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## Emergency Plan [Program Maintenance] *Harbor Day Care, Inc.* *d/b/a Harbor Child Care (915100) DCC*

The information below represents the current, approved data related to the program. To request a change, click the Request Changes button in the upper-right corner of the section.

When you have finished editing, you must submit the page to the Office for review.

All requested changes must be approved by the Office before being implemented in the program.

### ▲ Section 1 - Emergency

Requirements Satisfied

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**Do you want to use the "OCFS-LDSS-4438 Emergency Plan" electronic form? \***

Yes  No

### ▲ Section 2 - Alerting Emergency Services

Requirements Satisfied

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#### 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
911	1-800-222-1222

**Backup Fire:**

**Backup Police:**

**Backup Ambulance:**

### Section 3 - Actions Upon Discovery of a Fire

Requirements Satisfied

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#### Actions Upon Discovery of a Fire

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

**Actions to be taken upon discovery of a fire (Select One): \***

Other

**R:** Remove persons in immediate, imminent harm to a place of greater safety.

**A:** Alarm, sound the alarms 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.

### Section 4 - Notification to Occupants

Requirements Satisfied

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#### 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 the 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

▲ Section 5 - Relocation

Requirements Satisfied

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Relocation

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

Primary Relocation Site

**Name: \***

Shelter Rock Jewish Center

**Street Number: \***

272

**Street Name: \***

Shelter Rock Road

**Street Line 2:**

**Apartment:**

**Floor Number:**

**City: \***

Roslyn

**State: \***

New York

**Zip: \***

11576

**Telephone: \***

(516) 741-4305

Transportation \*

**Transportation to this site will require the following: \***

- Walking
- Car
- Bus
- Other

Secondary Relocation Site

**Name: \***

Harbor Child Care in New Hyde Park

**Street Number: \***

999

**Street Name: \***

Herricks Road

**Street Line 2:**

**Apartment:**

**Floor Number:**

**City: \***

New Hyde Park

**State: \***

New York

**Zip: \***

11040

**Telephone: \***

(516) 248-7948

Transportation \*

**Transportation to this site will require the following: \***

- Walking
- Car
- Bus

Other

## ^ Section 6 - Items to Bring

Requirements Satisfied

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### Items to Bring

**The following items will be taken from this site as time and safety allow: \***

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

**List other items: \***

food and water

## ^ Section 7 - Evacuation Procedures and Accountability

Requirements Satisfied

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### 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: \***

Classroom head teacher

**Accountability for children, staff and volunteers will be handled as follows: \***

The teacher 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. Teachers 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

## ^ Section 8 - Evacuation

Requirements Satisfied

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### Evacuation will consist of

**Evacuation will consist of (Select one): \***

Full Evacuation

Evacuation to another floor or area of the building is approved by:

### 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

Evacuation Assembly areas should be large enough to keep each classroom separated from the others to maintain accountability of staff and children.

**Room/Area: \***

**Primary Exit: \***

**Primary Assembly Area: \***

**Secondary Exit: \***

**Secondary Assembly Area: \***

Room/Area	Primary Exit	Primary Assembly Area	Secondary Exit	Secondary Assembly Area	Actions
Classroom 1	Front door	Parking lot	Back door	Playground	Edit   Delete
Classroom 2	Back door	Playground	Front door	Parking lot	Edit   Delete
Classroom 3	Front door	Parking lot	Back door	Playground	Edit   Delete
Classroom 4	Back door	Playground	Front door	Parking lot	Edit   Delete

### 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 should 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)
  
- Remaining in a room away from windows
- Moving children and staff to an interior space with no/ minimal windows
- Turning off heat and air conditioning systems

**Other:**

### Notification of Shelter-in-Place

**Depending on the situation, notification of the need to shelter-in-place will be made to staff, children and volunteers using the following methods: \***

- Public Address System
- In-person notification
- Phone calls to classrooms
- Radio or cell phones
- Code words
- Other

### Shelter-in-Place Locations

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

**Primary Space: \***

Bathroom

**Secondary Space:**

Storage closet

**Other Space:**

### 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

- Medications (if applicable)
- 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 and books
- Other

### Supply Location

**Shelter-in-place supplies will be kept in the following location(s): \***

In the storage closets in each classroom

### Food and Water Supplies

**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.

### Access to Shelter-in-Place Supplies

**The following will have access to shelter-in-place supplies (check all that apply): \***

- Director
- Teachers
- All Staff
- Other

### Supply Review Frequency

**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:**

\*

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

▲ **Section 9 - Communication**

Requirements Satisfied

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Communication

Following any emergency which requires the program to evacuate, relocate or shelter-in-place, the Office of Children and Family Services will be notified as soon as possible, as required by regulation.

Evacuation

**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): \***

- Telephone
- E-mail
- Website
- Social Media
- Alert System
- Text
- Note sent home
- Other

**Other notification method: \***

Procure Connect- Communication application

Relocation

**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): \***

- Telephone
- Email
- Website
- Social Media
- Alert System
- Text
- Note sent home
- Other

**Other notification method: \***

Procure connect

### Shelter-in-Place

**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: \***

- Telephone
- Email
- Website
- Social Media
- Alert System
- Text
- Note sent home
- Other

**Other notification method: \***

Procure Connect

### Activities to Occupy Children

**The first priority is always to make sure children are in the safest location possible whether it requires sheltering-in-place, evacuation or relocation. As time and situation allows, the program is prepared to offer the following activities to occupy children: \***

- Reading
- Songs
- Games
- Quiet Play
- Coloring
- 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 LDSS-4439 Record of Evacuation Drills form or approved equivalent.

### Evacuation Drills

**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

**Other evacuation initiators: \***

Bell

### Shelter-in-Place Drills

Shelter-in-place drills will be conducted twice per year during each shift of care. A written record of shelter-in-place drills will be kept on file using the OCFS-6007 Record of Shelter-in-Place Drills form or approved equivalent.

**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.)

- E-mail
- Flyers
- Text
- Letter
- Other

**Other shelter-in-place notifications: \***

Procure Connect

▲ **Section 10 - Additional Components of the Plan**

- Requirements Satisfied

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**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.

**Fire Department Access**

**The routes for fire department access are as follows: \***

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

**Major Fire Hazards**

**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

**Fire Safety Maintenance Personnel**

**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
- Maintenance staff contracted for by child care program
- Maintenance staff hired by building owner
- Off-site management company

### Fuel Hazard Maintenance Personnel

**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
- Maintenance staff contracted for by child care program
- Maintenance staff hired by building owner
- Off-site management company

### Emergency Contact

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

**First Name: \***

Florence

**Last Name: \***

Prophete-Barbour

### Employees will need to remain behind to operate critical equipment

**Employees will need to remain behind to operate critical equipment: \***

Yes  No

### ↗ Section 11 - Evacuation Diagram

Requirements Satisfied

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### Emergency Evacuation Diagram \*

Programs may submit an Evacuation Diagram to the Office. You may use the Emergency Evacuation Diagram template and refer to the Evacuation Diagram Instructions to assist you when drawing your diagram.

#### **Emergency Evacuation Diagram upload: \***

Emergency Evacuation Diagram

#### **Document Type**

Emergency Evacuation Diagram

#### **Uploaded Files**

#### **Upload Date**

HCC @ Shelter Rock Evacuation maps.pdf

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