

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

Facility ID Number:
477-467DCC

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
		481-8411	483-6200	631-244-0280

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: Crackers, Water, Baby Food and Formula, Books, and Blankets.

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: _____

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	EXAMPLE	Room/Area	Primary Exit	Primary Assembly Area	2nd Exit	2nd Assembly Area
Assembly Areas		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
Sweet Pea Room	Main Entrance	Tunnel	Back Door Entrance	Tunnel
Infant 1	Main Entrance	Tunnel	Classroom Back Door	Tunnel
Infant 2	Main Entrance	Tunnel	Side Door Exit by 13	Tunnel
Infant 3	Main Entrance	Tunnel	Back Door Entrance	Atrium
Toddler 4	Main Entrance	Tunnel	Back Door Entrance	Atrium
Toddler 5	Main Entrance	Tunnel	Back Door Entrance	Atrium
Toddler 6	Back Door Entrance	Atrium	Side Door Exit by 13	Tunnel
Preschool 7	Back Door Entrance	Atrium	Side Door Exit by 13	Tunnel

*Attach additional pages as needed.

Emergency Plan Continued

ROOM	PRIMARY EXIT	PRIMARY ASSEMBLY AREA	2 ND EXIT	2 ND ASSEMBLY AREA
Preschool 8	Back door Entrance	Atrium	Side door By Infant 3	Tunnel
Preschool 9	Back door Entrance	Atrium	Side door By Infant 3	Tunnel

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): Fulton Commons Care Center
Name

60 Merrick Ave East Meadow 516-222-0429
Street Address City Phone No.

Transportation to this site will require the following:

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Walking | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Car | <input type="checkbox"/> Other: _____ |

Secondary relocation site (required): Kellenberg Memorial High School
Name

1400 Glenn Curtiss Blvd. Uniondale 516-292-0200
Street Address City Phone No.

Transportation to this site will require the following:

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Walking | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Car | <input type="checkbox"/> Other: _____ |

Other relocation site (optional): _____
Name

Street Address City Phone No.

Transportation to this site will require the following:

- | | |
|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Walking | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Car | <input type="checkbox"/> Other: _____ |

Additional relocation site (optional): _____
Name

Street Address City Phone No.

Transportation to this site will require the following:

- | | |
|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Walking | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Car | <input type="checkbox"/> Other: _____ |

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Blue cards/emergency contact information | <input checked="" type="checkbox"/> Children's security items |
| <input checked="" type="checkbox"/> Medications | <input checked="" type="checkbox"/> Children's bags |
| <input checked="" type="checkbox"/> Infant feeding supplies (bottles, food, utensils) | <input checked="" type="checkbox"/> Bedding for children |
| <input checked="" type="checkbox"/> Phone | <input checked="" type="checkbox"/> Food |
| <input checked="" type="checkbox"/> Flashlight | <input checked="" type="checkbox"/> Emergency supplies |
| <input checked="" type="checkbox"/> Coats | <input checked="" type="checkbox"/> Shoes |
| <input type="checkbox"/> 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: Shutting off all lights
- 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: _____
- Code words
- Radio or cell phones

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

Primary Space: (Required) Inside Classroom

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): FLIK Cafeteria provides meals

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 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 checked="" type="checkbox"/> Text |
| <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> Social media |
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Note sent home |
| <input checked="" type="checkbox"/> Alert system | <input type="checkbox"/> Other: _____ |

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 checked="" type="checkbox"/> Text |
| <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> Social media |
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Note sent home |
| <input type="checkbox"/> Alert system | <input type="checkbox"/> Other: _____ |

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 checked="" type="checkbox"/> Text |
| <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> Social media |
| <input checked="" type="checkbox"/> Website | <input checked="" type="checkbox"/> Note sent home |
| <input checked="" type="checkbox"/> Alert system | <input type="checkbox"/> 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):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Pull Stations | <input checked="" type="checkbox"/> Activating a smoke detector using canned smoke |
| <input checked="" type="checkbox"/> Fire alarm control panel | <input type="checkbox"/> Other: _____ |
| <input checked="" 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 checked="" type="checkbox"/> Posting at site (door, parent board, etc.) | <input checked="" type="checkbox"/> Text |
| <input checked="" type="checkbox"/> Email | <input checked="" type="checkbox"/> Letter |
| <input checked="" 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:		Prepared by:
Date reviewed: 12/13/2020	Reason: PERIODIC REVIEW	Reviewed by: Annina Macaluso
Date reviewed: 7/12/2021	Reason: PERIODIC REVIEW	Reviewed by: Annina Macaluso
Date reviewed: 4/13/2022	Reason: PERIODIC REVIEW	Reviewed by: Annina Macaluso
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:
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Date reviewed:	Reason:	Reviewed by:
Date reviewed:	Reason:	Reviewed by:

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
PLAN FOR BEHAVIOR MANAGEMENT
Child Day Care Programs

Provider/Director Name: Anniina Macaluso Facility ID Number: 477467
Program Name: HARBOR CHILD CARE Date: 2/128/2023

This form may be used to meet the regulatory requirement to submit to the Office a written plan for behavior management. You can choose to use this form to meet this requirement, or submit an acceptable alternative.

Valuable information is available from your local child care resource and referral agency and other resources. Information is also available on the agency website: ocfs.ny.gov.

The program is responsible for educating all staff on this plan upon employment and as needed. The program must supply copies of this plan to all staff and parents of children enrolled in the program.

- A child may only be disciplined by the director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- The program must apply all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Any discipline used will relate to the child's actions and be handled without prolonged delay.
- A child may be separated briefly from the group, but, only long enough to gain self-control and must be in view of, supervised and supported by a director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- Corporal punishment is prohibited.
- No child can be isolated in an adjacent room, hallway, closet, darkened area, play area or any other area where a child cannot be seen, or supervised.
- Withholding or using food, rest or sleep as punishment is prohibited.
- Methods of discipline, interaction or toilet training which frighten, demean or humiliate a child are prohibited.
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Any child care program must not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, any person under the programs control.
- Physical restraint is prohibited.

By submitting this form, our program chooses to implement and follow this plan for behavior management, and will attach any additional information as needed.

The following acceptable child guidance techniques will be used (check all that apply):

- Redirect. In a conflict, give an alternate toy or activity to one of the children competing for the toy. Have multiples of popular toys.
- Focus on "Do" rather than "Don't." For example, "We walk inside" instead of "Stop running inside."
- Offer choices: "You can either sit on the rug or at the table for story time."
- Encourage children to use friendly words rather than physical acts. For example, suggest using the phrase, "I was playing with that toy."
- Praise positive behavior: "Thank you for using your words."
- Model desired behaviors in order for the children to learn by example.
- Arrange the program space to positively impact children's behavior. For example, avoid large open spaces that might encourage children to run indoors.
- Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities will help prevent conflict.
- For preschool and school age children, involve the children in the development of the classroom rules and consequences.
- Other (please describe)

If applicable, please attach any additional information regarding your behavior management plan.

NEW YORK STATE
OFFICE OF CHILDREN AD FAMILY SERVICES
CHILD ABUSE AND MALTREATMENT SAFETY PLAN
Child Day Care Centers and School Age Child Care Programs

Director Name: Anniina Macaluso Facility ID Number: 477467
Program Name: HARBOR CHILD CARE Date: 2/28/2023

- This form may be used to meet the regulatory requirement to submit to the Office a description of specific procedures that will assure the safety of a child who is reported to the Statewide Central Register of Child Abuse and Maltreatment (SCR), as well as other children provided care in the child day care center or school age child care program. You can choose to use this form to meet this requirement, or submit an alternative.
- Valuable information is available from your local child care resource and referral agency and other resources. Information is also available on the agency website: ocfs.ny.gov

By submitting this form, our program chooses to implement and follow this procedure, and will attach any additional information as needed.

The following are the procedures that will assure the safety of a child who is reported to the SCR, as well as other children provided care in the program, immediately upon notification that a SCR report has been made:

- Take steps to keep the child, and other children in the program, from further harm (*required*).
- Obtain medical attention for the child if appropriate (*required*).
- Other (*please describe*) _____

The child day care program may take one or more of the following actions with regard to any staff or volunteer or other person who is the subject of a child abuse or maltreatment report involving a child while in attendance at the program:

Check all that apply:

- Dismissal, suspension or transfer of any staff or volunteer or other person who is the subject of a child abuse or maltreatment report.
- Increased supervision over a person who is the subject of a report.
- Provision of instruction and/or remedial counseling to a person who is the subject of a report.
- Appropriate disciplinary action, provision of appropriate training and/or increased supervision of staff and/or volunteers pertinent to the prevention and remediation of child abuse and maltreatment.
- Other (*please describe*) _____

If applicable, please attach any additional information regarding your procedures.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
TRANSPORTATION PLAN
Child Day Care Programs

Provider Name: Anniina Macaluso Facility ID Number: 477467
Program Name: HARBOR CHILD CARE
Effective Date of Transportation Plan: 2 / 28 / 2023

This form may be used to document the program's Transportation Plan. The plan is designed to promote the safety of children and inform families of regulatory requirements regarding transportation. The parent will be asked to sign a separate Transportation Consent Form (OCFS 6013).

1. The Program will obtain written consent from the parent(s) for any transportation of their child provided for, or arranged by a caregiver, and will keep the transportation policy and the written parental consent on file at the program, and parents can be given a copy.
2. A child will never be left unattended in any motor vehicle or other form of transportation.
3. Every child will board or leave a vehicle from the curb side of the street.
4. Each child will be secured in safety seats or safety belts as required by law. Safety seats will be supplied by: (who)
Buses have built-in seats with seatbelts
5. Drivers will be 18 years of age or older and hold a current valid license to drive the class of vehicle they are operating. All vehicles used to transport children must have a current registration and inspection sticker.
6. The parent(s) will be provided a copy of this plan at enrollment. If the plan changes, the parent(s) will be provided a copy of the amended transportation plan, prior to its start date. The use of cell phones or any other electronic device during transport, including hand-free devices, is prohibited. Necessary calls will be made once the vehicle is parked in a legally permitted position off the road.
7. The Program will display daily transportation schedules at the following locations: (where)
Parent board
8. During the transport of children, the program will adhere to the required ratio of caregivers to children at all times as determined by regulations.
9. When a child is released from the program, the program will verify that the individual approved by the parent(s) to receive the child is present at the designated drop off location. If the approved person is not present as planned the parent(s) will be contacted immediately by the Program.
10. The parent will be able to check the posted daily transportation schedule regarding transportation arrangements for each day a child is in care. Other Comments:
