting at site (door, parent board, etc.) | <input type="checkbox"/> Text |
| <input checked="" type="checkbox"/> Email | <input type="checkbox"/> Letter |
| <input type="checkbox"/> Flyers | <input type="checkbox"/> Other: _____ |

ADDITIONAL COMPONENTS OF THE PLAN:

The Uniform Fire Prevention Code of New York State requires that fire safety and evacuation plans contain the following elements. If you are in a multi-use building work together with the **building management** to take into consideration the entire building, and not just your designated program area.

The routes for fire department access are as follows:

- As designated on the evacuation diagram (attached)
- Other: _____

Major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures include (select all that apply)

- Bulk storage of cleaning supplies
- Compressed gasses (propane, oxygen or others)
- Other (specify): _____

The following personnel are responsible for maintenance of systems and equipment installed to prevent or control fires (select all that apply):

- Director
- Child Care Program staff
- Maintenance staff hired by child care program
- Off-site management company
- Maintenance staff contracted for by child care program
- Maintenance staff hired by building owner

The following personnel are responsible for maintenance; housekeeping and controlling fuel hazard sources (select all that apply):

- Director
- Child Care Program staff
- Maintenance staff hired by child care program
- Off-site management company
- Maintenance staff contracted for by child care program
- Maintenance staff hired by building owner

The following person can be contacted for information or explanation of duties under the plan: _____

Employees will need to remain behind to operate critical equipment:

- Yes (procedures must be attached to this plan)
- No

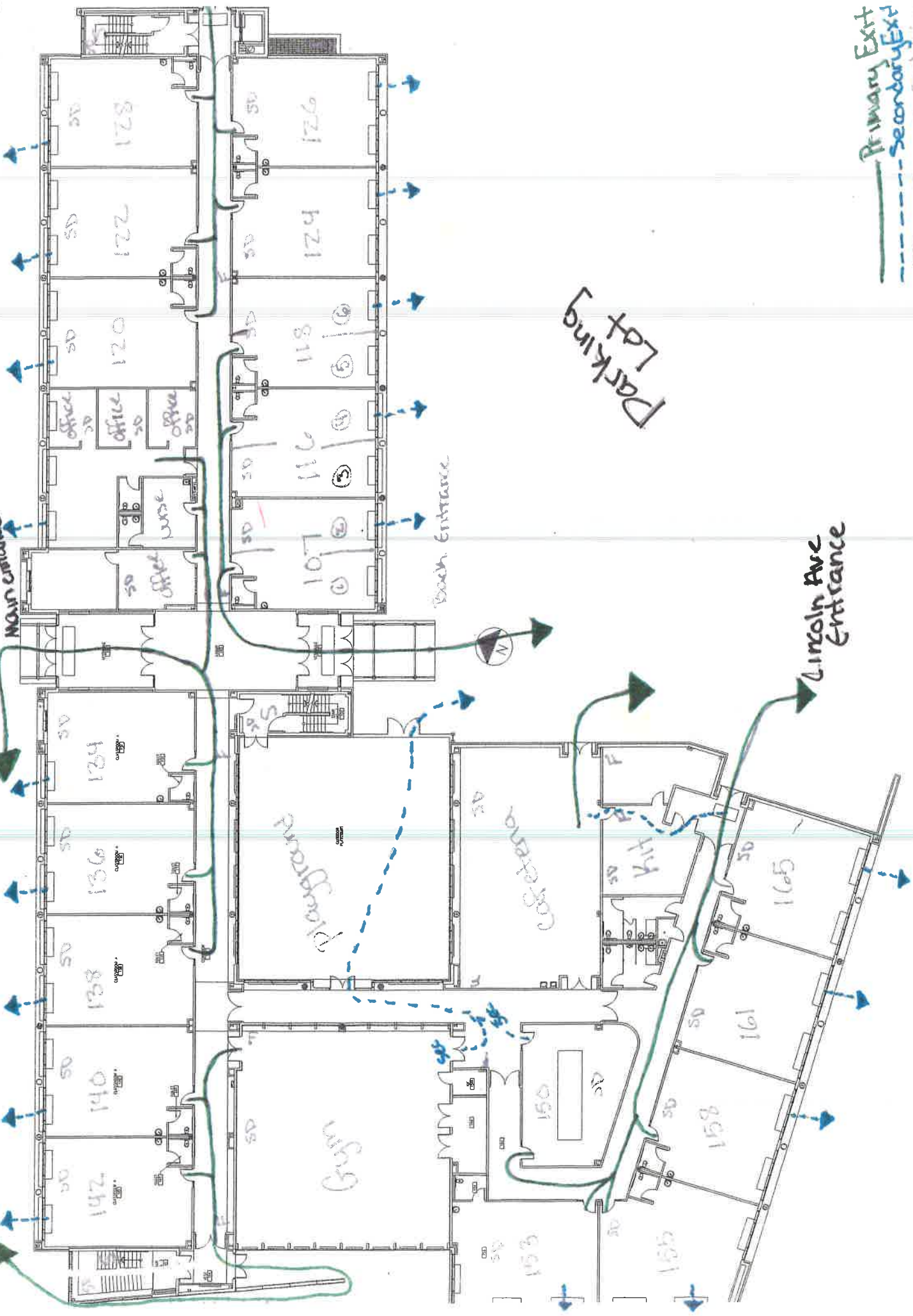
The plan is reviewed by the program annually and updated when needed or necessitated by changes in staff assignments, occupancy, the physical arrangement of the building, or for changes to any elements of the plan. The space below is provided to assist in documentation of this requirement. If you update your plan, a new copy must be submitted to the Office.

Date of Plan: 12/8/20		Prepared by: Lisa Virzera
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:

(Assembly Area)

Jackson Ave

(Assembly Area)



Primary Exit
 Secondary Exit
 SD - Smoke Detector
 F - Fire Extinguisher
 - - - - - STAIRS

Parking Lot

Lincoln Ave (Assembly Area)