

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

EMERGENCY PLAN

Child Day Care Centers and School Age Child Care Programs

INSTRUCTIONS

- This plan must be reviewed with all staff and parents.
- The program must review or update this plan as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building. Fire Code requires the plan be reviewed on an annual basis.
- **The safe evacuation of children is the FIRST priority. Children must never be left without supervision.**

Program Name:

Bornhava/Specialized Early Childhood Ctr of WNY

Facility ID Number:

43929

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 staff 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
		689-1212	689-1311	692-2100

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: Sprinkler 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: Walkie-Talkie

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 teachers, nurse, administrative assistant/staff

ACCOUNTABILITY FOR CHILDREN, STAFF AND VOLUNTEERS WILL BE HANDLED AS FOLLOWS (SELECT ONE OR MORE):

- ☒ 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: Nurse will be notified that all are accounted for

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 ☐ Building Fire Safety Plan
☐ Codes Official

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 ☒ Wheelchairs (based on medical/developmental need)
☒ Carrying children ☒ Other: wagons, walking

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
1, 2* with EI 2nd exit	Outside exit room	Crn/Chateau/Chateau	Rear Door - North	Crn/Chateau/Main
3	Outside exit room	Crn/Chateau/Chateau	Front Door	Crn/Chateau/Main
4	Front door	Crn/Chateau/Chateau	Classrm #3 exit	Crn/Chateau/Main
5 OT/PT	Front door	Crn/Chateau/Chateau	Classrm #3 exit	Crn/Chateau/Main
6 EI Room	*Side classrm door	Crn/Chateau/Chateau	Classrm #2 exit	Crn/Chateau/Main
6 MOTOR ROOM	Rear door - North	Crn/Chateau/Chateau	Classrm #1 exit	Crn/Chateau/Main
7 SPEECH	Rear door - North	Crn/Chateau/Chateau	Classrm #1 exit	Crn/Chateau/Main
8 STAFF/KITCHEN	Rear door - North	Crn/Chateau/Chateau	Classrm #1 exit	Crn/Chateau/Main
9 NURSE	Front door	Crn/Chateau/Chateau	Classrm #3 exit	CCrn/Chateau/Main

10, 11, 12, 13, DEV	Front Door	Crn/Chateau/Chateau	Classrm #3 exit	Crn/Chateau/Main
ALL 1ST FL LAVS.	Rear Door - North	Crn/Chateau/Chateau	Classrm #1 exit	Crn/Chateau/Main

*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 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 from doing so.

Primary relocation site (required): Park School of Buffalo

		Name
4625 Harlem Road,	Amherst, NY 14226	716-839-1242
Street Address	City	Phone No.

Transportation to this site will require the following:

☒ Walking

☐ Bus

☐ Car

☒ Other: Wagons

Secondary relocation site (required): Harlem Road Community Center

		Name
4255 Harlem Road,	Amherst, NY 14226	631-7200
Street Address	City	Phone No.

Transportation to this site will require the following:

☒ Walking

☐ Bus

☐ Car

☒ Other: Wagons

Other relocation site (optional): N/A

		Name
<hr/>		
		Name
<hr/>		
Street Address	City	Phone No.

Transportation to this site will require the following:

☐ Walking

☐ Bus

☐ Car

☐ Other: _____

Additional relocation site (optional): N/A

		Name
<hr/>		
		Name
<hr/>		
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: Walkie Talkies

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)
- 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):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Public address system | <input checked="" type="checkbox"/> Code words |
| <input checked="" type="checkbox"/> In-person notification | <input checked="" type="checkbox"/> Radio or cell phones |
| <input checked="" type="checkbox"/> Phone calls to classrooms | |
| <input checked="" type="checkbox"/> Other: WALKIE-TALKIES | |

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

Primary Space: (Required) MOTOR ROOM

Secondary Space: (Optional) KITCHEN

Other Space: (Optional) CLASSRM IF SAFE, UPSTAIRS CONFERENCE

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 | <input checked="" type="checkbox"/> Evacuation crib or other assistive device for children unable to evacuate on their own |
| ✓ Flashlight | <input type="checkbox"/> Battery-powered radio |
| ✓ Food & Water | <input checked="" type="checkbox"/> Materials to cover windows & vents, if needed |
| ✓ Telephone | <input checked="" type="checkbox"/> Games & books |
| ✓ Toileting/diapering supplies | <input checked="" type="checkbox"/> Medications (if applicable) |
| <input checked="" type="checkbox"/> Extra batteries | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Infant supplies (if applicable) | |

Shelter in place supplies will be kept in the following location(s): KITCHEN

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):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Director | <input checked="" type="checkbox"/> Teachers |
| <input checked="" type="checkbox"/> All Staff | <input type="checkbox"/> 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

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.

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
☐ Email
☐ Website
☒ Alert system

- ☐ Text
☐ Social media
☐ Note sent home
☒ Other: TV/RADIO

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
☒ Alert system

- ☐ Text
☐ Social media
☐ Note sent home
☒ Other: TV/RADIO

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
☐ Alert system

- ☐ Text
☐ Social media
☐ Note sent home
☒ Other: TV RADIO

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: SNACK

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):

- ☒ Pull Stations
☐ Fire alarm control panel
☐ Alarm company initiation

- ☐ Activating a smoke detector using canned smoke
☒ Other: PUBLIC ADDRESS SYSTEM

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.)
☐ Email
☐ Flyers

- ☐ Text
☒ Letter
☐ 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 ☒ Off-site management company
☐ Child Care Program staff ☐ Maintenance staff contracted for by child care program
☒ Maintenance staff hired 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 ☐ Off-site management company
☒ Child Care Program staff ☒ Maintenance staff contracted for by child care program
☒ Maintenance staff hired 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: DONNA RINGHOLZ

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 as 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: 8/17		Prepared by: Donna Ringholz & Karen Eddy (DR, KE)	
Date reviewed: 9/18	Reason: Evac. Drill	Reviewed by: DR, KE, Carol B	
Date reviewed: 5/19	Reason: Evac. Drill	Reviewed by: Dir. Safe Comm	
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

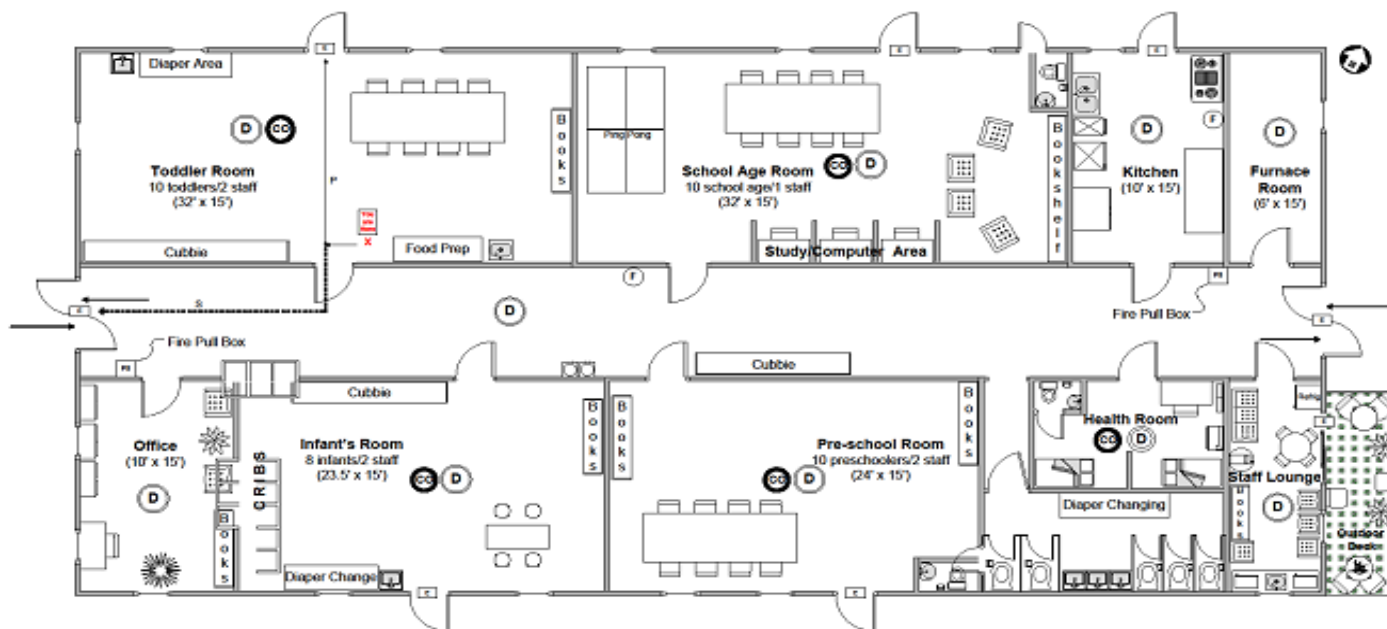
- Follow the guidelines below when drawing your evacuation diagram.
- Contact your local Code Enforcement Official or Fire Marshall for information regarding developing your plan.

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"/> You Are Here	X

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:

Facility ID Number:

Room:

