

Expressive Beginnings Child Care

Emergency Plan Overview

Evacuation Drills

Drills shall be conducted in exactly the same manner as an actual emergency (except for notifying emergency personnel). A written record of monthly drills shall be maintained in the main office of each building.

- Fire Drill-alarm will be set off by an administrative staff member
- Building Evacuations for any other reason will occur when an administrative staff contacts all employees using the PA system
- Items to go for a Fire Alarm include: Name to Face cards, attendance sheet within the Red Binder, Blue Medical Folder.
- Go Bags for extended evacuations include diapers, wipes, blankets, bottles and medications

In An Emergency

Notifications to children and staff shall be made by alarm or PA announcement.

Staff are:

- To remain calm
- Take the attendance record, parent contact information and emergency supplies with you.
- Close ALL doors (in event of fire alarm sounding)
- Exit the Building
- Do a Name to Face attendance before and after leaving the building.

Evacuation and Accountability

Infants shall be placed in Evacuation cribs (4 to a crib). All other ages shall line up at either primary or secondary exit based on staff instruction. Red binder and blue med folders are at the hot boxes of each room and shall be brought outside by the designated safety person in each classroom. Name to Face attendance will be taken quickly before leaving and after leaving the building to ensure that all children and staff are accounted for.

The Administrative Staff will do a final sweep of the building to ensure that all staff and children have been vacated.

A second Administrator will go to the meeting place for each classroom to check on. Any missing children will require that a runner come to the main entrance of the building to report a missing staff or child. "Extra" staff (i.e. kitchen staff) will go to assist in the older infant classroom to help in the exiting of children.

911 and Poison Control Number 1-800-222-1222 shall be posted next to each phone.

Parent Notification

Parents shall be notified of an emergency evacuation by an email newsletter post or a 911 reverse call through the Office of Emergency Management effective Fall 2015.

Meeting Place

After attendance is taken at the primary or secondary exits as indicated on the chart below and administrative direction is given, classrooms will meet at the central location by the flagpole between the Toddler's Workshop and Railroad Junction Building.

Evacuation Assembly Areas

Classroom	Primary Exit	Assembly Area	Second Exit	Second Assembly Area	Room Assignment in Alternate Building
Young Infants 1 & 2	Front Door	Across Parking Lot	Back Door	Rear of Playground Fence	Nursery School (Quad)
Older Infants 3 & 4	Back Door	Rear of Playground Fence	Front Door	Across Parking Lot	Corner Front Room (Quad)
Toddler 1 & 2	Playground Door	Along Edge of Playground Fence	Front Door	Across Parking Lot	UPK/Sink Room (Quad)
Yellow & Green	Playground Door	Along Edge of Playground Fence	Front Door	Across Parking Lot	Lower Level
Rainbow	Front Door East	Across Parking Lot	Front Door	Across Parking Lot	Upper Level
Red & Blue	Back Playground Door	Large Field	Front Door East	Across Parking Lot	Upper Level
Nursery School/PM UPK (8:30am-3pm)	Back Playground Door	Large Field	Homework Room	Access Road	Yellow & Green
Primary Corner Room (3:30-6pm)	Back Playground Door	Large Field	Homework Room	Access Road	Older Infants
UPK/Upper (8:30am-3pm)	Front Door	Access Road	Back Playground Door	Large Field	Rainbow
Primary Sink Room (3:30-6pm)	Homework Room	Access Road	Back Playground Door	Large Field	Rainbow
Int. Lower Level (3:30-6pm)	Front Door	Access Road	Back Playground Door	Large Field	Red & Blue

Relocation Sites

If it appears that we will not be able to return to the program, the following relocation sites will be where we take the children until parents can pick them up.

Primary Location Site (If only ONE building needed to be evacuated for some reason)

Toddler's Workshop students would go to Railroad Junction at 10 May Street 585-872-2160

Railroad Junction Students would go to Toddler's Workshop at 12 May Street 585-872-0663

In both cases, children can walk next door.

Secondary Location Site: In the event that both buildings must be evacuated for a NON-Ginna incident

Webster Parks and Recreation Center 1350 Chiyoda Drive, Webster, NY 14580 585-872-2911

Children from Preschool and higher grades/ages may begin to walk to the location. Our center bus will transport infants and toddlers and will circle back to pick up walking children as needed.

Additional relocation Site: In the event of a Ginna Nuclear Power Plant Evacuation:

Greece Olympia High School. As per RGE evacuation plan. 1139 Maiden Lane, Rochester, NY 14615

Phone 585-966-5000.

Children will be evacuated by classroom to be transported in staff vehicles and center bus.

Shelter in Place

Parents will be contacted via e-mail and/or phone call. It is possible that TV or radio stations will be alerted.

Food is available on site in both buildings if needed. We will continue with our regular operations within each classroom of scheduled activities with the exception of outside time.

My signature acknowledges that I have received a copy of the Toddler's Workshop Emergency Plan.

Parent Signature: _____ Date _____

Parent Signature: _____ Date _____