

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: 39861

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	742-3300	573-6300	

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: _____