

DIRECTIONS:

This template provides your child daycare facility a tool to prepare for the most probable emergency events. It is important to develop and maintain an Emergency and Safety Plan such as this document. Being prepared for an emergency situation ensures that the appropriate response is taken during the event, which will minimize the risk to human life and aid in a faster recovery from the event.

Completing this template:

Open this document in Adobe Reader or Adobe Pro. As you fill in the blank fields, you can hover your mouse over the field and tips for completing the section will pop-up.

Some sections are not applicable to all facilities (i.e. when your facility does not occupy the Emergency Planning Zone of Ginna Nuclear Plant). Do not include these sections which may not apply to your facility. You can remove pages if have the Adobe Pro Software. If you only have Adobe Reader, you will not have the capability to remove the sections. Type "Not Applicable" on the non-applicable sections. When you print the Emergency and Safety Plan out, removing the non-applicable pages will disrupt the numerical order of the page numbers and it may cause confusion to individuals while reading the plan.

Many facilities may have longer contact lists for the children than that provided in this document. Inserting a complete contact list into the plan may be more appropriate for your facility.

The page of resources (section 15) can provide more information or tips and considerations if desired.

EMERGENCY AND SAFETY PLAN

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1. General Safety Information

- a. Facility Name:
- b. Address:

- c. Facility Emergency Telephone Number:
- d. Local Authorities:
- e. General Safety Procedures:

2. Schedule of Regular Activities

a. List Dates and/or Time Interval for Regularly Scheduled Tasks

i. Practice exercises

Event type 1:

Event type 2:

Event type 3:

ii. Refreshing supply dates

iii. Staff first aid training

iv. Updating child and staff contact and other background information

v. Checking contact information for emergency responders and relief organizations

vi. Critical information back-ups and transfer to off-site storage

b. External Support Agencies:

Agency	Phone	Contact Name
Emergency- Police, Fire, EMS	911	
Facility Medical Professional		
Poison control		
Fire (non-emergency)		
Social Services		
Primary Alternate Site (In Case of Evacuation)		
Secondary Alternate Site (In Case of Evacuation)		
Red Cross		

d. Approach to Sharing Emergency Plan with Families in Advance of Emergency

4. Accounting for Children and Staff

a. Daily Attendance Procedure

b. Accounting for Children and Staff During Emergency

i.

ii. Responsibilities for accounting for children and staff members.

The Facility Director:

c. Medical and Health Information

(The following information shall be attached to the Emergency Plan)

- i. List of medication administration and medical emergency forms authorizing the program to administer medications to the Children during an emergency or to seek medical treatment for children requiring medical services.
- ii. List of food allergies of any children and or staff members.
- iii. ID forms for the Children

5. Communicating with Parent/Guardians During an Emergency

6. Injury/First Aid Plans

a. List First Aid Protocol

b. Incident/injury Forms

i. General

1. During the emergency event, it provides the means for recording incidents/injuries which occur during the emergency. Appendix A contains the appropriate form.

7. Instructions for Shutting Off Utilities and Other Utility Information

8. Evacuation Procedure

- a. General
 - i. When the conditions inside of the facility pose a threat to personal safety; leaving the facility will reduce the hazard of the threat.
- b. Evacuation Notification/Alarm
 - i. The facility evacuation notification/alarm system is:

- c. Evacuation Routes and Meeting Areas
 - i. Each room in the facility has designated evacuation routes which lead to designated meeting areas. These evacuation routes are posted in each room.
 - ii. Meeting areas
 - 1. Area 1:

 - 2. Area 2:

- d. Selective Evacuation
 - i. A selective evacuation enables children and staff to escape the presented hazard (such as a hostile individual) with minimizing risk. Groups of children and staff shall remain in place until they receive notification to evacuate.
 - ii.

- e. Evacuation to Alternate Site
 - i. When evacuation of the local area is required, the occupants of the facility may be taken to the following locations
 - 1. Alternate Site 1 (Primary):
 - a.

 - 2. Alternate Site 2 (Secondary):
 - a.
 - ii. Transportation to Alternate Site
 - 1. Alternate Site 1 (Primary):
 - a.

 - 2. Alternate Site 2 (Secondary):
 - a.

- f. Evacuation Responsibilities
Facility Director:

- g. Evacuation Communication with the Parent/Guardians
 - i. The procedure for notifying the Parents/Guardians about the Evacuation of the facility is:

9. Shelter in Place Procedure

- a. General
 - i. Shelter in place is utilized in a situation where the conditions outside the facility pose a threat to the building occupants. Action shall be taken to prevent the threat from entering the facility (Example: A hazard or an Intruder).
- b. Shelter in Place Notification
 - i. The notification to shelter in place will be sent or made to the staff and children by:

- c. Radiological, Chemical or Biological Agent
 - i. The facility will be secured by:

 - ii. Actions taken to seal off air exchange within the building are to:

- d. Police Searching for Fugitive/Criminal Suspect
 - i. When no immediate threat exists to the staff or children, the facility will be secured by:

- e. Shelter in Place Communication with the Parent/Guardians
 - i. The procedure for notifying the Parent/Guardians with the implementation of the Shelter in Place protocol is:

f. Shelter in Place Responsibilities
Facility Director:

10. Lock-down Procedure

- a. General
 - i. Lock-down is utilized in a situation where the conditions inside the facility can pose a threat to the personal safety of the building occupants and a facility wide evacuation presents too much risk.
- b. Lock-down Alarm/Notification
 - i. The notification to Lock-down the building will be sent or made to the staff and children by:

- c. Lock-down Protocol
 - i. The facility will be secured by:

- d. Lock-down Communication with the Parent/Guardians
 - i. The procedure for notifying the Parent/Guardians with the implementation of the Lock-down Protocol is:

- e. Lock-down Responsibilities
 - Facility Director:

11. Emergency Event Type

a. Fire

- i. The Facility Director is responsible for:

b. Snow Storm/Severe Winter Weather

i. Responsibilities:

c. Severe Thunderstorm/Tornado

i. Severe Thunderstorms

1. Severe Thunderstorm Watch (Severe Thunderstorm is possible)

2. Severe Thunderstorm Warning (Severe Thunderstorm is likely)

ii. Tornado

3. Tornado Watch (Tornado is possible)

4. Tornado Warning (Tornado is likely)
 - a.

b. In the event of a Tornado, the designated safe area inside the building is:

iii. Responsibilities:

d. Bomb Threat and Suspicious Packages

i. General

1. Any bomb threat shall be taken seriously and treated as a real situation until proven otherwise.
2. Evacuation of the building is to be ordered by the Facility Director or another designated individual (See Section 8 "Evacuation Procedure").
3. Upon arrival of the police, the Facility Director or another designated individual shall be available to assist the law enforcement team with any questions they have.
4. No person enters the facility until the response team has been consulted and the situation has been resolved.

ii. Bomb Threat Received Over the Phone

- 1.

iii. Bomb Threat Received in Writing

- 1.

iv. Suspicious Packages

- 1.

v. Bomb Threat and Suspicious Package Responsibilities
Facility Director:

e. Epidemic/Pandemic/Infectious Illness

i. General

1. An Epidemic is a disease that spreads more quickly through a population and more extensively than normally expected.
2. A Pandemic is a disease that is effecting a large population across many geographical boundaries; an extensive epidemic.
3. An Infectious Illness is any illness or disease caused by the entrance, growth and multiplication of microorganisms in the body.

ii. The Facility Director is responsible for:

iii. In the event of an Epidemic/Pandemic/Infectious Illness Emergency, communication will be made with parent/guardians by:

f. Ginna Nuclear Power Plant/Nuclear Emergency

(For those centers/providers within the emergency planning zone of Ginna Nuclear Power Plant Only)

i. General

1. In the event of a nuclear plant emergency, state and local officials are responsible for emergency response planning, public notification and the implementation of protective actions, if needed. When action is necessary, the emergency response system will notify the public how to respond to the situation.
2. See the Emergency Planning Media Guide for public emergency information: http://www.cengllc.com/wp-content/uploads/2011/12/Ginna_Emergency_Planning_Kit.pdf

ii. The Facility Director is responsible for:

iii. Communication with Parent/Guardians

1. Upon notification or alert of a nuclear situation, parent/guardians will be notified of the situation by:

g. Hostile Individual/Gun Violence/Hostage

i. General

1. The procedure for a Lock-down is utilized.
2. Try to isolate the individual(s) from as many children and staff as possible. Seek to draw the individual(s) to the office, break room, conference room or other less populated area.
3. If the individual(s) enters a room occupied by children and staff, seek to draw them away from the children and staff members.
4. Remain calm and be polite while attempting communication with the individual(s).
5. Do not physically restrain or block the movement of the individual(s).

ii. Potentially Violent Individual(s) Enters the Facility and Leaves

iii. Potentially Violent Individual(s) Enters the Facility and Remains

iv. Potentially Violent Individual(s) Outside of Facility (Without Entering the Facility)

- v. Presence of Hostile Individual(s) Responsibilities
 - 1. The Facility Director:

2.

3.

4.

h. Utility Disruption

(Loss of electrical, heat and/or water service)

Responsibilities

i. Hazardous Material Release/Spill

General

The nature of a Hazardous Material Release/Spill will present various hazards depending on the characteristics of the material and the magnitude of the material release. Consultation with the local authorities will dictate the actions taken by the Facility Director.

j. Natural Gas Leak

(Only applies if natural gas is used at the facility)

Information is from Rochester Gas and Electric (RG&E).

Website: <http://www.rge.com/UsageAndSafety/naturalgassafety/dosanddents.html>

- i. If you suspect a gas leak get up, get out and call RG&E from a neighbor's phone or cell phone at **1-800-743-1702**.
 1. RG&E will respond quickly to ensure that you are safe.
 2. Do not smoke or operate electrical switches or appliances. These items may produce a spark that might ignite the natural gas and cause an explosion.
 3. Do not assume someone else will report the condition.
 4. Provide the exact location, including cross streets.
 5. Let RG&E know if sewer construction or digging activities are going on in the area.
- ii. Use your senses to detect gas leaks. A natural gas leak is usually recognized by smell, sight, or sound. Remember, if you smell natural gas, get up, get out and call RG&E immediately from a neighbor's phone or cell phone.
 1. Smell
 - a. Natural gas is colorless and odorless. For your safety, a distinctive, pungent odor, similar to rotten eggs, is added so that you'll recognize it quickly. Not all transmission lines are odorized.
 2. Sight
 - a. You may see a white cloud, mist, fog, or bubbles in standing water or blowing dust. You may also see vegetation that appears to be dead or dying for no apparent reason.
 3. Sound
 - a. You may hear an unusual noise like roaring, hissing, or whistling.

12. Plans for Caring for Children After Hours

13. Assembly and Storage of General Supplies (Non-First Aid Supplies)

14. Storing Critical Data Off-site

15. Resources

- a. For additional information, the following resources can provide useful information:
 - i. ALL ASPECTS OF YOUR EMERGENCY PLAN MUST COMPLY WITH NY STATE REGULATIONS
Refer to Title 18 NYCRR subpart 418-1 regulations (Social Services: child day care centers)
The link below may not be the most current revision of the regulations, only use this link as a reference point:
http://www.ocfs.state.ny.us/main/childcare/regs/418-1_CDCC_regs.asp
 - ii. General Services Administration; Child Care Emergency Preparedness
Toolbox http://www.gsa.gov/graphics/pbs/Child_Care_Emergency_Preparedness_Toolbox.pdf
 - iii. Promising Practices Network;
Emergency Planning Guide For Children-Servicing
Organizations <http://www.promisingpractices.net/resources/emergencyprep/>
 - iv. US Center for Child Development and Resiliency
<http://uscenter.savethechildren.org/SitePages/Children%20in%20Disasters.aspx>
Disaster tips: <http://uscenter.savethechildren.org/SiteAssets/SitePages/Children%20in%20Disasters/Tips%20for%20Teachers%20and%20Administrators.pdf>
 - v. The Annie E. Casey Foundation
Disaster Preparedness Resource guide for Child Care Agencies
<http://www.aecf.org/~media/Pubs/Topics/Child%20Welfare%20Permanence/Other/DisasterPreparednessResourceGuideforChildWelf/DisasterPrep.pdf>
 - vi. The New Hampshire Child Care Resource and Referral Network;
Family Child Care Emergency Preparedness
Guide <http://www.dhhs.nh.gov/dcyf/cdb/documents/famcareprepguide.pdf>
 - vii. Child Development Division and Healthy child Care Vermont;
Emergency Response Planning Guide for Child Care
<http://dcf.vermont.gov/sites/dcf/files/pdf/cdd/care/EmergencyResponse.pdf>

16. Key Terms

Alternate site:	A location which can be safely occupied when the immediate area around the facility needs to be vacated (i.e. a college, church or community center).
Emergency:	Is when an event occurs that disrupts normal facility operational capacity.
Epidemic:	Is when a disease spreads more quickly throughout a population and more extensively than normally expected.
Evacuation:	When all occupants need to leave the facility in a quick and organized fashion.
Facility Director:	The individual who is responsible for all operations within the facility. They hold the most authority within the facility from an organizational viewpoint.
Hazardous material:	Any material which present health or safety risk to the environment or people when it is not properly handled or contained.
Hostile individual:	An individual who poses a risk to the safety of any facility occupants.
Lock-down:	When the conditions inside the facility pose a threat to the safety of the facility occupants, and a building wide evacuation presents too much risk; Facility occupants seek cover in the facility and remain hidden from plain sight.
Meeting area:	When the facility is to be evacuated, the meeting area is a location outside of the facility for the building occupants to gather for attendance and await further instruction.
Notification/alarm:	The communication made to the building occupants to inform them of the emergency situation.
Pandemic:	A disease that is effecting a large population across many geographical boundaries; an extensive epidemic.
Procedure:	A description for how to accomplish something; similar to a protocol, but is generally less specific in description.
Protocol:	A step-by-step description of how something is to be accomplished.
Selective Evacuation:	During a lock-down, a facility-wide evacuation may present too great of a risk but the opportunity presents itself to safely evacuate certain parts of the facility.
Shelter in place:	When the conditions outside the facility present too great of a risk for the building occupants to leave the facility.
Storm Warning:	Issued when the weather conditions allow for the weather event to be possible.
Storm Watch:	Issued when the weather conditions allow for the weather event to be likely.

17. Appendix A

INCIDENT/ INJURY REPORT FORM

CHILD'S NAME	AGE
DATE	TIME OF INCIDENT/INJURY
LOCATION WHERE INCIDENT/INJURY HAPPENED	
DESCRIPTION OF HOW INCIDENT/INJURY OCCURRED	
PARTS OF BODY INVOLVED	
TREATMENT GIVEN / ACTION TAKEN	
TREATMENT GIVEN BY WHOM	
NAME OF PARENT NOTIFIED	TIME PARENT NOTIFIED
SIGNATURE OF PERSON NOTIFYING PARENT	
CORRECTIVE ACTION NEEDED TO PREVENT REOCCURANCE	
SIGNATURE OF STAFF	DATE
SIGNATURE OF PARENT	DATE

18. Appendix B

Emergency Supply Checklist

Facility Name:	Date Completed:
Person Completing Checklist:	Manager:
Does your emergency kit include:	
GENERAL SUPPLIES	Date Replenished
• First Aid Kit	
• Tissues	
• Whistle	
• Blankets (Mylar or other) #	
• Flashlight (with Extra Batteries)	
• Safety Light Stick	
• Battery-operated Radio (with Extra Batteries or Hand-	
• Disposable cups	
• Wet Wipes	
• Clorox Wipes or other disinfectant wipes	
• Handwashing solution	
• Notepad paper and pens	
• Scissors	
• Reflective Vest (For crossing streets)	
• Any items for children with special needs:	
• Age/ child specific needs: diapers, seasonal change of	
• Occupant Emergency Plan	
•	
•	
•	
Perishable Items* (*when possible, choose non-perishable food)	Expiration Date
• Bottled water (preposition if possible)	
• Batteries for radio and flashlight	
• Critical medications for children & adults (insulin, epi-pens, etc.)	
• Food (cereal, cheese & crackers, cans of fruit)	
• Infant formula	
•	
•	