

Child Care Emergency Response Plan

FCCP/Licensee Name: Sarah Sunshine

Child Care Program Address: 33 Main Street, Faketown

Reviewed/Updated: 10/26/16

Please note: This plan must be reviewed and updated at least once every 365 days. All staff must be aware of the location of this plan. All parents must be aware of this plan, particularly where children would be taken if evacuated from the childcare facility.

EMERGENCY CONTACTS

| Contact | Phone |
|----------------------------|----------------|
| Police, Fire, Rescue | 911 |
| Poison Control | 1-800-222-1222 |
| Child Development Division | 1-800-649-2642 |

COMMUNICATION RESOURCES

| | Name | Phone | Email |
|-------------------------------------|---|----------------------------|------------------------------------|
| Local Police | Jack Green | 555-111-2222 | police@faketown.com |
| Local Fire | Jane Gold | 555-555-5555 | JGoldFake@address.com |
| Local Rescue | Rose Pond | 555-333-4444 | Rose@Fakerescue.com |
| Local Emergency Management Director | Joe Grey | 555-888-8888 | Joe.Grey@fakeaddress.com |
| Hospital | Rob Marino | 555-999-9999 | RMarino@UFM.com |
| Electric Company | Mario Puce Power Up Electric | 555-000-0000 | Mario@powerup.com |
| Gas Company | Jasmine Tate Gas Service | 555-111-3333 | JT@gasservice.com |
| Water Company | Steve Silver Faketown Public Works | 555-222-3333 | Steve.Silver@Faketown.com |
| Waste Disposal | Jessica Mars Mars Waste | 555-333-4444 | JMars@MarsWaste.com |
| Insurance Provider | Tony Miller Faketown Insurance | 555-555-6666 | Tony.Miller@ftinsurance.com |
| Child Development Division | Licenser on duty | 1-800-649-2642 option 3 | |

ROLES AND RESPONSIBILITIES

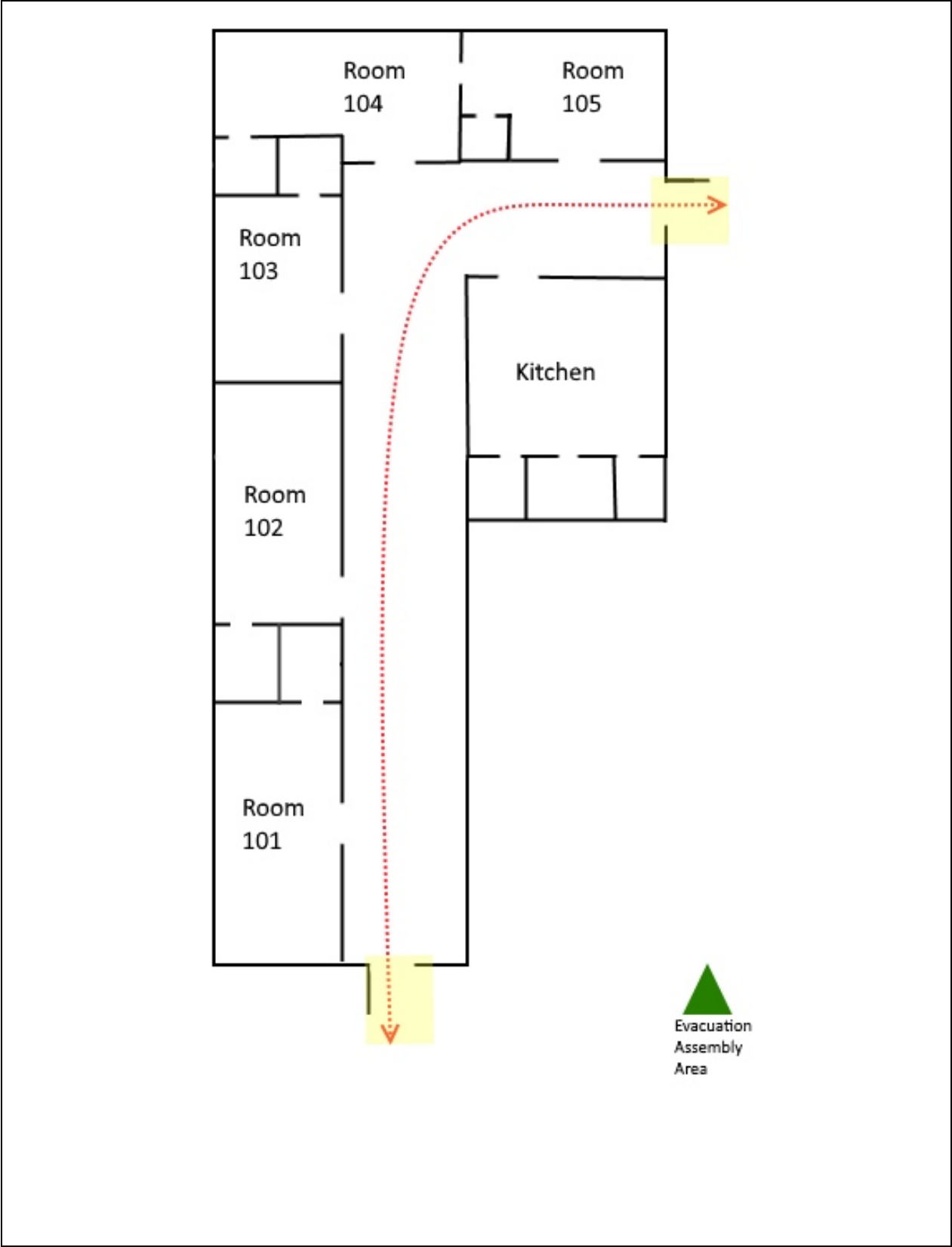
This section may only be applicable to larger centers.

Please use the area below to identify staff responsibilities and chain of command during an emergency. As some staff members may be absent during an emergency, you should identify an individual with primary responsibility as well as a backup individual who will fill that role if the primary individual is absent.

| Role | Responsibilities | Primary Name | Backup Name |
|-----------------------------------|--|-------------------------|-------------------------|
| Incident Commander | Monitors situation and determines when there is imminent danger. Coordinates with First Responders. Directs all roles. | Sarah Sunshine | Heather Marigold |
| Public Information Officer | Notifies and answers questions about the incident to parents, staff and media. Reports to Incident Commander. | Jonny Azure | Cassandra Ruby |
| Transportation Manager | Organizes drivers. Contacts parent volunteers if additional transportation is needed. Reports to Incident Commander. | Sandra Sandgate | Roger Rupert |
| Facilities Manager | Turns of gas, water, and electricity prior to leaving. Turns off air handling system during shelter-in-place for Hazardous Materials incident. Leads set up for alternate facility. Procures necessary supplies (food, water). Reports to Incident Commander. | Andrea Adams | Scott Jefferson |
| Staff Supervisor | Coordinates staff activities. Secures important papers, such as child records and insurance policies. Reports to Incident Commander. | Peter Washington | Jason Orange |
| Staff | Regularly performs attendance checks (after evacuation, before/after transportation) Maintains supervision of children until parents take custody. Closes all windows and outside doors during shelter-in-place. Reports to Staff Supervisor. | All Staff | All Staff |
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EVACUATION

Building Evacuation Route Diagram (note: This diagram must be posted on each level of the facility that is used by the children)



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| EVACUATION - Lead children to evacuation location, take attendance, notify if missing, extra or injured children. | |
| Decision to Evacuate: | <i>If the building is damaged or expected to be damaged so it cannot be used, the Incident Commander will make the decision to evacuate and notify the evacuation site.</i> |
| Notification to building occupants (staff, children, parents, volunteers) : | <i>The Incident Commander will make an announcement over the intercom to building occupants to evacuate, including where they are evacuating to.</i> |
| Notification to parents: | <i>The Public Information Officer will use the phone tree to notify parents of the decision to evacuate and where they can pick up children.</i> |
| Notification to local authorities: | <i>The Incident Commander will call 9-1-1</i> |
| Evacuation Site – Neighborhood: | <i>Faketown Rec Center, 103 South Mansfield Street POC: Mitchell Mansfield, 999-9999</i> |
| Evacuation Site – Out-of-Town: | <i>Fakeville Community Center, 1235 Weston Rd POC: Malcomb Washburne, 777-7777</i> |
| Transportation to Evacuation Sites: | <i>Staff and Children will walk to the Faketown Rec Center. Child Care vans will be used to transport children to Fakeville Community Center.</i> |
| System to account for all children and staff: | <i>Each staff member will bring daily attendance records with them during an evacuation and will do an attendance check at every site and before getting on and off the van. Report any issues to the Incident Commander.</i> |
| Handling Infants, Toddlers and Children with Special Needs: | <i>Infants, Toddlers and Children with special needs will use safety seats in the vans and be with their normal staff member at all times.</i> |

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| SHELTER IN PLACE - Everyone goes inside, and all doors and windows are closed. If you are sheltering in place as a result of a Hazardous Material event, turn off all window fans, air conditioners, exhaust fans, and other sources of outside air. | |
| Decision to Shelter in Place: | <i>If it is unsafe for building occupants to leave, the Incident Commander will make the decision to shelter-in-place.</i> |
| Notification to building occupants (staff, children, parents, volunteers) : | <i>The Incident Commander will make an announcement over the intercom to building occupants about the decision to shelter-in-place and what precautions should be taken.</i> |
| Notification to parents: | <i>The Public Information Officer will use the phone tree to notify parents of the decision to shelter-in-place.</i> |
| Notification to local authorities: | <i>The Incident Commander will contact the Local Emergency Management Director.</i> |
| Shelter-in-Place Location: | <i>All staff and children will report to rooms 104 and 105</i> |
| System to account for all children and staff: | <i>Each staff member will use daily attendance records to do an attendance check and report any issues to the Incident Commander.</i> |
| Handling Infants, Toddlers and Children with Special Needs: | <i>Infants, Toddlers and Children with special needs will remain with their normal staff member at all times.</i> |

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| LOCKDOWN - Lock interior doors, turn out the lights, move away from sight, do not open the door, maintain silence, and take attendance. | |
| Decision to Lockdown: | <i>If there is a threat located in the facility, the Incident Commander will make the decision to lockdown.</i> |
| Notification to building occupants (staff, children, parents, volunteers) : | <i>The Incident Commander will make an announcement over the intercom to building occupants about the decision to lockdown and, if known, will provide information about where the threat is located.</i> |
| Notification to parents: | <i>When safe to do so, the Public Information Officer will notify parents of the decision to lockdown via the phone tree.</i> |
| Notification to local authorities: | <i>The Incident Commander will call 9-1-1</i> |
| System to account for all children and staff: | <i>When safe to do so, each staff member will use daily attendance records to do an attendance check and report any issues to the Incident Commander.</i> |
| Handling Infants, Toddlers and Children with Special Needs: | <i>Infants, Toddlers and Children with special needs will remain with their normal staff member at all times.</i> |

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| LOCKOUT - Bring everyone indoors, lock perimeter doors, increase situation awareness, continue business as usual, and take attendance. | |
| Decision to Lockdown: | <i>If there is a threat located outside the building, the Incident Commander will make the decision to lockout.</i> |
| Notification to building occupants (staff, children, parents, volunteers) : | <i>The Incident Commander will make an announcement over the intercom to building occupants about the decision to lockout. Everyone outside will be notified to come inside and lockout signs will be placed on the exterior doors.</i> |
| Notification to parents: | <i>The Public Information Officer will notify parents of the decision to lockout via the phone tree.</i> |
| Notification to local authorities: | <i>The Incident Commander will contact the Local Emergency Management Director</i> |
| System to account for all children and staff: | <i>Each staff member will use daily attendance records to do an attendance check and report any issues to the Incident Commander.</i> |
| Handling Infants, Toddlers and Children with Special Needs: | <i>Infants, Toddlers and Children with special needs will remain with their normal staff member at all times.</i> |

HAZARD SPECIFIC PROCEDURES

Specific concerns relating to the location of the program, such as proximity to a nuclear reactor, an area prone to flooding or power loss should be addressed here. Please contact your Local Emergency Management Director to notify them of your location and request information about hazards that may impact your facility.

| | |
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| Hazard: | <i>Hazardous Material Spill</i> |
| Procedure: | <ul style="list-style-type: none"> • <i>If spill occurs inside, everyone will evacuate and contact 9-1-1 for further assistance.</i> • <i>If spill occurs outside, shelter-in-place and contact 9-1-1 for further instructions.</i> |
| Hazard: | <i>Flood of Main Street Culvert</i> |
| Procedure: | <ul style="list-style-type: none"> • <i>Shelter-in-place</i> • <i>Notify Local Emergency Management Director of flooding.</i> • <i>Notify parents they will need to take alternate route to pick up children.</i> |
| Hazard: | <i>Winter Weather</i> |
| Procedure: | <ul style="list-style-type: none"> • <i>Determine if the weather presents a significant danger to children and staff. If so, use the phone tree to notify parents and staff that the facility is closed for the day.</i> • <i>If not, consider minimizing outside time to reduce exposure.</i> • <i>Ensure any children that will be outside are wearing proper clothing.</i> • <i>Continue to monitor the weather to determine if an early closure will be necessary.</i> |
| Hazard: | |
| Procedure: | |
| Hazard: | |
| Procedure: | |

TRAINING

Within 365 days of opening a FCCH/CBCCPP, the FCCP/Licensee must attend an emergency preparedness training which shall include content specifically relating to sheltering in place in the event of an emergency in which the licensee and children present need to remain in the FCCH/CBCCPP for an extended period.

Date FCCP/Licensee attended Emergency Preparedness Training: October 19, 2016
 Location of Emergency Preparedness Training: Middlesex

EXERCISES

The FCCP/Licensee shall ensure that evacuation drills (fire drills) are conducted at least once a month, and children and staff are evacuated in less than three (3) minutes. At least one (1) drill every 365 days shall be conducted while children are sleeping or resting.

| | Date | Less than 3 minutes? | Sleeping/ resting? | Notes |
|-----------|--------------------|----------------------|--------------------|---|
| January | 1/15/16 | Yes | No | |
| February | 2/12/16 | Yes | No | |
| March | 3/17/16 | Yes | No | <i>Mrs. Beasley had some difficulty during the evacuation - each time we have a substitute staff member, they should be reminded of this plan.</i> |
| April | 4/20/16 | Yes | No | |
| May | 5/11/16 5/24/16 | No Yes | Yes Yes | <i>The shoes were far away from the exit making it difficult to get everyone out in time. For the second drill, we moved shoes next to the door and everyone was able to get out quickly.</i> |
| June | 6/14/16 | Yes | No | |
| July | 7/12/16 | Yes | No | |
| August | 8/12/16 | Yes | No | |
| September | 9/20/16 | Yes | No | |
| October | 10/14/16 | Yes | No | |
| November | 11/10/15 | Yes | No | |
| December | 12/22/15 | Yes | No | |