

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:
730605

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)676-0366	(516)676-1000	

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: page system

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: Pro Care Connect

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: All staff members

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: walk

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
Sweet peas-2	North Hallway Exit	West end of parking lot	back door 1b	Finely middle school
Sweet Potatoes	Back door	West end of parking lot	north hallway exit	Finely middle school
Cherries	Back door	West end of parking lot	back door 2b	Finely Middle school
apples-4	back door	west end parking lot	back door 2a	Finely middle school
Bunnies-5	Back door	west end of parking lot	back door 3b	Finely Middle school
Squirrels-6	Front door	west end of parking lot	Front door of 3b	Finely middle school
Pre-k Rainbows-8	Back door	West end of parking lot	Main entrance	Finely Middle School
Staff Lounge	South hallway exit	West end of parking lot	Main Entrance	Finely Middle school

*Attach additional pages as needed.

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): Parking lot area West of Main Entrance Name

49 Forest Avenue Glen Cove 516-277-2123
Street Address City Phone No.

Transportation to this site will require the following:

- Walking Bus
- Car Other: evacuation cribs

Secondary relocation site (required): Robert Finely Middle School Name

1 Forest Avenue Glen Cove 516-801-7510
Street Address City Phone No.

Transportation to this site will require the following:

- Walking Bus
- Car Other: evacuation cribs

Other relocation site (optional): Harbor child Care Name

999 Herricks Road 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: Red Emergency Bags

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: _____
- Code words
- Radio or cell phones

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

Primary Space: (Required) Children go into bathrooms and hidden areas in the class away from the windows and doors

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: Red emergency bags

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 enrolment 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 OCFS, Hauppauge	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 type="checkbox"/> Alert system | <input checked="" type="checkbox"/> Other: <u>pro care connect</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 type="checkbox"/> Alert system | <input checked="" type="checkbox"/> Other: <u>pro care connect</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 type="checkbox"/> Alert system | <input checked="" type="checkbox"/> Other: <u>pro care connect</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 checked="" type="checkbox"/> Posting at site (door, parent board, etc.) | <input type="checkbox"/> Text |
| <input type="checkbox"/> Email | <input checked="" 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: 4/18/2022		Prepared by: Erica Giddens
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:
Date reviewed:	Reason:	Reviewed by:

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.

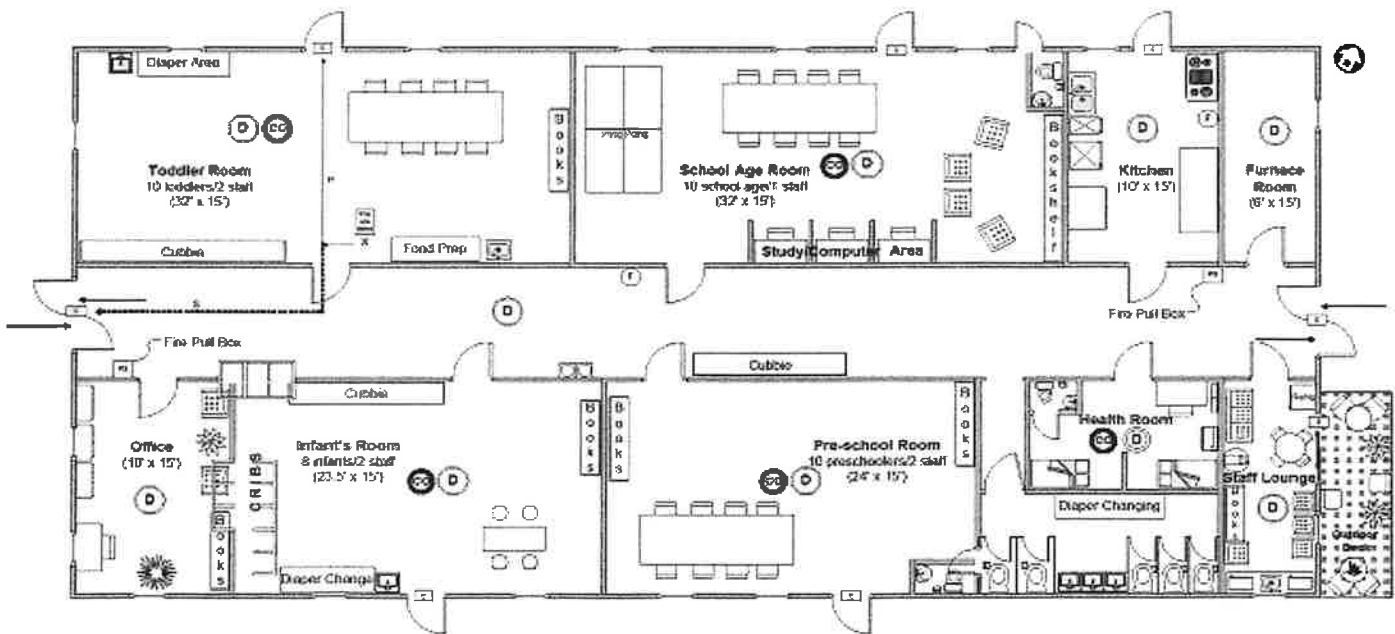
EVACUATION DIAGRAM

- 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"/>
<input type="checkbox"/> You Are Here	X

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

SAMPLE DIAGRAM

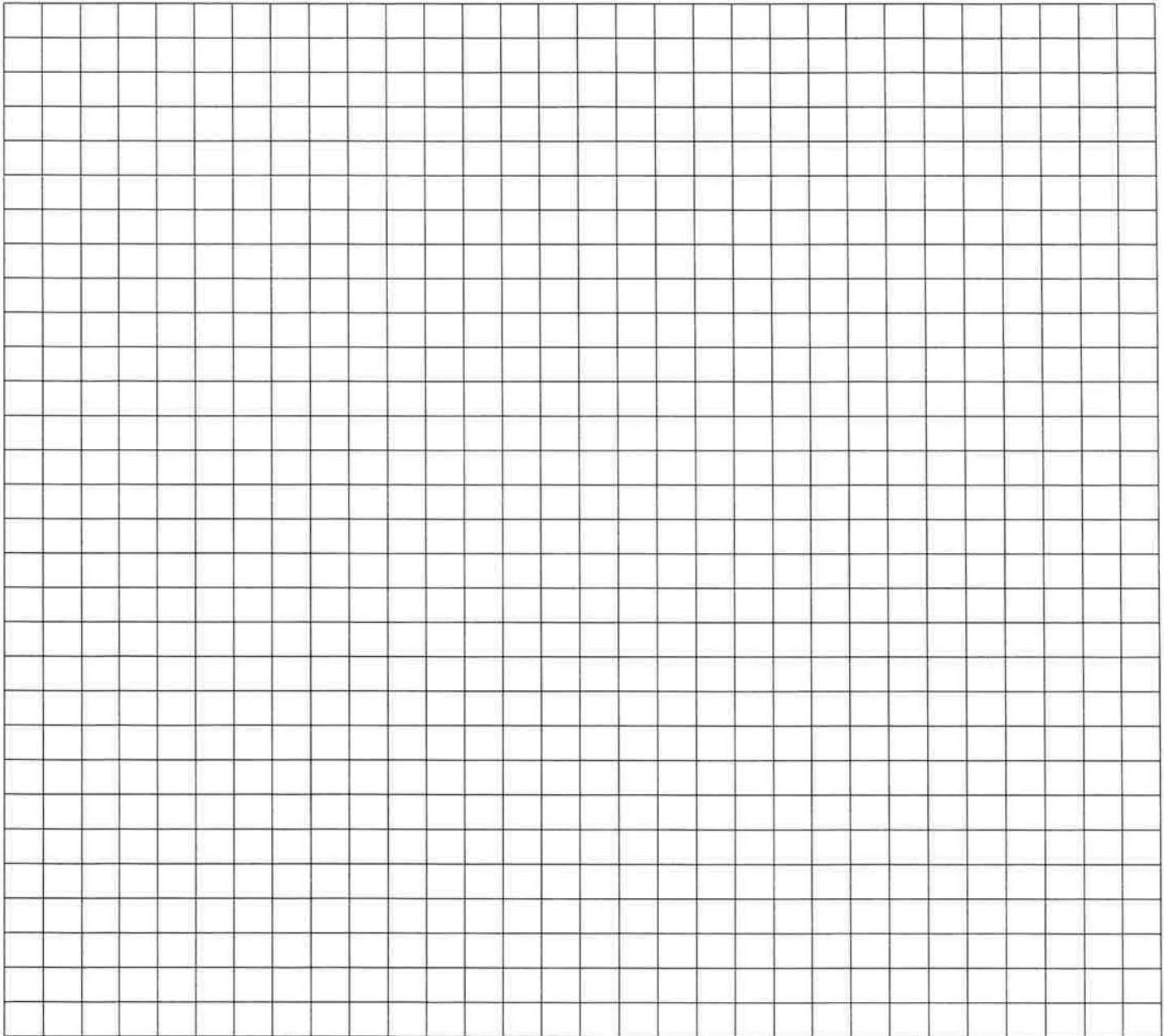


INSTRUCTIONS

- Use the instructions on the previous sheet to assist you with your diagram
- The Emergency Evacuation Diagram, as approved by the Office, must be posted in a conspicuous place in every room.
- Arrange the paper so that the diagram is oriented as it would be as you leave the room.
- Make additional blank copies as needed.

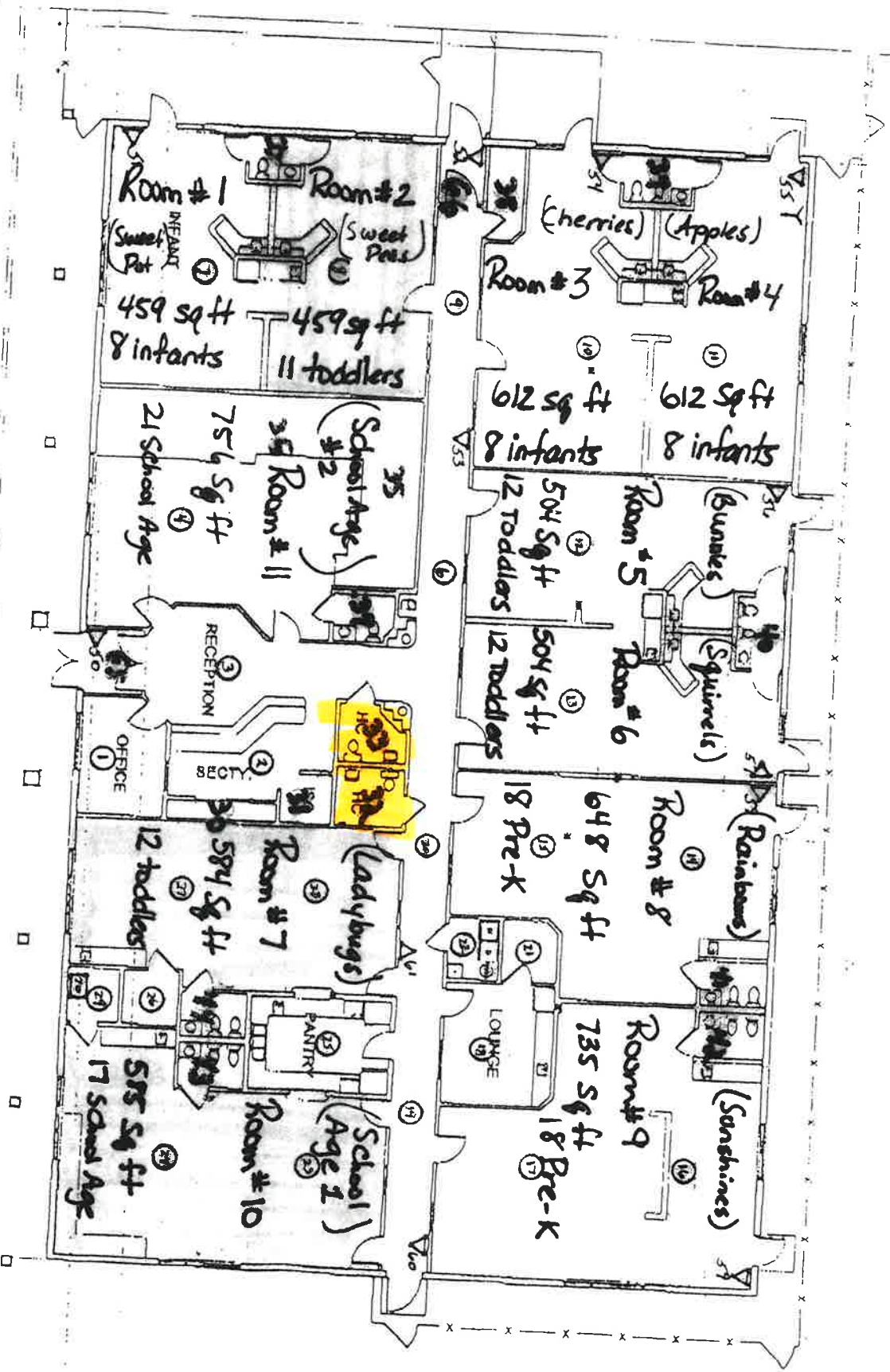
Program Name:
Harbor Child Care- Glen Cove

Facility ID Number:
730605
Room:
See attached



GENL
 Normal Pull Station
 Smoke Detector
 Sprinkler module
 Inspectors Sprinkler
 Test Valve

06730605 Dec
 Harbor Child Care
 Glen Cove



INSTALLED BY:

ALL STAR ELECTRONIC SYSTEMS
 38 Sheep Pasture Road
 Port Jefferson, NY 11777
 474-2896

