

Evacuation Plan
Beach Friends Sensory Club

Emergency Services

Emergency: 911

Poison Control: 1-800-222-1222

Fire: (516) 431-2434 (non-emergency); (516) 889-7800 (emergency)

Police: (516) 431-1800

Ambulance: (516) 889-7800

In the event of a fire or other emergency requiring evacuation:

Children and adults in the home will be made aware of the emergency using:

- Smoke/heat/carbon monoxide detectors
- Yelling "fire" or "danger, get out!"

The safe evacuation of children is the PRIORITY. All child care providers and staff are trained on methods to evacuate. Following notification of an emergency requiring evacuation:

- Program staff and providers will remain calm and account for all children.
- All children, providers and staff will be evacuated from the home.
- Fire extinguishers will be used if needed to safely evacuate the home.
- Doors will be closed when possible to reduce the spread of flame and/or smoke.
- Emergency Services will be alerted by calling 911 or other applicable numbers from a safe place.
- Name to face attendance will be taken after leaving the home and before moving to another location.
- Programs/Providers and staff will bring the attendance record, parent contact information and emergency supplies if safety and time allows.

These may occur out of order or simultaneously depending on conditions, personal safety, available adults, and needs of children.

Evacuation will consist of:

- Full Evacuation

Method of Evacuation

All the children will be evacuated from the home. The following will be used to assist in the evacuation of children:

- Carrying Children
- Walk

Evacuation Exits and Meeting Places:

Written in Form OCFS-6011: NYS Office of Children and Family Services
Emergency Plan G/FDC And Legally Exempt Informal Child Care

The following exits and meeting places meet regulatory requirements and will be used during an evacuation. Exits reflect the Emergency Evacuation Diagram for the program. The meeting places have enough room for the adults and children to assemble, are out of the path of emergency vehicles, are a safe distance from the home, and will be kept clear of snow, ice, water and mud when the program is in operation.

Primary Exit (required)

Front Door

Meeting Place

Driveway, stores next door (Unsound, etc.)

Secondary Exit (required)

Back Door,
through front gate

Meeting Place

Driveway, Far end of playground, stores next door (Unsound, etc.)

Other Exit (optional)

Back Door,
Through gate into
backyard

Meeting Place

Backyard, driveway, stores next door (Unsound, etc.)

Evacuation Supplies *

All programs/providers and staff will be aware of the location of the evacuation supplies. The following items will be taken from the site, as time and safety allow (check all that apply):

- Emergency contacts OCFS-LDSS-0792 Day Care Registration forms (Blue Cards)
- Coats
- Emergency supplies
- Flashlight
- Food and water (and infant bottles if applicable)
- Medications (if applicable)
- Phone
- Shoes
- Children's bags
- Infant supplies, and children's security items if time allows

*optional for legally exempt providers

Relocation

If the emergency prohibits re-entry to the premises, the following emergency relocation sites will be used. Sites are suitable to use safely and comfortably for a few hours. Individuals at the sites have agreed to allow use of the space in an emergency.

Primary emergency relocation site:

Beach Baby Daycare

Address:

372 E Bay Drive Long Beach, NY 11561

Shelter in Place

The program/provider will initiate in-place procedures in response to an emergency where it is safer to remain in the home than to evacuate. Examples of situations that might lead to sheltering in place include a chemical or biological spill, public disturbance, extreme weather, or a rabid animal outdoors. The safest space for sheltering in place will be determined based on the situation. The program will follow any recommendations made by emergency services. 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)
- Remaining in a room away from windows
- Moving children and adults to an interior space with no/minimal windows
- Remaining in a room away from windows
- Turning off heat and air conditioning systems

Primary Space (required): Classrooms

Secondary Space (required): Gym/Sensory Room

Additional Space (optional): Multi-purpose room/Office

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. All providers and staff are aware of and have access to these supplies. These supplies consider the potential need for children to remain at the site for an overnight stay and are of sufficient quantity for all children in care. The program will maintain the following supplies:

- Emergency contacts/OCFS-LDSS-0792 Day Care Registration forms (Blue Cards)
- First Aid kit
- Flashlight
- Food and water
- Phone
- Toileting/diapering supplies
- Medications (if applicable)
- Infant supplies (if applicable)
- Extra batteries
- Games and books
- Materials to cover windows and vents, if needed

*Optional for legally exempt in-home providers

Shelter in Place

The supplies will be stored in the following location: Multi-purpose room closet and gym closet
Emergency supplies are required to be reviewed during the shelter-in-place drills. Supplies will be inspected for condition, quantity, expiration dates, and in consideration of the age, number and needs of the children with the following frequency:

- At the time of shelter-in-place drills: twice a year

Attendance

Supervision of children and being able to account for all children are priorities before and after the program evacuates, relocates or shelters in place. Identifying each child by name and comparing it against the attendance record is an important part of accounting for children in an emergency.

If an emergency occurs that requires the program to evacuate, relocate or shelter in place, providers and/or staff will take name-to-face attendance using the daily attendance record.

Meeting the Emotional Needs of Children

As time and the emergency allows, the program will offer the following:

- Reading
- Songs
- Games
- Quiet play
- Coloring

Communication

Communication with Parents:

If an emergency occurs that requires the program to evacuate, relocate or shelter in place, parents will be notified as soon as possible. Methods that will be used include the following:

- Notice on the door (required for relocation unless unsafe to do so)
- Email
- Phone

Communication with OCFS or Enrollment Agency:

Following an emergency that requires the program to evacuate, relocate or shelter in place, OCFS or the enrollment agency will be notified as soon as possible.

Long Island: serving counties of Nassau and Suffolk: (631) 240-2560

Reunification of Families

The process of ensuring that children return to the care of their parent(s)/caretakers as quickly and safely as possible after an emergency is a priority. Reunification will occur according to procedures for releasing children from care, and children will only be released to authorized individuals.

When it is necessary to shelter in place, reunification will occur after emergency services have determined that it is safe for parents/caretakers to enter and exit the building.

If an evacuation occurs, reunification will occur after all children have been accounted for and emergency services personnel have determined that it is safe for parents/caretakers to pick up children from the area and the program has established sufficient supervision and organization that the release of children follows normal procedures for the program or can be otherwise documented so that all children are accounted for.

In the case of relocation, reunification will occur after all children have been accounted for and follows normal procedures for the program or can be otherwise documented so that all children are accounted for.

If all children are not picked up after normal release procedures are followed, the following procedures will be followed:

- All persons authorized to pick up the child will be contacted
- Local law enforcement and/or Child Protective Services will be contacted

Conducting Drills

Program/provider will conduct drills. Drills are opportunities to practice and evaluate the plan and revise the plan as needed. A shelter-in-place drill does not require an overnight stay and typically requires no more than half an hour to complete. Parents will be notified in advance of shelter-in-place drills.

- Evacuation drills will be conducted monthly for each shift of care (day, evening, night). Children and adults in the home should be made aware of a drill in the same manner as they would be made aware of an actual emergency (except for notifying emergency personnel).
- Shelter-in-place drills will occur twice per year, which includes reviewing procedures and supplies. Parents must be notified in advance of drills.
- A written record of evacuation and shelter-in-place drills will be kept on file using the OCFS form or approved equivalent.

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