

Lindemuth Family Daycare & Preschool

Emergency Operations Plan

Section 1 Basic Emergency Plan

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Lititz Pa 17543

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UPDATED: DECEMBER 27TH 2020

Forward

This Emergency Operations Plan describes the procedures that will be used by **Lindemuth Family Daycare & Preschool** to provide for the care and the well being of the children under our care and for our staff. This plan is meant to address extraordinary circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for persons under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high stress situations.

Much of the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to potential criminals. For this reason, section 2 and 3 of the plan will not be released to the general public. Important details from this plan can be found on the "Members only" drop down menu of the Lindemuth family Daycare & Preschool web site. The entire plan is available for parents to review and discuss with Trina at the facility.

The plan itself is organized into three parts: the "Basic Emergency Plan" a series of checklist and a series of supporting documents. The Basic Emergency plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. The detail in the attachments and checklist should be confidential. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and gets practiced several times each year)

Public safety officials should review this plan. The Department of Public Welfare licensing representative will also review the plan when inspecting the facility. It is the responsibility of the day care facility to maintain and implement the plan. A current copy of the plan is provided to county emergency management agencies.

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(Published Separately)

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(Published separately)

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Basic Emergency Plan

1. Purpose

- To provide for the protection of children and staff in the event of a natural technological, or human imposed emergency of disaster.
- To assure coordination and cooperation with municipal and county government and emergency services.

2. Situation and Assumption

- The Lindemuth Family Daycare & Preschool is located at 142 East Lincoln Avenue, Lititz Pa. 17543 and normally has 7 children during the day and 1 staff member. Normal operating hours for the facility are 6:30am to 6pm Monday-Friday. The facility assumes responsibility for the health and safety of the children attending the facility.
- The facility is located in Lititz, Pa. whose emergency management agency will be the primary source of government assistance during an emergency.
- Assistance during emergencies will be dispatched through the Lancaster County 9-1-1 and be coordination by the Lancaster County Emergency Management Agency.
- The facility may be subject to the following natural disasters and emergencies:

Natural Disaster: Such as a flood, blizzard, hazardous storm, tornadoes, lightening, disease outbreak etc.

Technological Disaster: Such as a HAZMAT spill, power outage and other utility disruptions.

Security Emergency or Disasters: Such as Domestic violence owner/operator involved or parent/guardian present, and or intruder.

3. Concept of operations

Direction and control: The facility will assume responsibility for emergency actions until the arrival of emergency service personnel.

The facility director will gather and record information necessary to determine appropriate emergency actions.

In an emergency, daycare staff will focus only on emergency management functions. All personnel and resources will be focused on providing for the safety and well being of children and staff.

In the absence of the facility director, 1 or more of the following facility person(s) will take charge, **Jessica Pond, Erin Lindemuth, Mike Lindemuth, Stephen Przybylski, and /or Deb Todd, .**

Regular drills on emergency plans, procedures and duties will be conducted to:

- Provide training for staff, including substitutes
- Orient children on emergency procedures and responsibilities.
- Develop skill needed for a real emergency
- Accountability
- Children will only be released to adult(s) designated by the parent:
- In case of an evacuation, attendance will be taken at the assembly area, upon boarding and exiting the emergency transport vehicle(s) and upon the arrival at the relocation facility.

4. Organization and responsibilities

- Daycare facility director will:
- Be familiar with emergency plans for the municipality (borough, city, township, and county)
- Ensure Agreements of Assistance are current with Relocation Facilities and transportation providers.
- Determine a course of action to be taken during an emergency.
- Maintain this plan in a current usable state.
- Notify parents to tune to designated local media for information during the emergency.
- Ensure that parents are contacted as soon as reasonably possible when an emergency situation arises, so that they are aware of what is happening to their children.
- Keep the staff aware of the status of the emergency.
- Determine the number and types of transportation needed if evacuation or relocation is required.
- Take children's emergency records to the evacuation/relocation site.
- **Staff will:**
- Review and assist in keeping plans and checklists current.
- Maintain supervision of children until they are released to parents or guardians.
- Perform special assignments as specified in the plan checklist (part2)

- Parents are requested to:
- Be familiar with plans and procedures for ensuring safety of the children.
- Provide the daycare facility with the means to contact them in an emergency.
- Tune to WGAL media for information and instruction during an emergency.

5. Authority and references: N/A

6. Plan Development, Maintenance and distribution

- The legal entity/owner/operator of the daycare facility is responsible for:
- The development, execution and maintenance of the emergency plan.
- Annual review and update of the plan.
- Copies of this plan have been given to the Lancaster County Emergency Management Agency in addition to the other related organization listed in section 7.

7. Concurrence with outside resources

We have examined this plan and are aware of requirements:

Date	Organization	Signature	Date plan Received	Copy#
	Lancaster County Emergency Management Agency			1
	Borough of Lititz Emergency Management			2
	Department of Public WellHare			3
	Lititz Burrow Police Department			4
	Lititz Burrow Fire Department			5

Date	Organization	Signature	Date plan Received	Copy#
	Katrina Lindemuth Provider (Owner)			6
	Jessica Pond Back up provider			7
	Deb Todd Back up provider			8
	Erin Lindemuth Back up provider			9
	Michael Lindemuth Back up provider			10
	Stephen Przybylski Back up provider			11

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8. Record of changes

Date of Change: September 2nd 2018

Summary of change: updating all info to be current

Signature of person making change: Katrina Lindemuth

Date change distributed: October 1st 2018

Date of Change: DECEMBER 27TH 2020

Summary of change: UPDATING ALL INFO TO BE CURRENT

Signature of person making change: KATRINA LINDEMUTH-
PRZYBYLSKI

Date change distributed: DECEMBER 28TH 2020

Date of Change: _____

Summary of change: _____

Signature of person making change: _____

Date change distributed: _____

Date of Change: _____

Summary of change: _____

Signature of person making change: _____

Date change distributed: _____

This plan superseded all previous developed emergency plans:

Signature of facility/owner/operator
Katrina Lindemuth

Date
12/27/2020
