

Step-By-Step Early Childhood Center, Inc.

1163 Lenox Road, Brooklyn, New York 11212

Tel/Fax: (718) 922 6366

8/18/2017

Emergency Preparedness Policy

OBJECTIVE: The purpose of this document is to provide a detailed course of action in case of an emergency related to natural disasters or terrorism should they occur at the institution.

DEFINITIONS:

A Natural disaster is any event that nature displays such as earthquake, tornado, flood, hurricane, etc that may compromise the safety of the children and staff in the school.

Terrorism will be any event cause by the actions of man and may include but not limited to bombs, shooting, biological or chemical weapons, etc, that may compromise the safety of the children and staff in the school.

Evacuation is the moving of all children and staff from an area of danger to one of safety. Evacuation will be initiated by the Director or a team as selected by the director.

General Emergency Plan

Should any of the above occur the following process must be followed to minimize the potential of danger to the children and staff:

1. Call 911 and explain as thoroughly as possible the immediate emergency
2. Teachers should remain calm and strive to keep all children calm as well.
3. Each teacher must account for the children in their care and await evacuation directives.
4. Based on the circumstances teachers should isolate themselves from the threat as much as possible within the facility (***downstairs in the basement***) if total evacuation poses a threat.
5. All teachers and students must know the exits of the building. There are four exits on the first floor, three on the second floor and three in the basement. All exits are clearly marked and visible.
6. Teachers should use the nearest available exit to shepherd the children to the holding area across from the school at the corner of Lenox road and east 98th street (across from the building to the church- Greater St. James A.M.E Church).

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7. An evacuation exercise must be done twice per year

IN CASE OF AN EXPLOSION:

8. In case of an explosion teachers asked to be aware of falling debris and while leading the way out crawl beneath the smoke to the nearest exit. If trapped, assist students in covering their mouths with their skirt or shirt after securing your nostrils.
9. Do not use a match or lighter in order to see. It may cause an explosion if there is a gas leak.
10. Hit or tap on any metal (pipe, air conditioner unit or boiler) to make enough noise so that rescuers can hear you.

IN CASE OF A TERRORIST ATTACK:

- ✓ **Biological attacks:**
 - Evacuate the building to the safe zone at the corner of Lenox Road and East 98th street (across from the building to the church- Greater St. James A.M.E Church)
 - If *isolation evacuation* is the only alternative, seal off the shelter with pre-cut plastic and or duct tape.
 - Turn off ac units to prevent distribution of the biological material through the air.
 - If exposed, remove all clothing and place in a bag. Seek medical help (911)
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- ✓ **Chemical attacks:**
 - Cut off shirt (no contact with face) and remove all other clothing that is in contact with the body
 - Use soap and water to wash the hands and body and flush the eyes with water
 - Put on clean uncontaminated clothing and seek medical help (911)

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TRAINING

The staff will be involved in drills that will require their response in Emergency, CPR, and Evacuation etc to be called upon. The following training is required by all Staff:

- a. Child Abuse and Maltreatment Identification Reporting and Prevention
- b. Preventing Infectious Disease
- c. SIDS and Shaken Baby
- d. Critical Incidence Response
- e. CPR/First Aid (at least one staff member per floor)
- f. Evacuation
- g. Fire Drill
- h. Written Safety Plan Copy

Training for items (a) to (c) are administered by the Bureau and are done according to stipulated time periods. For example, Mandated reporter Training every two years. Item (e) will be every two years also but is the responsibility of the staffer/director to ensure their CPR is up to date. The Director will perform the remaining items (d, f to h) annually (announced and unannounced) or monthly (fire drills).

DRILLS

- Fire drills are done monthly by all groups. There may be announced or unannounced drills in which designated teachers will be expected to gather and safely direct the children from the source of the 'fire' to the safe zone across the street at the Greater St. James A. M. E. Church.
- Environmental Emergencies (eg earthquakes, tornadoes, etc). Each group teacher will be assigned to their group. They must ensure that all students are present and accounted for. If possible, check all bathrooms and closets for scared children who may have hidden themselves. They are then to be led to a safe place within (basement) or without the building by their teachers.
- Medical Emergencies and Critical Incidents. This includes all medically related incidents including death. In this case all there will be a role play scenario as pre assigned. There will be a child(ren) that is serious ill, injured etc that must be attended to. First, staff members with CPR training are to assist where required. Another teacher will call 911 and then the Director of the institution if he/she is not on site. The child must be taken to the emergency room at Brookdale hospital

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(five minutes away) immediately and the Director will call the parents and provide them with any details including what happened and their current location and if possible and logical, the status of the child.

All medical emergencies and or critical Incidents will be documented (report by teachers and Director) and filed away for future reference.

The drills will be done in the presence of the Director and an unbiased source and the procedure graded on the following:

1. Time elapsed before teachers respond
2. Effectiveness of the gathering and accounting process
3. Time elapse for the transfer of children
4. Calmness of staff and their ability to control their charges

Areas that need improvement will be highlighted based on the response and performance of the teachers involved.

The Director will maintain records (date, time, who, what was being highlighted, recommendations) to the fact that the teachers were trained in the required Safety Plan Procedures. This document must be available for the Department to inspect.