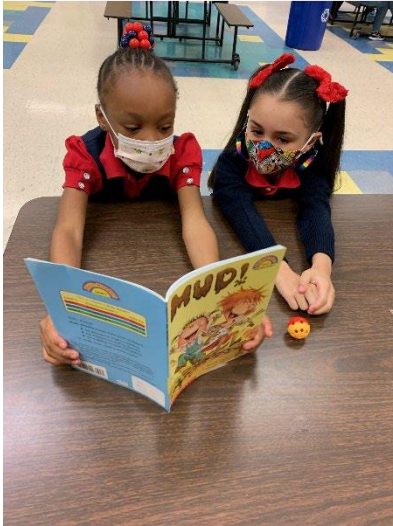




EMERGENCY PREPAREDNESS PLAN



YOUNG ACHIEVERS LEARNING CENTER

Locations:

Carnell Elementary 1100 Devereaux Ave 19111

Creighton Elementary 5401 Tabor Rd 19120

Lowell Elementary 450 W Nedro Ave 19120

Barton Elementary 4600 Rosehill St 19120

September 2000

Date Review: September 1, 2021

Young Achievers Emergency Preparedness Plan

IT PAYS TO PREPARE!

Table of Contents

Emergency Plan Young Achievers

- 1. Goal and Objectives of this Guide**
- 2. Emergency Numbers Chart**
- 3. Emergency Evacuation Plan**
- 4. Emergency Kits and Supplies**
- 5. Guidelines on Handling Medical Emergencies**
- 6. Roles and Responsibilities of Staff**
- 7. Special Considerations for Children with Special Health Care Needs**
- 8. Disease Preparedness: being prepared for communicable disease outbreaks in your center**
- 9. Emergency Information Form**
- 10. Sample Letter for Families about Exposure to a Communicable Disease**
- 11. Sources and References**
- 12. Emergency shelter – Letter to Parents – Evacuation Procedures (children transport from Facility to designated facility):**
 - a) Shelter Location at Facility-Little School House Office**
 - b) Shelter Location Away from facility-Carnell Main Building**
 - c) Communication to parents letter – (Main Phone #s, radio station)**
 - d) Method of communication to parents when emergency is done**

Emergency Plan- Barton Elementary

Needed: Site Phone w/ charger-Attendance-Children's Emergency Binder-First Aid

Type 1- Lockdown at Barton of children during an emergency

- ❖ Supervisor/Staff immediately calls Mr. Ney at 267-973-6339 & Ms. Ivy at 267-978-4862
- ❖ Supervisor will then call
 - **Police 911/(215) 686-3350**
 - **Barton Principal & Building Engineer**
 - **Place Shelter in place Sign on Barton's main door.**
 - **Retake Attendance** via Name to Face. Once all children are confirmed & present
 - **Supervisor/Staff will lead children to Barton's Auditorium.**
 - Parents will be notified of emergency by telephone by assigned supervisor.

Type 2- Lockdown and Evacuation of children from Barton to: **Feltonville Intermediate 238 E Wyoming Ave. Phila PA 19120 Phone: (215) 400-3730 Principal Dana Singletary.**

- ❖ Supervisor/Staff immediately calls Mr. Ney at 267-973-6339 & Ms. Ivy at 267-978-4862
 - ❖ Supervisor will then call
 - **Police 911/ 35TH District (215) 686-3350**
 - ❖ **Feltonville Intermediate 238 E Wyoming Ave. Phila PA 19120 Phone: (215) 400-3730 Principal Dana Singletary** announce arrival and confirm entrance.
 - **Place Evacuation Sign on Barton's main door.**
 - **Retake Attendance** via Name to Face. Once all children are confirmed & present
- Supervisor/Staff will lead children out of the building** in an orderly fashion from Barton to the designated relocation or **Feltonville Intermediate 238 E Wyoming Ave. Phila PA 19120 Phone: (215) 400-3730 Principal Dana Singletary. Head north on Rosehill St toward E Wyoming Ave Turn left onto E Wyoming Ave - Feltonville Intermediate is on the left.**
- **Staff shall retake attendance upon arrival** to ensure that all children are present and call Mr. Ney at 267-973-6339 and Mrs. Ivy 267-978-4862.
 - Parents will be notified of emergency by telephone by assigned supervisor/staff
- ❖ **End of emergency**
 - Staff and children will remain at **Feltonville Intermediate** until **safety officials, Mr. Ney or Mrs. Ivy** authorize otherwise. Parents will again be notified by telephone post end of emergency and events that took place.

Safe Route: Main door on Rosehill St.



Identifying the means of transporting a child to emergency care for all sites:

- ☐ In the event a child is hurt staff will immediately notify site Supervisor
- ☐ Site Supervisor will then notify Director and Parent
- ☐ Assigned Staff will accompany child to emergency medical care (hospital) & record events on Incident Report
- ☐ Staff ratios will be maintained at all times

Emergency Preparedness Plan is available on yalcpa.org Copies provided upon request.

EMERGENCY NUMBERS *Barton Elementary*

YALC Ex Director	<u>Ivy Johnson</u>	<u>267-978-4862</u>
YALC Director Of Operations	<u>Mr. Ney Cuervo</u>	<u>267-973-6339</u>
YALC Program Coordinator	<u>Rachael Capasso</u>	<u>267-697-1213</u>
Ambulance/Fire		<u>911</u>
Poison Control		<u>1-800-222-1222</u>
Police	35th District	<u>911/(215) 686-3350</u>
School Police Dispatcher		<u>215-400-6000</u>
School Main office		<u>215-400-3720</u>
School Principal	<u>Principal Bowen</u>	<u>215-456-3007</u>
Asst. Principal	<u>Dennis Smith</u>	<u>484-723-9663</u>
Building Engineer	<u>Mr. Anthony</u>	<u>267-314-0406</u>
Custodian	<u>Cam Andrews</u>	<u>267-973-5135</u>
	<u>Randy Green</u>	<u>267-226-1137</u>
Food Service	<u>Renee</u>	<u>215-571-9096</u>
Dept. of Human Services		<u>(215)-683-6100</u>
State Licensor	<u>Dept. of Public Welfare</u>	<u>(215) 560-2541</u>

Non-Pick-Up Procedures:

1. Always call Parents and leave message then call emergency contacts. You must leave a message with the following information: your name, calling from YALC regarding child's name has not been picked up, the date & time & a call back number. If no one answers keep calling regardless of message left.
2. Call YALC Administrators starting with Mrs. Ivy & Mr. Ney leave message & keep calling others until contact is made.
3. Repeat 1-3 until you reach someone.
4. At 7pm or confirmation from YALC Administrators call local police dept. & provide child's emergency info
5. While waiting for the Police officer repeat 1-3 and write 2 reports of the contact attempts & times including calling the police dept. Sign and date the reports and have the officer do the same with a contact

number to follow-up if necessary when child's emergency contacts call back.

Emergency Plan- Lowell Elementary

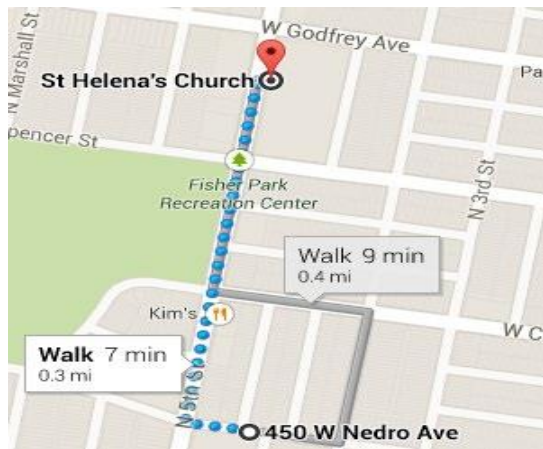
Materials needed: Daily Attendance, Children's Emergency Contact Binder & First Aid Kit

Type 1- Lockdown at Lowell

Supervisor/Staff shall immediately call Mr. Ney at 267-973-6339 and Ms. Ivy at 267-978-4862. Supervisor must call/Leave a message to **Police 911/(215) 686-3350 & Principal & Building Engineer**. From designated rooms- Supervisor and Staff will count and lead children to the **Main office/Hallway** (away from windows and highest level of building). Emergency door sign placed, and doors and windows will be closed by Supervisor/staff. Parents will be notified of emergency by telephone by assigned supervisor.

Type 2- Lockdown and Evacuation of children during an emergency Away from Lowell

Supervisor/Staff shall immediately call Mr. Ney at 267-973-6339 and Ms. Ivy at 267-978-4862 for directives. Supervisor must call/Leave a message to **Police 911/(215) 686-3350 & Principal & Building Engineer**. Emergency door sign placed. Supervisor/Staff will lead children out of the building in an orderly fashion from Lowell Elementary 450 W Nedro Ave. Phila PA 19120 to walk in an orderly fashion to designated relocation, **St. Helena Elementary School 215-549-2947/Church 215-424-1300** 6101 N 5th Philadelphia PA 19120. **School entrance** use the gym door from the parking lot **Church entrance** use door from parking lot. Supervisor/Staff shall retake attendance to ensure that all children are present and call Mr. Ney at 267-973-6339 and Mrs. Ivy 267-978-4862. Parents will be notified of emergency by telephone by Supervisor.



End of emergency:

Staff and children will remain at Main office/Hallway St. Helena Elementary School/Church 6101 N 5th Philadelphia PA 19120 until **safety officials** authorize otherwise. Parents will again be notified by telephone post end of emergency and events that took place.

Safe Route: Entrance and Exit to be used at Lowell is side door on 5th & Nedro

Identifying the means of transporting a child to emergency care for all sites

- ☐ In the event a child is hurt staff will immediately notify site Supervisor
- ☐ Site Supervisor will then notify Director and Parent
- ☐ Assigned Staff will accompany child to emergency medical care (hospital) & record events on Incident Report
- ☐ Staff ratios will be maintained at all times

EMERGENCY NUMBERS *Lowell Elementary*

YALC Ex Director	<u>Ivy Johnson</u>	<u>267-978-4862</u>
YALC Director Of Operations	<u>Mr. Ney Cuervo</u>	<u>267-973-6339</u>
YALC Program Coordinator	<u>Rachael Capasso</u>	<u>267-679-1213</u>
YALC Site Supervisor	<u>Castiemme Soltan</u>	<u>267-808-6790</u>
Ambulance/Fire		<u>911</u>
Poison Control		<u>1-800-222-1222</u>
Police	35 th District	<u>911/(215) 686-3350</u>
School Police Dispatcher		<u>215-400-6000</u>
School Main office	<u>Secretary Mrs. Faith</u>	<u>215-276-5272</u>
School Principal	<u>Principal Barr</u>	<u>267-400-0804</u>
Building Engineer	_____ 6am-2:30pm	<u>215-602-6075</u>
Custodian	<u>Mr. John</u> 2:30-7pm	<u>267-401-8619</u>
Dept. of Human Services		<u>215-683-6100</u>
State Licenser	<u>Dept. of Public Welfare</u>	<u>215-560-2541</u>

Non-Pick-Up Procedures:

1. Always call Parents and leave message then call emergency contacts. You must leave a message with the following information: your name, calling from YALC regarding child's name has not been picked up, the date & time & a call back number. If no one answers keep calling regardless of message left.
2. Call YALC Administrators starting with Mrs. Gloria leave message & keep calling others until contact is made.
3. Repeat 1-3 until you reach someone.
4. At 7pm or confirmation from YALC Administrators call local police dept. & provide child's emergency info
5. While waiting for the Police officer repeat 1-3 and write 2 reports of the contact attempts & times including calling the police dept. Sign and date the reports and have the officer do the same with a contact number to follow-up if necessary when child's emergency contacts call back.

6. Don't forget to include start time and pick-up time by officer or emergency contact with late pick-up fee.

Emergency Plan- Creighton Elementary

Needed: Site Phone w/ charger-Attendance-Children's Emergency Binder-First Aid

Type 1-Lockdown at Creighton of children during an emergency

- ❖ Supervisor/Staff immediately calls Mr. Ney at 267-973-6339 & Ms. Ivy at 267-978-4862
- ❖ Supervisor will then call
 - **Police 911/(215) 686-3350**
 - **Creighton Principal Wendy Baldwin 215-260-1936 & Building Engineer**
 - **Place Shelter in place Sign on Creighton's YALC main door.**
 - **Retake Attendance** via Name to Face. Once all children are confirmed & present
 - **Supervisor/Staff will lead children to the center of the LSH Cafeteria, closing all doors and windows.**
 - Parents will be notified of emergency by telephone by assigned supervisor.

Type 2- Lockdown and Evacuation of children from Creighton LSH to: **Creighton's main building next door Or Lead and line up children to the outside of the school yard farthest away from danger.**

- ❖ Supervisor/Staff immediately calls Mr. Ney at 267-973-6339 & Ms. Ivy at 267-978-4862
- ❖ Supervisor will then call
 - **Police 911/ 35TH District (215) 686-3350**
 - **Creighton's main building 215-537-2531** to announce arrival and confirm entrance.
 - **Place Evacuation Sign on Creighton's main door.**
 - **Retake Attendance** via Name to Face. Once all children are confirmed & present

Supervisor/Staff will lead children out of the building in an orderly fashion from Creighton to the designated relocation **Creighton's main building next door Or Lead and line up children outside of the school yard farthest away from danger.**

- **Staff shall retake attendance upon arrival** to ensure that all children are present and call Mr. Ney at 267-973-6339 and Mrs. Ivy 267-978-4862.
- Parents will be notified of emergency by telephone by assigned supervisor/staff
- ❖ **End of emergency**
 - Staff and children will remain at **Creighton's main building next door Or outside of the school yard** until **safety officials, Mr. Ney or Mrs. Ivy** authorize otherwise.
 - Parents will again be notified by telephone post end of emergency and events that took place.

Safe Route: Entrance and Exit to be used at Creighton is the MPR back door on Claridge St.



Identifying the means of transporting a child to emergency care for all sites

- ☐ In the event a child is hurt staff will immediately notify site Supervisor Site Supervisor will then notify Director and Parent
- ☐ Assigned Staff will accompany child to emergency medical care (hospital) & record events on Incident Report
- ☐ Staff ratios will be always maintained

CREIGHTON EMERGENCY NUMBERS

YALC Ex Director	<u>Ivy Johnson</u>	<u>(267) 978-4862</u>
YALC Dr. Of Operations	<u>Mr. Ney</u>	<u>267-973-6339</u>
YALC Program Coordinator	<u>Rachael Capasso</u>	<u>267-679-1213</u>
YALC Program Supervisor	<u>Tina Diaz</u>	<u>215-207-8313</u>
Ambulance/Fire		<u>911</u>
Poison Control		<u>1-800-222-1222</u>
<hr/>		
Police	35TH DISTRICT	<u>911/(215) 686-3350</u>
School Main office		<u>215-537-2531</u>
School Principal	<u>Principal Wendy Baldwin</u>	<u>215-260-1936</u>
School Police Dispatcher		<u>215-400-6000</u>
Local Health Dept	<u>Einstein Medical Center</u>	<u>215 456-7890</u>
Building Engineer/CA	_____	_____
Dept. of Human Services		<u>(215)-683-6100</u>
State Licensors	<u>Dept. of Public Welfare</u>	<u>(215) 560-2541</u>

Non-Pick-Up Procedures:

1. Always call Parents and leave message then call emergency contacts. You must leave a message with the following information: your name, calling from YALC regarding child's name has not been picked up, the date & time & a call back number. If no one answers keep calling regardless of message left.
2. Call YALC Administrators starting with Mrs. Ivy leave message & keep calling others until contact is made.
3. Repeat 1-3 until you reach someone.
4. At 7pm or confirmation from YALC Administrators call local police dept. & provide child's emergency info
5. While waiting for the Police officer repeat 1-3 and write 2 reports of the contact attempts & times including calling the police dept. Sign and date the reports and have the officer do the same with a contact number to follow-up if necessary when child's emergency contacts call back.
6. Don't forget to include start time and pick-up time by officer or emergency contact with late pick-up fee.

Emergency Plan- Carnell Elementary

Materials needed: Attendance, Children's Emergency Contact Binder & First Aid

Type 1- Lockdown of children during an emergency in place at Carnell LSH

Supervisor/staff shall immediately call Mr. Ney at 267-973-6339 and Ms. Ivy at 267-978-4862 for directives. Supervisor must call/Leave a message to **Police 911 (215) 686-3350 - Principal & Building Engineer**. From designated room-MPR Supervisor and Staff will count and lead children to the **LSH office and Hallway** (away from windows and highest level of building). Emergency door sign placed, and doors and windows will be closed by Supervisor/staff. Parents will be notified of emergency by telephone by assigned supervisor.

Type 2- Lockdown and Evacuation of children during an emergency Away from Carnell LSH

Supervisor/Staff shall immediately call Mr. Ney at 267-973-6339 and Ms. Ivy at 267-978-4862 for directives. Supervisor must call **Police 911 (215) 686-3350 - Principal & Building Engineer** to confirm entrance to relocate to Main Building. Emergency door sign placed. Supervisor/Staff will lead children out of the building in an orderly fashion from the MPR, located at Carnell Elementary 1100 Devereaux Ave. Phila PA 19111 to walk in an orderly fashion to designated relocation, **Carnell Main Building** at 1100 Devereaux Ave, Phila, PA 19111 215-535-2527. Staff shall retake attendance to ensure that all children are present and call Mr. Ney at 267-973-6339 and Mrs. Ivy 267-978-4862. Parents will be notified of emergency by telephone by supervisor.

End of emergency:

Staff and children will remain at LSH office/Hallway or Carnell Main Building until **safety officials** authorize otherwise. Parents will again be notified by telephone post end of emergency and events that took place.

Safe Route: Entrance and Exit to be used at Carnell is the MPR back door to the parking lot.



Identifying the means of transporting a child to emergency care for all sites

- ☐ In the event a child is hurt staff will immediately notify site Supervisor
- ☐ Site Supervisor will then notify Director and Parent
- ☐ Assigned Staff will accompany child to emergency medical care (hospital) & record events on Incident Report
- ☐ Staff ratios will be maintained at all times

Parents are welcome to take copies of the Emergency Preparedness Plan Procedures available yearly.

CARNELL EMERGENCY NUMBERS

YALC Ex Director	<u>Ivy Johnson</u>	<u>(267) 978-4862</u>
YALC Dr. Of Operations	<u>Mr. Ney</u>	<u>267-973-6339</u>
YALC Program Coordinator	<u>Rachael Capasso</u>	<u>267-679-1213</u>
YALC Program Supervisor	<u>Tina Diaz</u>	<u>215-207-8313</u>
Ambulance/Fire		<u>911</u>
Poison Control		<u>1-800-222-1222</u>
Police	<u>35TH DISTRICT</u>	<u>911/(215) 686-3350</u>
School Main office		<u>215-276-5272</u>
School Principal	<u>Principal Pelzer</u>	<u>215-537-2527</u>
School Police Dispatcher		<u>215-400-6000</u>
Local Health Dept	<u>Einstein Medical Center</u>	<u>215 456-7890</u>
Building Engineer	<u>Mr. Howard</u>	<u>215-279-1066</u>
Dept. of Human Services		<u>(215)-683-6100</u>
State Licensors	<u>Dept. of Public Welfare</u>	<u>(215) 560-2541</u>

Non-Pick-Up Procedures:

1. Always call Parents and leave message then call emergency contacts. You must leave a message with the following information: your name, calling from YALC regarding child's name has not been picked up, the date & time & a call back number. If no one answers keep calling regardless of message left.
2. Call YALC Administrators starting with Mrs. Ivy leave message & keep calling others until contact is made.
3. Repeat 1-3 until you reach someone.
4. At 7pm or confirmation from YALC Administrators call local police dept. & provide child's emergency info
5. While waiting for the Police officer repeat 1-3 and write 2 reports of the contact attempts & times including calling the police dept. Sign and date the reports and have the officer do the same with a contact number to follow-up if necessary when child's emergency contacts call back.
6. Don't forget to include start time and pick-up time by officer or emergency contact with late pick-up fee.

Young Achievers Preparedness Plan

Often times, the outcome of an emergency are directly affected by how well the people involved are prepared. In any emergency, whether it is a natural disaster or an act of terrorism, children may not understand what is happening and may be physically or developmentally unable to protect themselves.

Young Achievers program have an Emergency Preparedness Plan that is ready to react and protect the lives of those staff and youth involved.

The following five objectives have been developed in case of an emergency response in the following areas:

1. Collecting and posting emergency numbers
2. Creating and executing an emergency evacuation plan
3. Reviewing and posting guidelines on how to handle a medical emergency within Young Achievers Public School location.
4. Train staff on specific roles and responsibilities during an emergency
5. Review special considerations for children with special health needs during an emergency.

Communicating with the Licensing Agency

Title 22 regulations for most facility types require reporting of unusual incidents to Community Care Licensing by Telephone or fax within 24 hours, with a written report to follow in seven days.

Communicating with the licensing agency is extremely important if you have damage to your building, need to relocate, or have injuries or deaths involving children or adults.

The use of this guide as a planning tool in the event of an emergency will assist to protect lives and return to normal operations in less time.

Community Network and Partnership

It is important to develop relationships with your local emergency workers. This includes fire, law enforcement and public works workers. These people would most likely be the first to respond to an emergency at or near your facility or home. They can assist you in developing a plan.

EVACUATION PREPAREDNESS PLAN:

Some emergencies may require evacuation out of the facility. In other situations it may be best to take shelter within the facility until the emergency is resolved. Some situations may involve only the facility program itself; others may include the neighborhood or immediate area. No matter what the circumstances, planning ahead and practice will help children and adults remain as safe as possible when an emergency occurs.

Map Your Evacuation Route. REFER TO PAGE 3

Draw a floor plan of your facility, marking all exits and the routes to the exits from the facility/classroom space. Consider what furniture or equipment children would have to move around to get to the exits. Think about places where frightened children might try to hide in an emergency, analyzing the classroom setting, etc. Keep a working flashlight available at all times. Talk with your local Fire Department and ask them for advice on evacuation routes.

Identify an Alternative Location. REFER TO PAGE 3

Consider where you will go if you evacuate, and how you will get there. Choose a meeting place outside your facility/school setting but on the premises. Identify another location where you will go until the children's parents can pick them up. Consider what resources are available in your neighborhood. Public buildings may be useful if open during all childcare hours. Seek permission of proper authorities, and make sure there is a safe, comfortable space for the children there. Identify another location further away, outside of your neighborhood, in the event that the emergency is more widespread. And find out from emergency personnel where the local meeting place is in the event of a major evacuation that includes an entire town, city or geographic area.

Make an Evacuation Plan REFER TO PAGE 3, WALK

Determine whether you will have your own vehicle(s) available to transport the children to an emergency location, or whether you will need assistance from emergency vehicles. If you must evacuate the facility where the program operates, you should be prepared to take with you emergency contact. Information for all children, emergency medical treatment consent forms, special medications needed by the children, and first aid supplies. You may want to have a "disaster kit" prepared that you can quickly retrieve and take with you containing all the necessary information, and another with toys and activity plans to occupy the children. If you have an assistant in your facility program, determine who will be responsible for which tasks in an emergency. Count the children before you leave the facility, count them again once outside, and count them when you get to your destination. Determine whether a telephone will be available at your destination for your use in

Notifying parents, or whether you will have a cellular telephone.
Document when the children are picked up and by whom.

Prepare for Sheltering in Place REFER TO PAGE 3

In some emergency situations it may be safer to remain in the facility school setting until the emergency has ended. In that case, consider whether you have emergency supplies of food, blankets, flashlights, and other necessities to keep yourself and the children in your care comfortable. You may want to set aside special activities that the children can do to keep entertained and occupied until the situation resolves. In the event of a tornado, be prepared to move to an interior area of the home, away from windows, such as a basement or interior hallway. Know where and how to shut off electricity, gas and water service in the event of an earthquake. Plan ahead for alternative water sources such as bottled water in the event of water loss.

Practice Your Plan.

Practice is necessary to ensure that your emergency plan works, that everyone understands what to do, and to avoid panic and uncertainty in the event of a real emergency. Children need not be frightened if you explain that emergency drills are a way to be sure that you and they will be safe "just in case" of an emergency.

Share Your Plan With Parents.

Make sure parents know where your alternative locations are in the event of an emergency evacuation. Make sure they have the telephone number of the facility where you will be sheltering, or a cellular phone number to reach you, if that is part of your plan.

Keep Your Plan Current.

Review your plan periodically to see if it needs updating. Rearranging furniture may require a change in evacuation routes. If your alternative location is torn down, sold, closed, or under new management, you need to make other arrangements. If your cellular phone number changes, make sure parents have that information. Be sure parents are each given a copy of your revised plan each time it changes.

More Information Is Available

Your local fire department and emergency personnel may have additional information for you. In addition there is more detailed information available in a paper called "Planning for Disasters In Child Care". The paper includes a list of resources available through the internet with information on everything from bio-terrorism through severe weather.

CRISIS PREPAREDNESS REVIEW

Crisis plans and procedures should be reviewed with students, staff and parents in order to familiarize and prepare everyone for a possible crisis situation. There are some general suggestions that can be followed in crisis situations. They include the following:

- > Remain as calm and composed as possible.
- > Focus on protecting lives and assisting the injured as opposed to protecting school property or personal belongings.
- > Give clear, short, specific and direct verbal commands, and if appropriate, reinforce them with simple and understandable hand comments when directing students and others in a crisis situation.
- > Know how to report situations; that is, to provide information on where, what, who, when and how much when reporting concerns to or seeking assistance from outside agencies or internally to other school officials.
- > Once an incident is over and your immediate recovery needs have been met, be sure to document your observations and actions in a timely and thorough manner.

Students need to be trained in how to respond in a crisis situation.

One of the best ways to teach them is through practice/drills.

- ~ Familiarize students with the crisis plan, as applicable, and crisis procedures. Remind students that by practicing the crisis response plan, we can always be ready.
- ~ Periodically remind students of proper procedures so crisis situations will be less stressful.
- ~ Discuss possible crisis situations (accidents, severe weather, etc.) with students. Include in the discussion how students should respond to these situations.
- ~ Remind students to remain calm and quiet. Although drills are serious, students should not be frightened.
- ~ Explain to students shelter-in-place, lock down, and evacuation procedures.
- ~ Students should be reminded that in a lock down situation they are to go to the nearest safe room with a staff member even if that room is not their regular classroom.
- ~ Remind students that for their own safety it is important for the school to be able to account for them. Therefore, teachers will need to take attendance.
- ~ Explain to students that there are limited outside phone lines, so, in a crisis situation, they probably won't be able to call a parent. However, their parents will be informed of the situation by either the school or the media.
- ~ Remind students that school is one of the safest places for them to be.

Young Achievers

Emergency Notice

Today_____

Children and Staff have relocated
to Emergency Relocation

Name_____

Address_____

Phone_____

implemented. In all situations, the caregiver in charge when evacuating shall:

- ✎ Take an accurate attendee list;
- ✎ Account for all children and staff as they board/depart vehicles;
- ✎ Bring any necessary medications/supplies and emergency records;
- ✎ Take a cellular phone if available to be used for emergency notifications.

1. If the emergency environment is confined to the immediate area of the facility, e.g. fire or toxic fumes and the children cannot stay on the premises, the children will be brought

to _____,
by _____ where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day. The place of safety should be close by and within walking distance if appropriate.

1A. In the event of exposure to toxic materials or gases, and a physical examination is recommended, children will be transported and or walk to the nearest shelter in place located at:

_____ by Young Achievers staff
to _____ where they will be examined by a health provider and parent/family/guardian/emergency contacts will be notified.

2. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes due to a non-confined environmental threat, e.g. toxic fumes from a spill, flood waters, brush fires, etc. and the children cannot remain in the area, the children will be brought to _____, by (method of transportation) _____ where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified immediately.

Young Achievers Emergency Preparedness Plan

3. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. Earthquake, hurricane, etc., children will be transported to: a Red Cross designated mass shelter by _____ where they will remain accompanied by caregiver(s) while family/Guardian/emergency contacts are notified and arrangements are made for their pick up. Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and Emergency records.

EMERGENCY KITS AND SUPPLIES:

Center Emergency Kit – Emergency Kits and Supplies

- Copies of all contact lists
 - For families and staff, include the name, phone number, and e-mail as well as information for someone preferably out-of state, at least out of the immediate area
 - Phone numbers and e-mails for your immediate supervisor when applicable
- Flashlights with extra batteries
 - Long-life, emergency flashlights
- Battery-operated radio and extra batteries
 - AM/FM, weatherband/TV band
- Manual can-opener
- Notepad, pens/pencils, scissors
- Hand-sanitizer and cleansing agent/disinfectant
- Whistle
- Disposable Cups

→ Wet Wipes and Tissues

→ First Aid kit – the first aid kit must contain the following:

Scissors, tweezers,

gauze pads, adhesive tape, band-aids,

antiseptic cleansing solution, thermometer,

triangular bandages, disposable gloves and

a first aid instructional manual.

Keep in Facility at all Times

→ Charged cell phone or walkie talkies

→ One gallon of water for every four children and staff

→ Disposable cups

→ Non-perishable food items like soft granola

bars, cereal, cheese and crackers, cans of

fruit, and special infant items, etc.– should be

nut-free in case of allergies

→ Extra supplies of critical medication such as

insulin, epi-pens, etc. for children and staff

Each Child Should Have:

→ A change of seasonally appropriate clothing and blanket

→ Extra diapers (one-day supply as space allows)

→ Extra formula (one-day supply as space allows)

Location of Emergency Kits: _____

Locations of Additional Emergency Supplies: _____

Location of Cell Phone: _____

Young Achievers Emergency Preparedness Plan

EMERGENCY KITS

1. One or more emergency kits should be assembled, kits for administrators, nurses and teachers. Kits could be located in strategic places for ready access in administrative offices, classrooms, evacuation sites, and other key locations.

2. Kits should include the following: . Crisis plan copy.
- ☐ . List of CPR trained/first aid trained staff responders.
 - ☐ . District and emergency phone numbers.
 - ☐ . Communications equipment and batteries. . Keys.
 - ☐ . Bullhorn, whistle or other device..
 - ☐ . Flashlights.
 - ☐ . Student health records.
 - ☐ . List of staff/staff directory/staff emergency contact information.
 - ☐ Class lists/pupil contact information.
 - ☐ Building maps.
 - ☐ . First aid supplies.
 - ☐ . 2-4 Blankets.
 - ☐ . Bottle of sterile water.
 - ☐ . Bottle of saline solution. . Antiseptic wipes.
 - ☐ . Bottle of antibacterial hand cleansing gel. . Standard size Sam Splint. . Bottle of rubbing alcohol.
 - ☐ . Band-aids. . Gauze.
 - ☐ . Adhesive tape. . Scissors.
 - ☐ . Tweezers.
 - ☐ . Instant ice packs. . Sterile pads.
 - ☐ . Disposable latex gloves.
 - ☐ CPR microshield.
 - ☐ Penlight.
 - ☐ . Fast-aid first aid card.

This kit should be brought to the Command Center and carried out in any evacuation.

EVACUATION REQUIREMENTS SHEET

FACILITY NAME /ADDRESS -----

CONTACT PERSON/PHONE NUMBER -----

NUMBER OF CHILDREN -----

-STAFF VEHICLES REQUIRED TO TRANSPORT – N/A-----

TEMPORARY HOST FACILITY NAME -----

TRANSPORTATION PROVIDER –N/A-

VEHICLE DISPATCHED TO FACILITY – N/A -

NAME OF DRIVER AND STAFF MEMBER – N/A -

DEPARTURE TIME # -----

-

CHILDREN TRANSPORTED, (NAMES) -----

(Individual sheets for each group transported)

~ 24 hr facility, handicapped accessibility, generator, etc.

~ To be completed when calling to confirm vehicle availability during emergency.

PARENTS AND GUARDIAN EMERGENCY EVACUATION PLAN INFORMATION

In the event of an emergency situation that requires an evacuation of (Name, address, and telephone numbers of child care provider), one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall take:

SEE PAGE 3

Guidelines on Handling Medical Emergencies at Young Achievers

The following information is provided as a quick reference to help make decisions in a stressful emergency situation. This information

is by no means intended to substitute for adequate first aid training. Staff involved in the direct care of children should maintain current

certification in First Aid and CPR for infants and children.

By applying standard principles of action in every medical situation, staff can prevent further harm and avoid overlooking factors that may affect a child. It is important for staff to recognize signs and symptoms requiring immediate action and ambulance transport to the nearest hospital emergency department, as opposed to those that are not emergencies and can be treated at the Center and/or while waiting for the child to be picked up. The teacher who is with the child should provide first aid according to the principles of emergency action.

Medical Emergency Conditions

Listed below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a health care professional. Call an ambulance and then notify the child's parent/guardian immediately for any of the following:

- ✚ semi consciousness (able to arouse but extremely lethargic) or unusual confusion
- ✚ breathing difficulties including:
 - rapid, noisy breathing (barking, gurgling or crowing sounds, severe wheezing)
 - labored breathing (takes so much effort that child cannot talk, cry, drink, or play)
- ✚ severe bleeding (large or multiple wounds that cannot be controlled with direct pressure)
- ✚ unequal pupils
- ✚ first-time seizure or seizure lasting more than 15 minutes in a child with a known seizure disorder
- ✚ injury that causes loss of consciousness

Guidelines on Handling Medical Emergencies at Young Achievers

- ✚ neck or back injury
- ✚ continuous clear drainage from the nose or ears after a blow to the head

- ✚ non-injury-related severe headache, stiff neck, or neck pain when the head is moved
- ✚ hives (a rash that looks like welts) that appear quickly, especially if hives involve face, lips, tongue, and/or neck
- ✚ very sick-looking or sick-acting child who seems to be getting worse quickly
- ✚ repeated forceful vomiting after eating in an infant under four months of age
- ✚ severe abdominal pain that causes the child to double up and scream
- ✚ abdominal pain without vomiting or diarrhea after a recent blow to the abdomen or hard fall
- ✚ possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or otherwise immobilized for transport by parent/guardian

The teacher should apply appropriate first aid measures for all medical emergencies and minor illnesses or injuries as outlined in publication received with approved First Aid training.

The parent/guardian of a sick or injured child should be contacted by telephone as soon as possible. The Center Director or a staff member should continue to try to reach a parent/ guardian or emergency contact.

However, whether or not he or she is able to contact a parent/guardian, the child should still be taken to the hospital whenever a medical emergency exists.

ROLES AND RESPONSIBILITIES OF YALC STAFF

List all staff names, addresses, and phone numbers (regular and emergency) as well as position in the program. For each person, list whom that person reports to, in order of responsibility. Be able to show at a glance who is in charge if someone above is unable to respond.

List roles and responsibilities in an emergency. Consider overlaps in case someone is not able to fulfill their role.

Answer these questions:

- Who will provide first aid?
- Who will take any medications?
- Who will take the first aid kit?
- Who will take emergency information on each child?
- Who will call for help?
- Who will carry the cellular phone?
- Who will carry the emergency kits?
- Which groups of children go with which staff?
- Who makes sure everyone is out of the building?

Share and discuss the list with the staff so there is no surprise during an emergency. Everyone should know their primary and back up responsibilities.

Maintain an attendance list at all times; do not put children, staff, visitors, or emergency personnel at risk by not knowing these three things:

- Who is in the building?
- When did they arrive?
- When did they leave?

Have emergency information with the attendance list. Make sure you know health information and have permission for emergency medical treatment and know of any special requirements or medications for children and staff.

Make sure each "Child Information Card" has accurate and up-to-date emergency contact information.

Have parents review these cards at least once every 6 months.

2.26 - Missing Child

Prompt notification of the police should be made once initial search of the facility is made, or attempts to confirm location such as confirmed pick up by family etc.

Conduct search of all areas of facility and immediate surrounding area.

- ☐ ~ Notify police so that a perimeter can be established for search,

- ~ Make all other required notifications.

2.27 Unauthorized or suspicious person

Establish a procedure of identifying, and responding to an unauthorized or suspicious person near the facility or on the grounds. This should include screening the person, reporting to management and/or the police under certain conditions.

Special Considerations for Children with Special Health Care Needs

All children with and or without special needs are considered in any emergency preparedness plans and education. The following information helps ensure the inclusion of children with special needs.

Young Achievers emergency plan account for action steps to assist evacuation of a child with special needs and to transport/walk any necessary medical equipment or medications to a meeting place outside the building?

It is important to update this information, once it is on file, so that accurate decisions can be made by staff to help a child in an emergency.

The American Academy of Pediatrics has developed an Emergency Information Form to be added to your emergency materials.

Disease Preparedness...being prepared for communicable disease outbreaks at Young Achievers:

If a communicable disease is suspected the following steps should be taken:

1. Notify the local health department _____
2. Communicate with parents on when to exclude a child suspected of having a communicable disease. Under some special circumstances and in coordination with the health department, children ill with a specific disease may be asked to remain in the group care setting.
3. Report to all other parents and staff what illness children have been exposed to and what symptoms to watch for.
4. When a diagnosed communicable disease is present or a known problem in the community, perform health screenings on all children on arrival so symptomatic children can be quickly identified and care arrangements made.
5. Sanitation procedures must be strictly followed and extra precautions taken regarding food handling, dish washing and hand washing by staff and children; as well as general cleanliness of toys in the environment.
6. Re-admission to Young Achievers should be a combination of the advice of the child's doctor, center policy, and, when appropriate, the local health department.

YOUNG ACHIEVERS LEARNING CENTER, INC.
EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182; 3280.181 & 182; 3290.124 (a)(b), 3290.181 & 182

Child's Name		Date of Birth	
Child's Home Address		Zip Code	
Mother's Name – Legal Guardian	Social Security number	Phone No. When child is in care(CELL)	
Home Address	Zip Code	Home Phone	

Business Name		Occupation	Fax	Business Phone No
Business Address		Zip Code		Email
Father's Name – Legal Guardian		Social Security number		Phone No. when child is in care (CELL)
Home Address		Zip Code		Home Phone
Business Name		Occupation	Fax	Business Phone No
Business Address		Zip Code		Email
NAME OF EMERGENCY CONTACT PERSON		Home Phone	Phone No. when child is in care (CELL)	
NAME OF EMERGENCY CONTACT PERSON		Home Phone	Phone No. when child is in care (CELL)	
Person To Whom Child may Be Released	Home Address	Zip Code	Phone No. when child is in care (CELL)	
Person To Whom Child may Be Released	Home Address	Zip Code	Phone No. when child is in care (CELL)	
Name Of Child's Physician/Medical Care Provider			Phone Number	
Physician Address			Zip Code	
Special Disabilities (if any)		Allergies including medication reaction		
Medical or dietary information necessary in an emergency situation		Medication, special conditions		
Additional information on special needs of child				
Health Insurance Coverage for Child/Medical Ass. Benefits			Policy No. (required)	

PARENT SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT

Obtaining Emergency Medical Care	Admin. Of minor First-Aid Procedure
Walks And Trips	Swimming
Transportation By the Facility	Wading
Signature of parent/guardian	Date
<u>6 month PERIODIC REVIEW</u>	
Signature of parent/guardian	Date

SAMPLE LETTER TO FAMILIES ABOUT EXPOSURE TO COMMUNICABLE DISEASE

Name of Child Care Program: _____

Address of Child Care Program: _____

Telephone Number of Child Care Program: _____

Date: _____

Dear Parent or Legal Guardian:

A child in our program has or is suspected of having:

Information about this disease:

The disease is spread by: _____

The symptoms are: _____

The disease can be prevented by:

What the program is doing: _____

What you can do at home: _____

If your child has any symptoms of this disease, call your doctor to find out what to do. Be sure to tell your doctor about this notice. If you do not have a regular doctor to care for your child, you may ask other parents for names of their children's doctors or contact your local health

_____ at (_____) _____

Caregiver's name

Telephone number

YOUNG ACHIEVERS EVACUATION LOCATION

School Name: _____

Principal: _____

Evacuation Site: _____

Contact Person at or Regarding Evacuation Site: _____

EVACUATION SITE

Determine at the evacuation site where the following will be located.

Interior Command Center Location _____

Exterior Command Center _____

Evacuee Assembly Area(s) _____
(Inside of Building)

Media Staging Area _____
(Outside of Building)

Parent Reunification Site _____

Medical Treatment Site _____

Bus Dismissal Site _____