



Dall'Inizio DaySchool

Child Care Basic Emergency Response Plan

Supporting Documents

April 24, 2017

These documents support the Dall'Inizio DaySchool Emergency Response Plan. They are confidential and not to be released outside the center except to emergency response organizations.

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ATTACHMENT 1 – CENTER LAYOUT AND ASSEMBLY AREA

(Provide sketch of center floor plan and identify internal shelter areas, staffed checkpoints and assembly areas.)

ATTACHMENT 2 – EMERGENCY PROCEDURES

In the event of an emergency the Carrie and Mike Pase and the Center Director will be notified as soon as possible regarding the situation and the response to it.

In the event of an emergency the Director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

Dall’Inizio DaySchool will practice evacuations once per month throughout the year. All windows and doors are checked regularly to ensure opening.

EVACUATIONS:

In the event of the need to evacuation, infants will be carried or place in a mobile crib and rolled out the center’s main floor emergency door exit. The toddlers will be exited through the main floor emergency door exit. Preschoolers will be exited through the main floor emergency door exit. In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.

Meeting locations:

- The center’s fenced-in area at the west end of the building
- If the center’s fenced-in area is not safe, the parking lot behind the center
- If needed we will evacuate to the Bobby Rahal Honda Dealership

FIRE:

- Evacuate the area of the fire (always stay low as smoke and heated gasses collect near the ceiling first)
- Activate the fire alarm (if so equipped)
- Infants will be carried or placed in a crib with wheels and rolled out of the center through the main floor emergency rear door exit.
- Toddlers and Preschool children will exit out the main floor emergency rear door exit.
- Call 9-1-1, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has causes the telephone system to be out of order.
- The Director, or designee, will designate a person, or persons, to go to the nearest intersection to direct the fire department vehicles to the scene.
- Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the center.
- The Director or designee will check bathrooms, closets, and “hiding places” for “lost children” and for possible sources of smoke or fire.

- Upon the arrival of the fire department the Director, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities.
- Make certain that all children and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the children or the staff members calls for evacuation to the outside area, away from the building.
- All windows and doors in the center should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.

TORNADO / HURRICANE:

- Children will move to the lower level stairwell immediately upon notification of tornado / hurricane.
- Teachers are responsible for the first aid kits and emergency attendance forms.
- Children will be placed along the walls, covering their heads with pillows or blankets.
- Flashlights are located in each room.
- Should proper warnings permit, the Director will tape (x out) each window within the center.
- If needed we will evacuate to the Bobby Rahal Honda.
- Only upon notification from Weather Preparedness Authorities we will reenter the upstairs of the building.

EARTHQUAKE:

- In the event of an earthquake, children will remain in their rooms.
- Instruct children to crawl under tables to protect them from falling debris.
- Older children can stand in the doorways.

INTRUDER / ARMED and DANGEROUS:

- In the event that an armed and dangerous intruder enters the center, no one is to confront the person.
- Call 9-1-1 immediately.
- All doors will be shut and children will be directed to hide under tables.
- If possible, all children will be calmly evacuated through the nearest emergency exit and moved to the Bobby Rahal Honda.

POWER FAILURE:

- Comfort the children and help them remain calm.
- The Director will determine the cause of the outage and notify the power company if needed.
- Emergency lights will turn on immediately.
- Children will remain in the classroom until power is restored.
- If loss of power does not permit the maintenance of safe temperatures within the facility, children will be sent home. Parents will be called and an announcement will be made on **Facebook and B94.5**.

GAS LEAK:

- Anyone who smells gas or is alerted to a gas leak will notify the Director immediately.
- Sound the alarm and evacuate the building as if it was a fire drill.
- After stopping to take attendance, proceed immediately to Bobby Rahal Honda in case of unforeseen explosion.
- If no reentry to the building is allowed, children will be sent home. Parents will be called and an announcement will be made on **Facebook and B94.5**.

WATER LEAK:

- If there is a water leak, turn off the water immediately. The main water control is located in the Furnace Room.
- Notify the water company.
- Notify classroom teachers that there is no running water.
- Children may not use the toilets or sinks.
- If we cannot get the problem fixed within a two-hour limit, we will have to close and children will be sent home. Parents will be called and an announcement will be made on **Facebook and B94.5**

ILLNESS OR INJURY:

MINOR

- Treat with medical supplies on hand.
- Evaluate periodically to see if further medical attention is required.
- Document treatments and evaluations in children's file.
- Consult family members.

MAJOR

- Employ first aid techniques as trained, if needed
- Contact 911, if immediate medical attention required.
- If an illness or an injury requires a doctor's care, but emergency services are not required, the Director will arrange for transportation to the emergency room, pediatric clinic, or hospital per instructions of the family member.
- Should a child need immediate medical attention, the Director will notify both 911 and the parent(s). The child's teacher and the Director will accompany the child to the hospital and remain with the child until the child's parent(s) arrive.

DEATH:

If a death occurs at the center the following should be followed:

- Call 911, request emergency assistance
- Notify the Director who will contact local law enforcement; allow them to notify the family members.
- The body should not be moved or tampered with.
- All children should be moved to a part of the building away from the body.
- The children should only be told what is essential for them to know about what has occurred, but should be offered comfort and counseling as needed.

- No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the Director.

BOMB THREAT:

- Any bomb threat should be treated as real until proven otherwise.
- Unidentified or suspicious objects should be reported to the authorities.
- Evacuation should be to an outdoor area as far from the building as safely possible.
- The area to be evacuated to should be searched quickly before evacuation.
- Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from blast.
- Upon arrival of law enforcement authorities the Director will assist with search (i.e.: unlocking doors, identify strange or suspicious objects).
- No one will reenter the building until the appropriate authorities approves.

FLOOD:

When Flash Flood conditions are forecast, the following guidelines shall be used:

- Contact the Director.
- Monitor television, radio, and/or NOAA Weather Radio for forecast updates.
- Move records and valuable equipment to higher floors. Store chemicals where flood waters cannot reach them and cause contamination.
- Make transportation preparations to move children and staff members in the event that evacuation is needed.
- If the center is in a low lying area vulnerable to flooding, evacuation will be immediate.
- If time and conditions permit, unplug all electrical appliances.
- All loose outdoor articles are to be brought in or tied down.
- Lock all doors.

HAZ-MAT:

When notified of a hazardous material situation the following guidelines should be used:

- Initiate Shelter-In-Place procedures if evacuation is not immediate.
- Prepare for evacuation if necessary.
- Stay in communication with local emergency officials.
- Plan for arrival of parents in case they have to shelter/evacuate with you.

SHELTER-IN-PLACE:

If needed, the center can be used as a Shelter-in-Place for emergency reasons.

- The center will maintain a 72-hour emergency supply of food that does not require refrigeration and can be kept for long periods of time. Emergency food supplies will be stored in an area that is safe, secure and easy to reach in most disasters.
- The center will maintain eating utensils and a non-electrical can opener.
- The center will maintain a list of children with diabetes, allergies, or a special medical condition or need, and keep an emergency supply of their medications or other health supplies.

- Maintain at least a three - day supply in
- The center will maintain a supply of formula and special food for infants, including diapers and other sanitation supplies.
- The center will maintain a supply of small and large first aid supplies, and portable first aid kits that can be easily taken outside in case of immediate evacuation.
- The center will maintain a supply of hand portable radios with extra batteries.
- The center will maintain a supply of extra batteries for the center's smoke and carbon monoxide detectors and multiple flashlights so that each room has one.
- The center will maintain a supply of personal hygiene and sanitation supplies, including toilet paper and paper towels.
- The center will maintain a supply of extra bedding and blankets to provide warmth and comfort if outdoors or inside if utilities fail.

ATTACHMENT 3 – NOTIFICATION PHONE LIST

Dall’Inizio DaySchool		814-380-2419
Owner		
Carrie Pase	(Office)	814-380-2419
Michael Pase	(Office)	814-380-2419
Center Director Carrie Pase	(Office)	814-380-2419
Centre County Office of Emergency Services		814-355-6745
Mount Nittany Medical Center		814-231-7000
Local Emergency Services Number		9-1-1
Non-Emergency Number		1-800-479-0050
Borough of State College Police Department		814-234-7150
Alpha Fire Company		814-237-5359
Centre County Children & Youth Service		814-355-6755
Poison Control Center		800-222-1222

ATTACHMENT 4 – TRANSPORTATION ASSETS

If it becomes necessary to relocate the children to a safer location, the following transportation will be used.

Number of children/staff who will need to be moved Approximately 125

Amount of supplies/records that will need to be moved File

Vehicles that will be used.

1. Owner Mom's Inc. Type of vehicle Chevy
Suburban

Driver _____ # of passengers (including driver) 9

Normal location of vehicle Dall'Inizio DaySchool Parking Lot

Means of contacting owner Call Mike or Carrie Pase

Alternate means _____

2. Owner Mom's Inc. Type of vehicle School Bus

Driver _____ # of passengers (including driver) 72

Normal location of vehicle _____

Means of contacting owner _____

Alternate means _____

3. Owner _____ Type of vehicle _____

Driver _____ # of passengers (including driver) _____

Normal location of vehicle _____

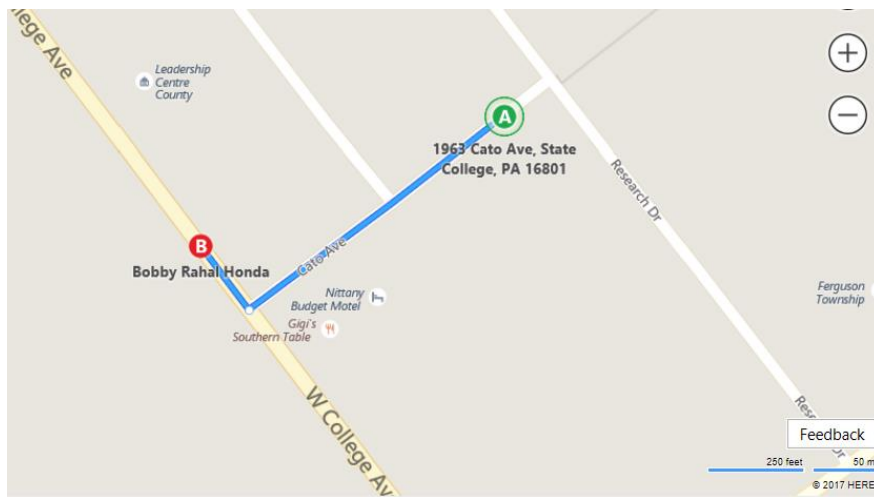
Means of contacting owner _____

Alternate means _____






ATTACHMENT 5 –
EVACUATION PLAN MAP TO RELOCATION CENTER:
Leadership Centre County

EVACUATION ROUTE

FROM: Dall’Inizio DaySchool 1963 Cato Avenue, State College, PA 16801
TO: Bobby Rahal Honda



Walking Directions: .2 Mile

	1963 Cato Ave, State College, PA 16801
	Depart Cato Ave toward Enterprise Dr
0.2 mi	
	Turn right onto PA-26 / W College Ave
213 ft	
	Arrive at PA-26 / W College Ave The last intersection is Cato Ave If you reach Bristol Ave, you've gone too far
	Bobby Rahal Honda 2796 W College Ave, State College, PA 16801

**ATTACHMENT 6 – MEMORANDA OF AGREEMENT (MOA) WITH
RELOCATION FACILITY: Bobby Rahal Honda**

Dall’Inizio DaySchool
1963 Cato Avenue
State College, PA 16801

Bobby Rahal Honda
2796 W. College Ave.
State College, PA 16801
Phone 814-238-6711

To Whom It May Concern

This letter is to request for the use of your facility in the event emergency shelter is needed. Our child care facility will open for business on May 1, 2017. Please send us a letter granting us permission to use the facility as an emergency shelter, in the event of a required evacuation of our childcare center. Our staff will remain responsible for the care, welfare, safety, and release of the children from our childcare center. We will be prepared to provide any necessary items and documentation for the children in our care.

Please feel free to contact me if you have **any** questions or concerns.

Thank you,

Carrie Pase
Dall’Inizio DaySchool
1963 Cato Avenue
State College, PA 16801
814-380-2419
dalliniziodayschool@gmail.com

**ATTACHMENT 7 – EMERGENCY COMMUNICATIONS WITH
PARENTS/GUARDIANS**

**Dall’Inizio DaySchool
1963 Cato Avenue
State College, PA 16801
814-380-2419**

BASIC EMERGENCY RESPONSE PLAN

To the Parent(s)/ Guardian(s):

This letter is to assure you of our concern for the safety and welfare of the children attending Dall’Inizio DaySchool. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

Immediate Evacuation: In the event of an emergency, all Dall’Inizio DaySchool Staff and children enrolled will evacuate the center located at 1963 Cato Avenue, State College, PA 16801. We will gather in the fenced-in play area to avoid the traffic of incoming emergency response vehicles.

In-Place Sheltering: Sudden incidences, weather or hazardous materials related, may require that taking cover inside the building is the best immediate response.

Total Evacuation: Total Evacuation of the facility may become necessary if there is a danger in the area of the center. In the event that Total Evacuation is deemed necessary, all Dall’Inizio DaySchool Staff and children enrolled will be taken to the relocation facility at **Bobby Rahal Honda** located at 2796 W. College Ave., State College, PA 16801.

In the event that any of these emergency actions that are listed above occur, you will be notified by a Dall’Inizio DaySchool Staff Member. We ask that you abstain from calling during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

The Emergency Contact/Parental Consent form completed by the parents or guardians upon enrollment includes those persons you have designated to pick up your child. You will be asked to review this form every six (6) months, but you may make changes at any time. However, I urge you not to attempt to make different arrangements during an emergency. This may create additional confusion and divert Dall’Inizio DaySchool staff from their assigned emergency duties.

We ask for your understanding and cooperation of this plan to assure the safety of your children and our staff. Please feel free to contact Carrie Pase or Ariel Heivly with any additional questions regarding our emergency operating procedures at 814-380-2419. Sincerely,

Carrie Pase

ATTACHMENT 8 - NOTICE OF RELOCATION POSTING

Dall’Inizio DaySchool
CHILDREN AND STAFF
HAVE
RELOCATED TO
EMERGENCY RELOCATION FACILITY
AT
Bobby Rahal Honda

ATTACHMENT 9 – EMERGENCY “GO-KITS” AND SUPPLIES

Location of Emergency Kits: _____ One in each room _____

Locations of Additional Emergency Supplies: _____ In kitchen _____

Location of Cell Phone: _____ Director and Staff carry _____

“Go-Kit”

- Copies of all emergency contact information for families **and** staff, including the name, phone number, and e-mail
- A copy of this plan
- Special medical needs instructions for children and staff
- Flashlights with extra batteries
- First Aid kit with gloves and tissues
- Notepad and pens/pencils
- Scissors
- Hand-sanitizer and cleansing agent/disinfectant
- Disposable cups
- Wet wipes

In the Center in General

- Charged cell phone
- One gallon of water for every four children and staff
- Disposable cups
- Non-perishable food items like granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. – should be nut-free in case of allergies
- Extra supplies of critical medication such as insulin, epi-pens, etc. for children and staff

Each Child Should Have:

- A change of seasonally appropriate clothing
- A blanket
- Extra diapers (one-day supply as space allows)
- Extra formula (one-day supply as space allows)

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ATTACHMENT 10: IMPORTANT INFORMATION TO PROVIDE TO 9-1-1

What is the Emergency?

- Police
- Fire
- Medical

What is the location?

We are in State College, PA
Street Address is 1963 Cato Avenue
Phone Number (814)-380-2419

Detailed Information about the call:

- *If Medical:* Is the person conscious, breathing, bleeding, or trapped? Try to get you and the telephone as close as is possible to the person requiring Medical Attention in the event you are given instructions to assist prior to arrival of EMS personnel.
- *If Fire:* What is on fire? Is anyone still inside a building? Is an evacuation in progress? Is anyone injured or ill?
- *If Law Enforcement:* Why are the police needed? Is the suspect still there; are there any weapons involved or visible? Try to provide the following information: Physical description of suspect, Clothing description of suspect, suspect vehicle description, and direction of travel if the suspect has departed the scene.

Remember:

- Don't hang up until instructed to do so (unless you are in danger).
- Don't become frustrated, even though you are being questioned concerning the situation you called about, the incident has already been dispatched.
- Remember: Until someone from Public Safety arrives you are the most current and reliable information available to the First Responders coming to help you.

ATTACHMENT 11 – PERSONS WITH SPECIAL NEEDS

The following is a list of persons (children or staff) who may need help in evacuating, or who may have special medical needs that need addressed at a host facility, or while in transit.

1. Name _____ Age _____

Type of special need _____

Is this a temporary situation? _____ If so, when should it terminate? _____

Does this individual have any allergies? _____

Does this individual have any special medications or equipment? _____

Does this equipment require supplies or batteries that should be taken along in case of evacuation?

Circle: Y or N What is needed? _____

How will this need be accommodated during a shelter-in-place or evacuation? _____

2. Name _____ Age _____

Type of special need _____

Is this a temporary situation? _____ If so, when should it terminate? _____

Does this individual have any allergies? _____

Does this individual have any special medications or equipment? _____

Does this equipment require supplies or batteries that should be taken along in case of evacuation?

Circle: Y or N What is needed? _____

How will this need be accommodated during a shelter-in-place or evacuation? _____

3. Name _____ Age _____

Type of special need _____

Is this a temporary situation? _____ If so, when should it terminate? _____

Does this individual have any allergies? _____

Does this individual have any special medications or equipment? _____

Does this equipment require supplies or batteries that should be taken along in case of evacuation?

Circle: Y or N What is needed? _____

How will this need be accommodated during a shelter-in-place or evacuation? _____

ATTACHMENT 12 – EMERGENCY FIRST STEPS

TYPE OF HAZARD	THINGS TO CONSIDER	POSSIBLE PROTECTIVE ACTION
Hostile Intruder	Is the intruder possibly violent? Is there time to move the children? Is there a safer place for them?	<ul style="list-style-type: none"> • Lockdown • Immediate Evacuation • Shelter
Tornado / Severe Storm	Does it threaten us? Is there a recommended protective action? How much time do we have?	<ul style="list-style-type: none"> • Immediate Shelter • Deliberate Shelter
Winter Weather	Do we have time to send everyone home? Is it safe to go outside? Is it safe to travel outside?	<ul style="list-style-type: none"> • Early Dismissal • Shelter in Place
Hazardous Material / Spill / Contamination	Does it threaten us? Is there a recommended protective action? How much time do we have?	<ul style="list-style-type: none"> • Evacuation • Immediate Shelter • Deliberate Shelter
Fire	Where in the building is it? Does it threaten us?	<ul style="list-style-type: none"> • Evacuation
Utility Failure	Is the building safe? Do we have time to send everyone home? Is it safe to go outside?	<ul style="list-style-type: none"> • Immediate Evacuation • Early Dismissal • Shelter in Place
Flooding	Is the building in danger? Is it safe to go outside? Is it safe to travel outside?	<ul style="list-style-type: none"> • Early Dismissal • Evacuation • Shelter in Place
Earthquake	What parts of the building are damaged? Is it safe to continue operations in the building Is it safe to move?	<ul style="list-style-type: none"> • Evacuation • Immediate Shelter
Building Damage	What parts of the building are damaged? Is it safe to continue operations in the building Is it safe to move?	<ul style="list-style-type: none"> • Early Dismissal • Immediate Shelter • Evacuation
Civil Disturbance / Violence Outside	Does it threaten us? Might it get worse? Is it safe to go outside?	<ul style="list-style-type: none"> • Lockdown • Immediate Evacuation • Deliberate Shelter
Other		<ul style="list-style-type: none"> •