

EMERGENCY PLAN

OBJECTIVE

TO ENSURE THE LIFE AND SAFETY OF OCCUPANTS WHENEVER THERE IS AN EMERGENCY/DISASTER/ LIFE THREATENING SITUATION BY PREPARING ADULTS/CHILDREN TO SAFELY EXIT BUILDING/SAFE SHELTER/ SHELTER IN PLACE MAKING THE EXERCISE FAMILIAR AND ROUTINE.

THE FIRST STEP IN THE EMERGENCY PLAN IS THE HAZARD ANALYSIS /SAFETY INSPECTION WHICH IS CONDUCTED MONTHLY BY THE SITE MANAGER. THE SITE MANAGER WILL CONTACT THE FACILITIES MANAGER IMMEDIATELY IF THERE ARE ANY HAZARDS NOTED. THE FACILITIES MANAGER WILL DETERMINE IF THE SITUATION IS ONE OF SAFETY FOR THE STAFF AND CHILDREN AND THEN GET IT RECTIFIED IN A TIMELY MANNER.

TO ENSURE STAFF ARE FAMILIAR WITH THE SAFETY /EMERGENCY PROCESS, THE EMERGENCY PLAN AND ITS CONTENTS ARE REVIEWED ANNUALLY. IN ADDITION, THE TRAINING IS PART OF THE NEW STAFF ORIENTATION.

THE TYPES OF EMERGENCIES WE MIGHT HAVE ARE VARIED. THE GENERAL AREAS ARE LISTED BELOW WITH INSTRUCTIONS ON HOW TO PROCEED IN EACH SITUATION.

IT IS IMPORTANT FOR STAFF TO NOTE THEY NEED TO THINK ABOUT THEIR SAFETY AS WELL AS THE CHILDREN. WHEN THERE IS AN EMERGENCY REQUIRING BUILDING EVACUATION, STAFF SHOULD BRING THEIR PERSONAL PURSES AND CAR KEYS WITH THEM. IF UNABLE TO REENTER THE BUILDING, CARS AND THEIR CONTENT MAY BE USED FOR WARMTH, TRANSPORTATION AND EMERGENCY EQUIPMENT.

FIRE EVACUATION PROCEDURE



- REMOVE ANYONE IN IMMEDIATE DANGER.
- ACTIVATE ALARM.
- EXIT FROM YOUR LOCATION BY PRIMARY PATH OF EXIT SHOWN ON POSTED EVACUATION MAP. CLASSROOMS MUST BRING EMERGENCY BAGS.
- IF PRIMARY PATH OF EXIT IS BLOCKED, USE ALTERNATE PATH OF EXIT SHOWN ON POSTED EVACUATION MAP.
- ALL OTHER STAFF MUST ASSIST EVACUATING CHILDREN AND ASSEMBLE AT THE DESIGNATED AREA.
- CLOSE ALL DOORS AS YOU PASS AFTER CHECKING TO ENSURE NO ONE IS IN ROOM.
- SITE MANAGER/DESIGNEE WILL TOUR THE CENTER FOR ANY MISSING PERSON.
- TAKE ATTENDANCE UPON EXITING BUILDING AND EVERY TIME THE GROUP SHIFTS TO A NEW LOCATION.
- DO NOT RE-ENTER BUILDING ONCE YOU HAVE EXITED.

IF RE-ENTRY INTO THE CENTER IS NOT POSSIBLE

ALL STAFF AND CHILDREN MUST PROCEED TO THE MEETING LOCATION FOR FURTHER INSTRUCTION.

THE MEETING LOCATIONS ARE AS FOLLOWS:

HOLY CROSS – BACK PARKING LOT.

NORTHWEST – PLAYGROUND.

SHERIDAN PARKSIDE – PLAYGROUND.

CENTRAL – GARAGE IN THE REAR OF THE PARKING LOT.

DEWITT- REAR PARKING LOT.

NORTH BUFFALO- REAR PARKING LOT.

CENTER DIRECTOR WILL ENSURE THAT THE CHILDREN GO TO THE TO THE ALTERNATE EVACUATION SITE.

STAFF WILL REMAIN WITH CHILDREN AT ALL TIMES.

STAFF WILL NOTIFY PARENTS/GUARDIAN TO PICK-UP CHILDREN.

- HOLY CROSS - RECTORY (NEXT DOOR)
- NORTHWEST -GRABIARZ SCHOOL (NEXT DOOR)
- CENTRAL -YWCA SCHOOLHOUSE COMMONS (ACROSS THE STREET)
- PARKSIDE -SENIOR CENTER (DOWN THE BLOCK)
- NORTH BUFFALO – DELAWARE AVE. YMCA (3 BLOCKS AWAY)
- DEWITT- POST OFFICE (HERTEL AND GRANT)

DISASTER PROCEDURE



- EMERGENCY PHONE NUMBERS ARE LOCATED IN THE SIGN IN BOOK
- IN THE EVENT OF A DISASTER, REFER TO THE HOLY CROSS HEAD START DISASTER POSTING LOCATED IN EVERY CLASSROOM
- CENTER DIRECTOR OR DESIGNEE WILL TAKE THE LEAD, CALL 911 AND OTHER EMERGENCY NUMBERS
- IF EVACUATION IS NECESSARY, AN EMERGENCY RADIO, AGENCY CELL PHONE, EMERGENCY CONTACTS AND ON SITE MEDICATION FIRST AID KITS ARE TO BE TAKEN OUT WITH STAFF AND CHILDREN.
- SIGN IN BOOK IS TO BE TAKEN OUT WHEN LEAVING THE BUILDING.

SHELTER IN PLACE PROCEDURE



THE SHELTER IN PLACE PROCEDURE MAY BE USED IF EMERGENCIES INVOLVING THE FOLLOWING OCCUR: WEATHER, CHEMICALS, AND ENVIRONMENTAL HAZARDS.

- STAFF WILL RELOCATE ALL CHILDREN AND OTHERS TO THEIR CENTER'S SAFE SHELTER AREA THEN TAKE ROLL AS PRACTICED DURING DRILLS.
- STAFF WILL MAKE SURE TO TAKE THE EMERGENCY BAG.
- STAFF WILL KEEP CENTER KEYS FOR RE-ENTRY AND ARE ADVISED TO KEEP PERSONAL AUTO & HOUSE KEYS WITH THEM IN THE EVENT THAT RE-ENTRY IS UNSAFE.
- PERSON IN CHARGE WILL INFORM THE DIRECTOR, FACILITIES MANAGER AND OCFS OF THE DISASTER.
- STAFF WILL ATTEMPT TO CONTACT EVERY PARENT TO INFORM THEM OF THE SAFETY OF THEIR CHILD/CHILDREN.
- STAFF WILL BE PREPARED TO MOVE THE CHILDREN TO THEIR ALTERNATE EVACUATION SITE IF THEIR SHELTER-IN-PLACE BECOMES UNSAFE.

DEWITT – HALLWAY

HOLY CROSS – BASEMENT

NORTHWEST – HALLWAY SECOND FLOOR

CENTRAL – DINING ROOM/HALLWAY

NORTH BUFFALO – CLASSROOM 1

PARKSIDE – GYM/HALLWAY