

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: <u>Hatbor child care - North Shore Manhattan</u>	Facility ID Number: <u>410928</u>
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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)		
911	1-800-222-1222	Fire	Police	Ambulance
		516 466-4411	516 573-6600	516 719-5000

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: _____

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): Harbor Child Care - North Shore
306 Community Drive - Building 6 - Emergency Box
 Name

Street Address

City

Phone No.

Transportation to this site will require the following:

☒ Walking☐ Bus☐ Car☐ Other: _____

Secondary relocation site (required): Northwell Hospital Towers - Conference / Cafeteria
 Name

300 Community Drive

Street Address

Manhasset

City

(516) 288-7473

Phone No.

Transportation to this site will require the following:

☒ Walking☐ Bus☐ Car☐ Other: _____

Other relocation site (optional): Northwell Hospital Towers - Conference Rm
 Name

300 Community Drive

Street Address

Manhasset

City

(516) 288-7473

Phone No.

Transportation to this site will require the following:

☒ Walking☐ Bus☐ Car☐ Other: _____

Additional relocation site (optional): Harbor Child Care - Herricks
 Name

999 Herrick Rd, New Hyde Pk

Street Address

NY

City

11040516 288-7048

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 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: _____

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):

- ☒ Pull Stations
- ☐ Fire alarm control panel
- ☐ Alarm company initiation
- ☐ Activating a smoke detector using canned smoke
- ☐ Other: _____

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):

- ☐ Posting at site (door, parent board, etc.)
- ☒ Email
- ☐ Flyers
- ☐ Text
- ☒ Letter
- ☐ Other: _____

INSTRUCTIONS

- Follow the guidelines below when drawing your evacuation diagram.
- Contact your local Code Enforcement Official or Fire Marshall for information regarding developing your plan.

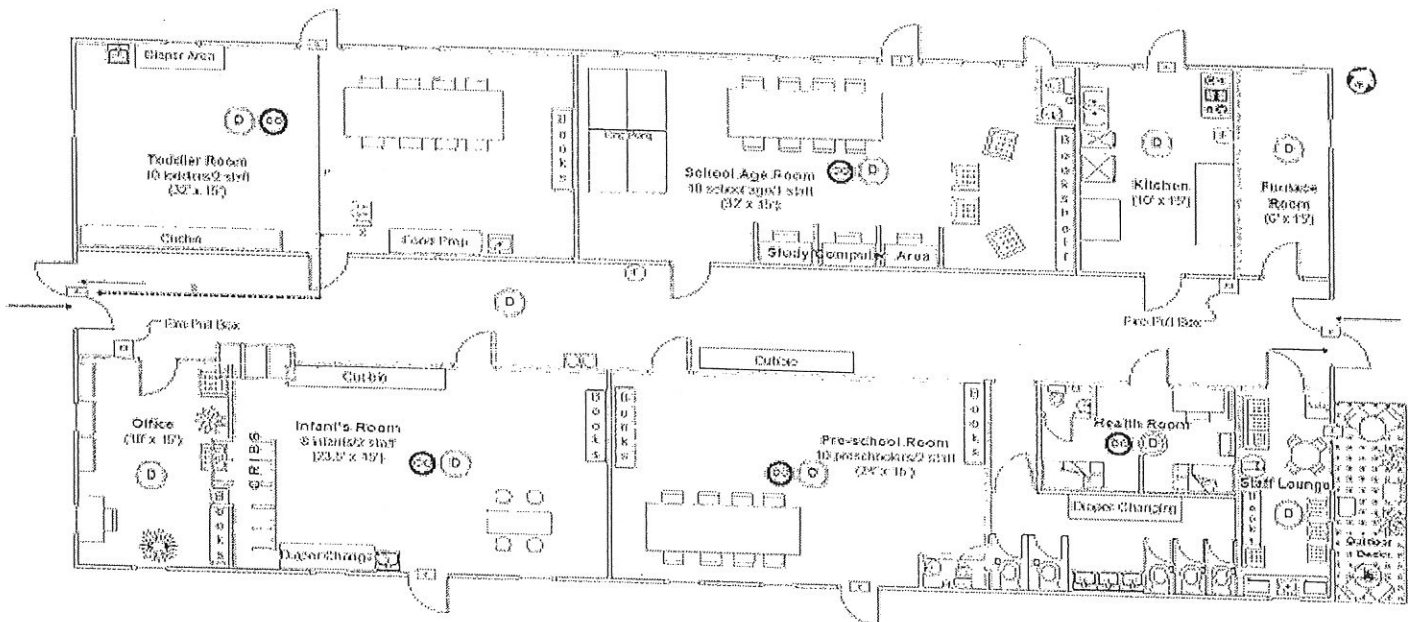
EVACUATION DIAGRAM

- On the next page, draw a diagram of the entire building and individual rooms; show the location of all doors and walls of each room, exits, assembly points outside of the building, the location of fire hydrants and the expected routes for fire department access.
- Each approved room must have an Emergency Evacuation Diagram posted in a conspicuous location that is specific to that room. Each diagram should include a large "X" and "You Are Here." *
- On each room specific diagram, indicate the primary evacuation route by drawing a solid arrow, marked with a large "P", leading from the room to the exit. Indicate the secondary evacuation route by drawing a dotted arrow, marked with a large "S". For any route which is handicap accessible, indicate with an (A).
- Include a checklist of possible items for each diagram that depicts the symbols used throughout your diagrams as needed.

Item	Symbol
<input type="checkbox"/> Exit	(E)
<input type="checkbox"/> Accessible Evacuation Route	(A)
<input type="checkbox"/> Assembly Points	(AP)
<input type="checkbox"/> Area of Refuge	(AR)
<input type="checkbox"/> Fire Alarm Annunciator	(FAA)
<input type="checkbox"/> Fire Alarm Control Panel	(FACP)
<input type="checkbox"/> Fire Dept. Vehicle Access	(FD)
<input type="checkbox"/> Fire Extinguishers	(F)
<input type="checkbox"/> Fire Hydrants	(FH)
<input type="checkbox"/> Hose Stations	(H)
<input type="checkbox"/> Carbon Monoxide Detectors	(CO)
<input type="checkbox"/> Smoke or Heat Detectors	(D)
<input type="checkbox"/> Pull Stations	(PS)
<input type="checkbox"/> Primary Evacuation Route	P →
<input type="checkbox"/> Secondary Evacuation Route	S ⇒
<input type="checkbox"/> Fire Escapes	(FE)
<input type="checkbox"/> Stairs	
<input type="checkbox"/> You Are Here	X

*This requirement is optional for Legally-Exempt Group Child Care Programs

SAMPLE DIAGRAM

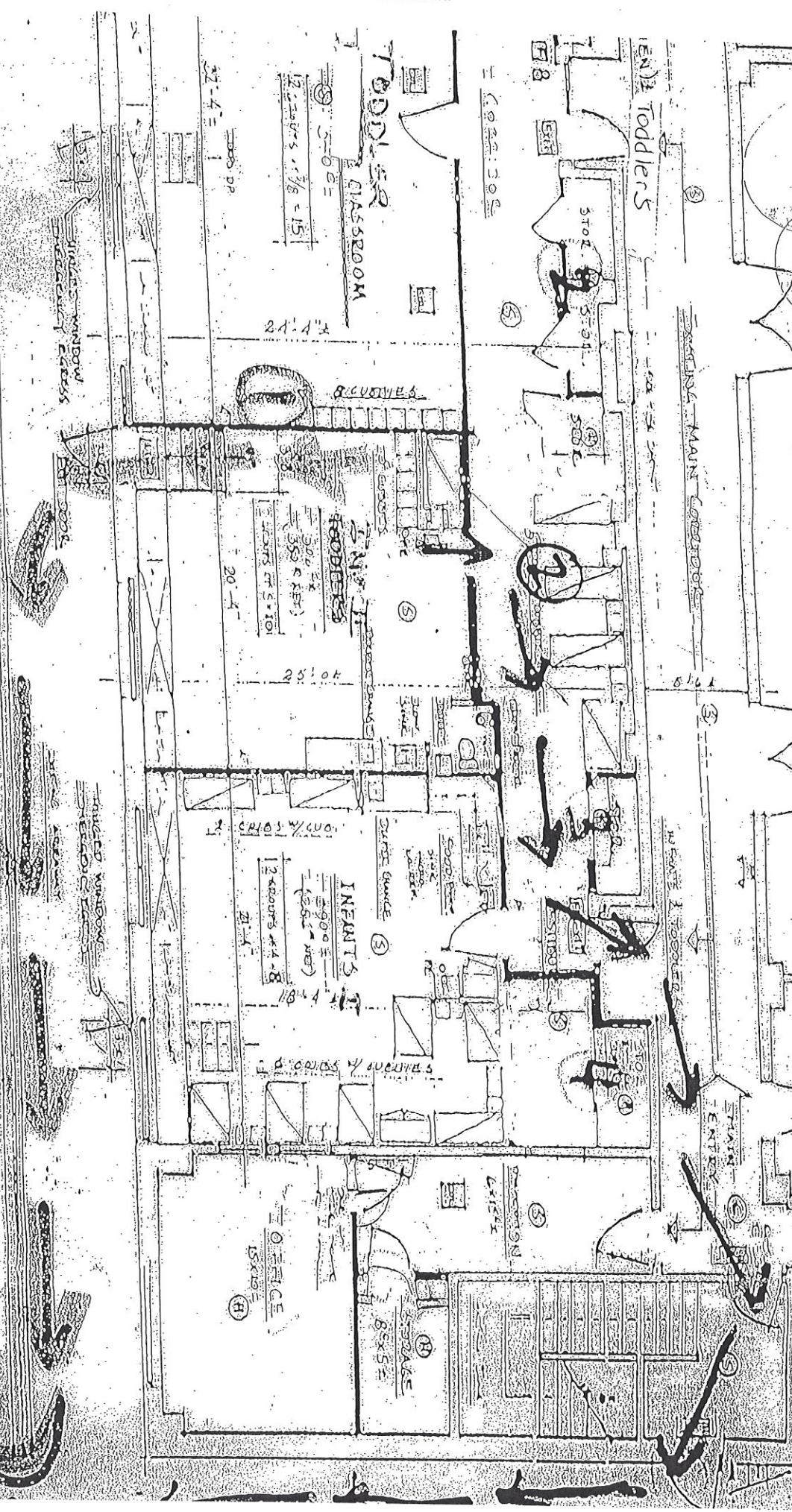


Emergency Evacuation Infant I

Hand-drawn floor plan of a building showing emergency evacuation routes for infants. The plan includes rooms such as "INFANTS I", "MAIN ENTRY", "VESTIBULE", "OFFICE", "STORAGE", and "INFANTS II". A large arrow at the bottom points right, labeled "EVACUATION ROUTE 1". Various rooms are numbered in circles (1-10).

EVACUATION ROUTE 1

Emergency Evacuation



ESCAPE 1

ESCAPE 2

(CORRIDOR AT PREVIOUS ROOMS)
ALTERNATE
SUGGESTED LAYOUT

INNOVATIVE LEARNING CENTER
RECEIVED BY GALT CENTER BOYS &
NORTH SHOOT UNIVERSITY HOSPITAL

WALL & DOOR

9/07

NEEDS ASSET

INFANT

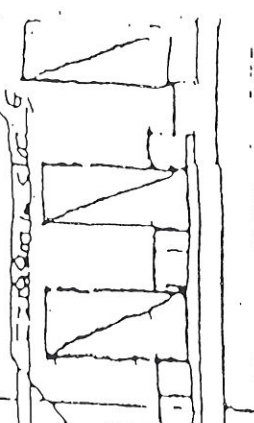
Toddlers

Concierge

INFANTS & TODDLERS

MAIN ENTRY

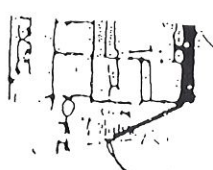
EXIT



VESTIBULE

STORAGE

MECHANICAL



⑤

5000 PINT
MILK
MILK
MILK

DATE SOURCE

⑤

INFANTS I

12 MONTHS OF AGE

INFANT II

3000 PINT
(3500 GALLON)

12 MONTHS OF AGE

20-4

CRIBS 4/100

21-4

CRIBS 4/100

FOOD OFFICE
15x10

④

8x5

④

PAINTED WINDOW

A hand-drawn diagram of a vertical structure, possibly a water pump or a well. The diagram is labeled with Hindi text. At the top, it says 'पम्प' (Pump). Below it, there are two circles, one labeled 'वाटर टैंक' (Water Tank) and the other 'पम्प' (Pump). Below these, there is a vertical line labeled 'वाटर पाइप' (Water Pipe). At the bottom, there is a structure labeled 'वेल' (Well) and 'वाटर टैंक' (Water Tank).



15 months - 3 yrs

INFAIT II

SECRET

20:41

THE REVENUE COMMISSION
GENERAL INQUIRY REPORT

Dimensionality Reduction