

**BELOVED JEWELS  
CHILD CARE**



Emergency  
Preparedness  
Plan

## Emergency Telephone

Sheriff's Department:	911
Apopka Fire Station:	(407) 703-1756
Apopka Police Department:	(407) 703-1771
Advent Health Hospital:	2100 Ocoee-Apopka Apopka, FL 32703 (407) 609-7000
Poison Control Center:	(800) 222-1222
Apopka Health Department	1111 Rock Springs Rd Apopka, FL 32712 (407) 858-1481

### PURPOSE

To provide the protection of children and caregivers in the event of a natural, technological, or human imposed emergency or disaster.

### SITUATION AND ASSUMPTIONS

Beloved Jewels Childcare is located at 244 W Ella J. Gilmore Street, Apopka, Florida 32703 and normally has six (6) children and one (1) or two (2) caregivers. Normal operating hours for the home daycare is 6:30am until 6pm on weekdays, but we are licensed for 24 hours of care.

#### Main Contact

Name: Brittney McCoy

Phone: (904) 625-8151

#### Back-up Contact

Angela Kinscy

Phone: (321) 525-5264

The childcare home facility may be subject to the following natural disasters and emergencies:

- Fires
- Hurricanes
- Tornadoes
- Flooding, etc.

### **Emergency Evacuation Plan**

- In the event of an emergency that requires an evacuation of the facility, one of the following plans shall be implemented.

The caregiver in charge when evacuating shall:

- Take an accurate attendee list.
  - Account for all children and staff as they board/depart vehicles.
  - Bring necessary medication/supplies and emergency records.
  - Bring first aid kit located on shelf right above the desk in main daycare room.
1. In the event of a hurricane, Beloved Jewels Childcare will follow the Orange County Public School's closure protocols, as posted on the local media outlets.
  2. In the event of an emergency that requires immediate evacuation of the childcare facility (fire, toxic fumes, flood), children will be transported to the cul-de-sac at the intersection of W Ella J. Gilmore St. and Gilmore Ct. by Brittney McCoy's home, where they will remain accompanied by caregivers while family/emergency contacts are notified.
  3. If the event is more widespread and encompasses a larger area such as a neighborhood and the children cannot remain in the area, the children will be brought to the parking lot of the US Post Office at 581 N. Park Ave Apopka, Florida 32703 by Brittney McCoy. They will remain accompanied by caregiver while family/emergency contacts are notified and arrangements are made for transportation home.

### **Transportation #1**

- Owner: Brittney McCoy
- Type of vehicle: 2019 Dodge Durango
- Driver: Brittney McCoy
- # of passengers Seats 8
- Location of vehicle 244 W Ella J. Gilmore St. Apopka, Florida 32703
- Contact owner (904) 625-8151

### **Transportation#2**

- Owner: Angela Kinscy
- Type of vehicle: 2012 Kia Sorento
- Driver: Angela Kinscy
- # of passengers Seats 5
- Location of vehicle 7850 Rexhill Trail Orlando, Florida 32818
- Contact owner (321) 525-5264

### **Evacuation Site #1 (Nearby)**

- Cul-de-sac at the intersection of W Ella J. Gilmore St. and Gilmore Ct.
- Walking directions from child care home to evacuation site #1: From 244 W Ella J. Gilmore St. make a left out of drive way and walk to the end of the block to Gilmore Ct. Cul-de-sac parking lot is on the street.

### **Indicate which items will be provided by evacuation site during an emergency.**

- Water       Food       Transportation       Clothing       Telephone
- Blankets       People to assist

### **Evacuation Site #2 (Out of Area)**

- Facility Name:      US Post Office
- Address:              581 N. Park Ave Apopka, Fl. 32712
  
- Directions from child care home facility to evacuation site #2: From W Ella J. Gilmore St, make a left out of drive way, then make left onto S. Washington Ave.
- Make a right onto 13<sup>th</sup> St. and then a left onto Park Ave heading south. Post office will be on the right.

### **Emergency Shelters**

- In the event of an evacuation requiring transportation to a local shelter, the following are two designated local emergency shelters that will be utilized:
  
- Facility Name:      Phyllis Wheatley Elementary School  
                                 1475 Marvin C. Zanders Ave. Apopka, Fl. 32703  
                                 (407) 884-2250
  
- Directions from child care home facility to Phyllis Wheatley Elementary School: From 244 W Ella J. Gilmore St. make a left out of the drive way and right on S. Washington Dr., then make a left on 17<sup>th</sup> St. then a right onto S. Central Ave.
  
- Facility Name:      Apopka Elementary School
- Address:              311 Vick Rd. Apopka, Fl. 32703  
                                 (407) 884-2200
  
- Directions from child care home to Apopka Elementary School: From 244 W Ella J. Gilmore St., make a right out of the drive way and make a right onto S. Hawthorne Ave., then make a left onto 13<sup>th</sup> St. Turn right onto Ocoee-Apopka Rd. and then a left onto Bradshaw Rd. Proceed through the four way stop to the

light at SR 441 and make a left. Go to light at Vick Rd. and make a right and after the light, Apopka Elementary School is on the right.

### **Shelter in Place**

- There may be situations when it is best to shelter in place. These situations may include a tornado, a hazardous materials incident, or violent situations. In the event of an emergency that requires sheltering in place, one of the following plans shall be implemented.

The caregiver in charge when sheltering in place shall:

- Take an accurate attendee list.
- Account for all children and staff as they enter the, "safe room."
- Bring necessary medication/supplies and emergency records.
- Bring first aid kit located on shelf above desk in main daycare room.

In the event that the childcare facility must shelter in place, all children will be instructed to proceed directly to the bathroom. Storm cellars and basements provide the best protection during a tornado. If an underground shelter is not available, the bathroom has been identified as a "safe room." The safe room is an interior room with little or no windows/glass. In order to "seal the room," is given by local authorities:

- Sound the warning system.
  - Bring everyone inside to the bathroom.
  - Lock doors, close windows, air vents and fireplace dampers.
  - Turn off fans, air conditioning and forced air heating systems.
  - Grab first aid kit.
  - Go to the safe room.
  - Seal all windows, doors, and air vents with plastic sheeting and duct tape.
- Listen to radio for further instructions.

### **Lockdown**

- A lockdown may be the chosen response to a potentially violent situation. In the event that the childcare home must be locked down, "lockdown" has been identified as a warning code.
- In the event of a lockdown:
  - Call 911
  - Gather all children
  - Have 'ready to go' files
  - Choose the safest place within a room or building.

- □ Lock doors/windows and turn off the lights.
- □ Do headcount
- Stay where you are until law enforcement indicates that it is safe to come out.

### **Lost/Missing child**

- In the event of a lost/missing child, all childcare personnel will gather all of the children to ensure everyone else is present. Conduct thorough search of the premises for the missing child. If search to find child on the premises fails, immediately contact law enforcement and notify parents.

### **Suspected maltreatment of a child**

- Speak with parents in regards to suspence so that we are all on the same page in the matter in question.
- Contact the Abuse Hotline at 800-96-ABUSE if any other suspicious activity comes up outside of normal happenings.

### **Injuries and Illnesses requiring Hospitalization or Emergency Treatment**

- In the event of an injury or illness, childcare personnel will administer first aid if needed and document all details of the incident. If case is severe, immediately contact ambulance emergency and notify parents.
- In the event child has to be transported by ambulance, I, Brittney owner and operator or BJC, will accompany child whereas the sub will stay back with the other children in care.

### **Death of a child/childcare personnel**

- In the case of a death of a child/childcare personnel, immediately contact law enforcement and emergency. Contact parents of child and/or emergency contact of childcare personnel. Document incident leading to the death of child/childcare personnel.

### **Presence of a threatening individual who attempts or succeeds in gaining entrance into facility**

- Any individual authorized or unauthorized threatening to gain entrance into facility, law enforcement will be contacted immediately and facility will be secured.
- In the event that an individual gains entrance into the facility, staff and children will barricade themselves in a room where law enforcement will be contacted and parents notified. Documentation will be attempted of the incident which takes place.

### **Guidelines to Reduce the Risk of Child Abuse or Neglect**

- Beloved Jewels Childcare has adopted the following policies and practices to minimize the risk of child maltreatment occurring in the program:
  - Owner/operator and substitute teachers all follow the DCF guidelines for background screening and reference checks (available for parent review);
  - Staff adheres to all DCF policies and guidelines regarding the Health and Safety rules and regulations.
  - Staff provides open access to parents, encouraging parents to make unannounced visits at any time during daily operations (see Parent Handbook).
  - Staff is constantly monitored by security cameras (see Parent Handbook)

- Staff never accompanies children into the bathroom (see Parent Handbook describing bathroom policy).
- Staff prevents unauthorized access to the center and the children;
- Staff prepares written accident reports, if needed.
- BJC has established written policies about how to discipline children (see policy attached).
- BJC has established written policies about the appropriate and the inappropriate touching of children (see Personnel Policy Manual).
- Staff complies with the DCF regulations for reporting suspected child abuse or neglect.
- Staff communicates these policies with parents during their interview and orientation.
- Staff networks with early childhood and family support professionals.
- Staff provides a daily program that supports positive social and emotional development for children.
- Staff works diligently to reduce stress and prevent burnout. I have received, read, and understand Beloved Jewels Childcare Emergency Preparedness Plan.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date