

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
EMERGENCY PLAN
Family and Group Family Day Care

Instructions

- This form can be used to meet the requirement that programs submit an emergency plan to the Office of Children and Family Services (OCFS).
 - The plan must be reviewed with all caregivers and parents.
 - The plan must be maintained on file at the program.
 - Depending upon where your program is located, you may want to develop additional plans for special circumstances (weather, power plants, hazardous spills, etc.).
 - Your licenser or registrar is available to provide assistance.
 - Additional information may be attached to this form.
- ☒ Check here if additional information is attached to this form.

Program Name:

SonShine Child Care Center

CCFS Number:

40030

This plan is meant to cover your basic response to emergencies that may arise at the child care site. Although this plan addresses responses to specific types of events, the intent is that the program has the capability to notify caregivers of any emergency situation, and take action to protect the health and safety of children in care.

Emergency Services

The following numbers will be used to report fires and other emergencies. The Emergency and Poison Control numbers will be posted on or next to the phone(s).

Emergency	Poison Control
911	1-800-222-1222

Backup Numbers (if applicable)		
Fire	Police	Ambulance
(315) 682 -8318	(315) 682 -2212	(315) 682 -8318

Evacuation**In the event of a fire or other emergency requiring evacuation**

- ✓ **Children and adults in the home will be made aware of the emergency through the use of**
(check all that apply):
- ☒ Pull stations
 - ☒ Smoke/heat/carbon monoxide detectors
 - ☒ Yelling "fire" or "danger, get out"
 - ☒ Other: Whistles, As needed in case of power outage

Evacuation (continued)

The safe evacuation of children is the FIRST priority. All caregivers are trained on methods to evacuate. Following notification of an emergency requiring evacuation:

- ✓ Caregivers will remain calm and account for all children.
 - ✓ All children and caregivers 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.
 - ✓ Caregivers will bring the attendance record, parent contact information and emergency supplies if safety and time allows.
- ☐ Other: _____

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

Evacuation will consist of (check one):

- ☒ Full Evacuation
- ☒ In multi-level buildings, the program will follow the Building Fire Safety Plan that has been approved by (must check at least one):

- ☐ Approved by fire department
- ☒ Approved by codes official

The Building Fire Safety Plan is the following
(must write out plan here or attach it to this form): UPSTAIRS CLASSROOMS: 212, 211, 210, 208, 209 will use fire escapes in their rooms as their primary emergency exits. Children will be assisted on the fire escapes and will meet with the remainder of the center at the safety location (MAIN PLAYGROUND) to be accounted for. Secondary exits will be using the main stair cases closest to the classroom to proceed out the main doors and to the safety location. UPSTAIRS CLASSROOMS 201, 202, 203, Library, 204 and Chapel Room will use the closest exit in the hallway to proceed downstairs and out the closest exit. Secondary will be out the opposite exit on the Nursery Wing floor. All Children will meet at the safety location.

Method of Evacuation:

All the children will be evacuated from the home. The following will be used to assist in the evacuation of children (check all that apply):

- ☒ Carrying children
- ☒ Stroller
- ☐ Wheelchairs (based on medical/developmental need)
- ☒ Walk
- ☒ Evacuation cribs

☒ Other Nurseries, 1, 2 & 3, Sleep Rooms, Room 107 will be carried, use buggy/stroller or use evacuation cribs located in each classroom.

Evacuation (continued)**Evacuation Exits and Meeting Places:**

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) See Individual Room Fire Exit Plan	Meeting Place MAIN PLAYGROUND
Secondary Exit (required) See Individual Room Fire Exit Plan	Meeting Place MAIN PLAYGROUND
Other Exit (optional) See Individual Room Fire Exit Plan	Meeting Place MAIN PLAYGROUND

Evacuation Supplies:

All caregivers 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
<i>Day Care Registration</i> forms (Blue Cards) | ☒ Medications (if applicable) |
| ☒ Coats | ☒ Phone |
| ☒ Emergency supplies | ☒ Shoes |
| ☒ Flashlight | ☒ Children's bags |
| ☒ Food and water (and infant bottles if applicable) | ☒ Children's security items |
| ☒ Infant supplies (if applicable) | ☒ Other: Clipboard/Health Check Binder_____ |
| | ☐ Other: _____ |

Relocation

If the emergency prohibits re-entry to the premises, the following emergency relocation sites will be used (two required). 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 (required): **First Baptist Church**

Address **408 Pleasant St. Manlius, NY 13104**

Transportation to this site will require the following:

☒ Walking

☐ Car

☐ Bus

☐ Other: _____

Secondary emergency relocation site (required): **Manlius Senior Center**

Address **1 Arkie Albanese Ave, Manlius, NY 13104**

Transportation to this site will require the following:

☒ Walking

☐ Car

☐ Bus

☐ Other: _____

Additional emergency relocation site (optional): _____

Address

:

Transportation to this site will require the following:

☐ Walking

☐ Car

☐ Bus

☐ Other: _____

Shelter-in-Place

The program will initiate Shelter-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, and 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
- Turning off heat and air conditioning systems
- Other _____

The following spaces will be used when the program shelters in place:

Primary Space (required): **IN CLASSROOMS**

Secondary Space (required): **GYMNASIUM**

Additional Space (optional):

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 caregivers are aware of, and have access to them. These supplies take into account 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:

Required

- ✓ 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)

Recommended, but optional

- ☒ Extra batteries
- ☒ Games and books
- ☐ Materials to cover windows and vents, if needed
- ☐ Radio
- ☐ Other: _____

Shelter-in-Place

The supplies will be stored in the following location: In Individual Classrooms

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. The program will also review supplies at the following optional times.

- ☐ Weekly
- ☐ Monthly
- ☐ Every 3 months
- ☒ Every 6 months

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 is an important part of accounting for children in an emergency.

In the event of an emergency which requires the program to **evacuate, relocate, or shelter in place**, caregivers will take name to face attendance using the daily attendance record.

Communication

Communication with Parents:

In the event of an emergency which 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 (check all that apply):

- ☒ Notice on the door (required for relocation unless unsafe to do so)
- ☐ Notice on the door (other emergencies)
- ☒ Email
- ☐ Note sent home
- ☐ Phone
- ☐ Social Media
- ☐ Text
- ☒ Other: Brightwheel Notificaton _____

Communication (continued)**Communication with OCFS:**

Following an emergency which requires the program to **evacuate, relocate or shelter in place**, OCFS will be notified as soon as possible, as required by regulation.

OCFS contact information	
☒ Name of the program's licensor or registrar: OCFS, Lynde Bachman	Phone (315) 937-2290 (315) 423-1202
If licensor is part of an OCFS regional office, check the box for the corresponding regional office:	
☐ Albany: serving counties of: Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington	(518) 402-3038
☐ Buffalo: serving counties of: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming	(716) 847-3828
☐ Long Island: serving counties of: Nassau and Suffolk	(631) 240-2560
☐ Rochester: serving counties of: Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates	(585) 238-8531
☒ Syracuse: serving counties of: Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins	(315) 423-1202
☐ Spring Valley: serving counties of: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester	(845) 708-2400
☐ New York City: serving the five boroughs of New York City: Bronx, Kings, Manhattan, Richmond, and Queens	(212) 383-1415

Conducting Drills

Program 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 a 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.

Meeting the Emotional Needs of Children

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

- | | |
|--|---------------------------------------|
| ☒ Reading | ☐ Other: _____ |
| ☒ Songs | _____ |
| ☒ Games | _____ |
| ☒ Quiet play | _____ |
| ☒ Coloring | _____ |

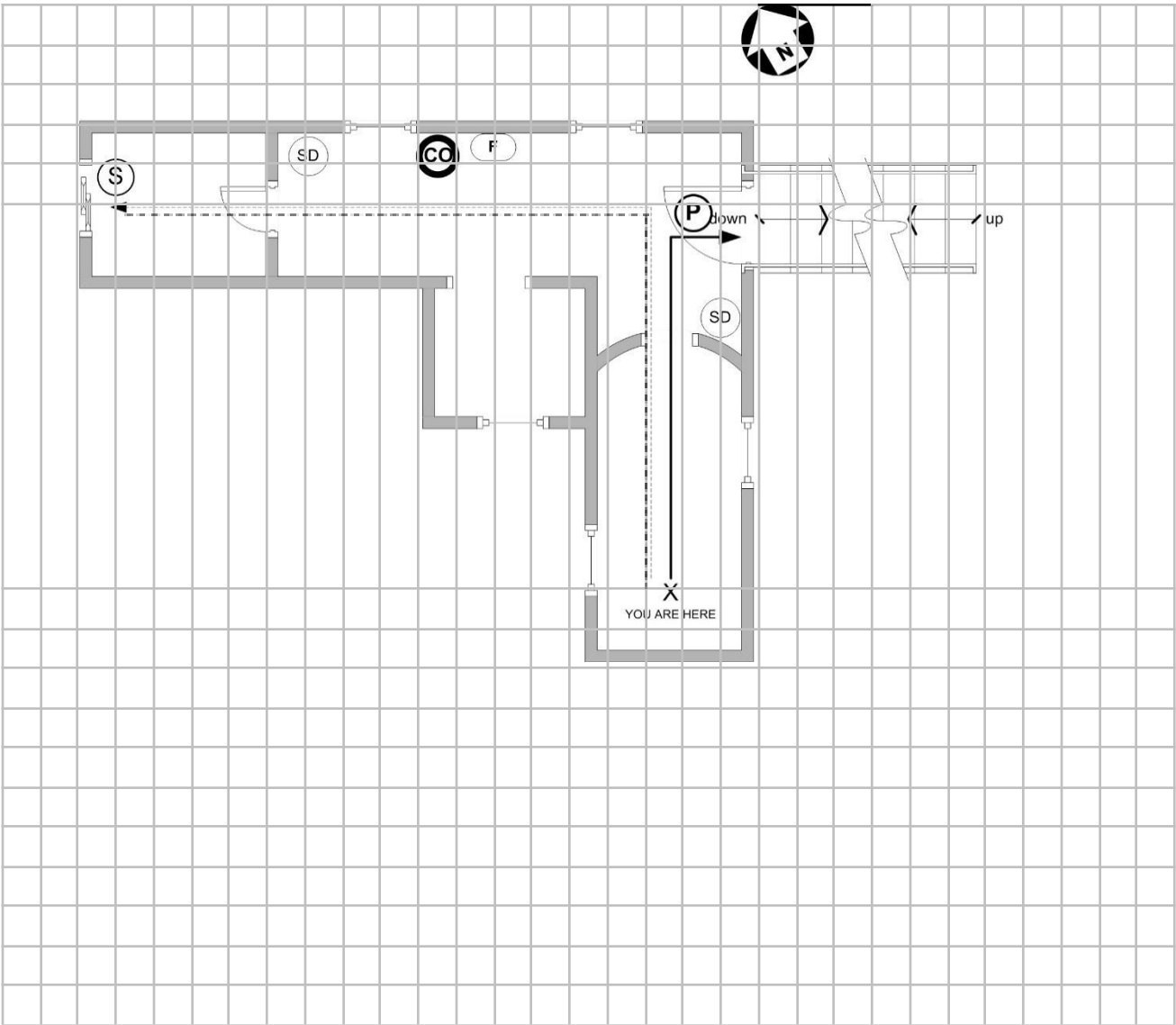
Emergency Evacuation Diagram Guide

Inside Floor Plan Guidelines

- 1. Duplicate the following page for each floor of the home.
- 2. Draw an outline of each floor of the home as if you are looking down through the ceiling.
- 3. Show the location of doors, walls, and windows so that each room or space is bordered with a line.
- 4. Label items on the diagram using the symbols in the Items Checklist on this page.
- 5. Label the designated primary and secondary evacuation routes.
- 6. It is required that a copy of the evacuation diagram be posted in a visible location.
- 7. It is recommended that a diagram be posted in each room approved for child care. Include the escape path from that room to the nearest exit.

Items Checklist		
	Item	Symbol
☒	Carbon Monoxide Detector	(CO)
☒	Smoke Detector	(SD)
☒	Exit	(EXIT)
☒	Fire Extinguishers	(F)
☒	Primary Evacuation Route	P →
☒	Secondary Evacuation Route	S - - -
☒	Fire Escapes	(FE)
☒	Stairs	
☒	You Are Here	X

Sample Drawing



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- Duplicate this page for each floor of the home.
- Follow the guidelines on the previous page to draw your diagram.
- The diagram will be posted in a visible location; it is recommended that one be posted in each room approved for child care.

This image shows a full page of blank graph paper. The grid consists of thin, light gray horizontal and vertical lines that intersect to form small squares across the entire surface. There are no margins, text, or other markings on the paper.