



3101 Spring Garden Street
Philadelphia, PA 19104

Phone 215-386-8245

Fax 215-386-8252

www.thecaringcenter.org

EMERGENCY PREPAREDNESS POLICIES / PROCEDURES

Overall Protection of Children and Staff

All parents and/or visitors **MUST** sign-in prior to entering the building, so that we know who is inside the building at all times. If a parent brings a friend or other family member to the center, they must stay together; no visitors should be in the building unaccompanied.

All visitors, including therapists, students and volunteers, **MUST** sign in at the front desk and obtain a visitor's badge before gaining access to the building. This helps parents and staff to differentiate Caring Center employees from visitors, students, and/or volunteers.

No consultants or special guests may be left alone with the children; they **MUST** be supervised *at all times* by a Caring Center staff member. (This includes chess teachers, music instructors, dance teachers, etc.) If a therapist is working with a child outside of the classroom, he/she can only take the child who is receiving services with them. They are **NOT** permitted to take any other child out of the classroom without express prior permission of the child's parent.

There is sometimes a need to share information regarding Court Orders that relate to children enrolled at the center (e.g., custody agreements) with Caring Center staff. Staff need to be informed about who can/cannot gain access to the building and/or to whom a child may / may not be released. Please be reminded that as a professional, information such as this may be shared with you on a "need-to-know" basis. This information is confidential and should not be discussed with anyone else.

While we cannot foresee every unexpected emergency, familiarity and practice with our emergency procedures will help prepare us to be more responsive in any given situation. The key is to stay calm, keep a clear head and be able to think on our feet.

Lock Down

In the event that we need to declare a lockdown (e.g., an intruder gains access to the building), administrators will make an announcement of the word "FROZEN." All staff members should remain calm. Announce to the children that you are playing a game and "FROZEN" means it is time to hide. Close any doors/gates and windows. Pull down / close the blinds. Relocate your children into their hiding spots within the classroom. Turn off all lights and go to your hiding spot too. Hiding spots should be away from any windows or doors, as much as possible. Remain calm and try to keep the children quiet and stress-free.

Do not move from your hiding spots until the lock down has ended. The lock down will remain in effect until you hear 2 different administrators use the word "MELTED" over the central intercom system.



EMERGENCY PREPAREDNESS POLICIES / PROCEDURES

Medical Emergency (Illness or Accident)

"MEDICAL EMERGENCY" is defined as any bodily condition appearing to require immediate medical attention. *In case of a medical emergency (illness or accident), follow these steps:*

1. The staff person / classroom teacher at the scene of the incident or illness must notify the receptionist to immediately **Dial 911** and say, "**Come immediately to the daycare center at 3101 Spring Garden Street - the building with the frogs and tadpoles on the side. It is a Medical Emergency!**"
2. Identify who is currently trained in Emergency First Aid. They should render basic first aid assistance.
3. The front desk person should get the child's Medical Consent form from their permanent file, as well as insurance information and any medical records we may have (including the child's medical plan of action, if applicable). Front desk person should copy the documents, if time allows, or give originals to the staff person accompanying the child to the hospital. Determine whether the child is currently receiving medication (ask teacher if needed). If so, attach a note RE: medication to the consent form.
4. The person with the most information about the accident/ illness should call the child's parents, and then go to the hospital with the child / family. If that person is not well-known to the child, a familiar adult should go as well. (*If 2 people must go, the person least familiar to the child should return to the center once treatment is administered). One person **MUST** remain with the child at all times until their parent arrives.
5. The person at the front desk must notify Administrators of the incident, and call the parent, if teachers have not already. When calling, calmly state that the child had an accident/ took ill; describe briefly but clearly the nature of the injury or illness, and tell parents the child is on the way to Children's Hospital of Philadelphia (CHOP). Ask parent what means of transportation they will use to get to CHOP. If parent plans to drive, ask whether someone else might drive or go with them, if they're very nervous. (You don't want them to get into an accident).
6. At the center, be sure children who witnessed the incident are being reassured and properly attended.
7. Make certain an incident report is filed that *same day*, and give it to Administrators. If the Director is off-site, inform him/her ASAP.
8. The next day, the child's teacher should contact the parent to see how the child is doing.

Off-Site Medical Emergency (Illness or Accident)

1. A staff person should **call 911 immediately**, and describe the location for medical emergency pick-up.
2. Staff members should phone the center (**call collect if necessary**) to report incident and location.
3. Follow Steps 2-8 above (**Find the child's Medical Consent form in the emergency backpack**).

Please Note:

- * A permanent staff member **must** accompany any number of children leaving the center's grounds.
- * Two adults **must** always accompany children outside the center (even if there is only 1 child).



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Shelter-in-Place

Shelter-in-Place procedures may be implemented if *any* of the following occur:

- Any unusual smell or odor in the air
- Any skin or eye irritation
- Any visible smoke, fire or vapor clouds (outside the building)
- Any gunfire heard
- Any airway or breathing difficulties
- Any outside safety hazards reported by the police or local officials

Shelter-in- Place procedures – follow these steps:

- Shut / lock all Windows and doors; close all blinds in your area
- Turn off heating and cooling / ventilation systems
- (Do not Panic!)
- Administrator call 9-1-1 to report the emergency
- Staff listen very carefully to directions from administrator, and take designated steps.
- Do NOT stand near windows or doors.
- Take a battery-operated radio, a flashlight, and your class emergency kit to a designated shelter area. Set the radio to KYW 1060 (local news station).
- No one is to enter or exit the building.
- If you smell gas, get away from the smell.

In a Shelter-in-Place situation, move children to the locations below:

Classroom	Designated Shelter Area
Infant 1 Infant 2 Young Toddler 2	Laundry Room & Stroller Room
Young Toddler 1	Back stairwell
Toddlers Pre-K 1 Pre-K 2 Pre-K3	Front Stairwell (Near staff lounge)
Toddler 1	Back stairwell
Pre-K 4	Stay in classroom(under loft)
Kindergarten Transition	Stay in classroom (under loft)
School Age	Stay in classroom (supply closet area)

*** A two-day supply of food and water is kept in each building ***



EMERGENCY PREPAREDNESS POLICIES / PROCEDURES

Evacuation - For Fire or Other Emergency (Page 1 of 2)

In the event we must leave the building and cannot return to the center, children and staff will walk to the Caring People Alliance, West Philadelphia Child Care Center building at 3512 Haverford Ave, Philadelphia, PA 19104. If this is not possible for some reason, an alternate evacuation site will be designated.

(Alternate evacuation locations include: Powell Elementary School at 301 North 36th Street and/or the Metropolitan Baptist Church at 3637 Baring Street).

The Director/Administrator on-site shall immediately notify the Fire Department by dialing 9-1-1. Administrators will notify parents of the emergency and the evacuation location via email, as well as a pre-recorded phone message. Teaching staff will contact the parents of every child in their care via phone and/or text, for immediate pickup from the evacuation location. Evacuate quickly and calmly, using the routes below*:

Evacuation Procedure

If you discover a fire, smell smoke, or need to evacuate for any other reason, please follow the steps below and **LEAVE AT ONCE!** (remember the acronym **R.A.C.E.**)

Remove - Remove anyone from immediate danger

Alarm - Sound the *alarm*; know the location of the closest fire alarm box and how to operate it

Contain - Close the door to the room that is on fire, to *contain* the fire's spread

Evacuate - Use primary or secondary route to *evacuate* the facility

First feel the door that leads from the classroom/office, etc. - *before* opening it. If it is hot or smoke is seeping in, do not open. If the door is cool, open cautiously and proceed with the evacuation procedure.

Remember to take the attendance/meal count sheet from your classroom and the iPad from the front desk; a roll call and head count will be conducted at the meeting area to account for all persons in the building.

If caught in smoke or heat, stay low where the air is better. Take short breaths (through your nose) until you reach the exit. If you become trapped and cannot reach an exit, keep the door closed and seal off any cracks. Use any available telephone to call the Fire Department: dial 9-1-1 and give your name and location.

Infants and young toddlers will be gathered up and immediately exit the building. Infants should be moved in their evacuation cribs. Young toddlers may walk, or be carried, if necessary.

Older toddlers, pre-school and school-age children will leave on-foot, through the nearest exit, in accordance with standard evacuation procedures.

DISABLED PERSONS: A responsible person will be assigned to assist any disabled children or adults in the event of a fire or evacuation.

MEDICATIONS: Each class should bring their emergency bag when they evacuate - including any essential medications required for any/all persons in their group (e.g., inhalers, epi pens, etc.)



EMERGENCY PREPAREDNESS POLICIES / PROCEDURES

Evacuation - For Fire or Other Emergency (Page 2 of 2)

Classroom	Evacuation Route
Infant 1 Infant 2	Yard doors #1, and then out parking lot gate <i>(Use evacuation cribs when moving)</i>
Young Toddler 1 Young Toddler 2	Yard doors #2, and then out Brandywine St. gate
Toddlers Pre-K 3	Front stairwell (door near staff lounge), and then out to Spring Garden St.
Pre-K 1 Pre-K 2	Main stairwell, and then out parking lot door to Spring Garden St.
Toddler 1 Pre-K 4	Back stairwell, and then out Brandywine St. gate
Kindergarten	Side Stairwell, and then out to 32 nd St.
School Age	Main stairwell, and then and out to Spring Garden St.

*These are *typical* evacuation routes. Dependent upon the location of the fire or emergency, routes might need to be altered for safe evacuation.

Exit the building, then meet at the designated meeting area for roll call / head count (please meet away from the building, so as not to interfere with the Fire Department's equipment or personnel).

Designated Meeting Area: Corner of Spring Garden and 32nd Streets
(inside 3119 Spring Garden St, if weather requires)

IMPORTANT NOTE: Fire exit doors are to be kept closed at all times to prevent the spread of smoke / fire through the center. If at any time, you observe fire exit doors being tied or propped open, please immediately report it to the Director or an Administrator.

EMERGENCY EVACUATION PLAN

The Caring Center
3101 Spring Garden Street
Philadelphia, PA 19104

Letter of Agreement between The Caring Center and
(name of child care center)
Caring People Alliance, West Philadelphia Community Center
(name of emergency evacuation site)

to serve as an emergency evacuation site for child care children and staff.

Information about Child Care Facility

Name of facility The Caring Center
Address 3101 Spring Garden St
Philadelphia, PA 19104
Telephone number 215-386-8245
Name of contact person(s) Justin Bell, Executive Director

Hours of operation 7:30 am - 6:00 pm
Monday - Friday
Number of children and staff
potentially evacuating 150-200

Information about Evacuation Site

Name of facility Caring People Alliance, West Philadelphia C.C.
Address 3512 Haverford Avenue
Philadelphia, PA 19104
Telephone number(s) 215-386-4075
Ladrina Powell, ELC Center Director

Hours of operation 7:30 am - 6:00 pm
Monday - Friday

Driving directions from child care center to evacuation facility (see attached):

(Attach map with directions from child care center to evacuation facility to this agreement)

Check off items that the evacuation site will provide in an emergency:

- Water
- Food
- Transportation
- Telephone
- People to assist
- Other Sufficient space to safely shelter our children and staff, only until parents can pick them up

Caring People Alliance, West Philadelphia Community Center *(name of evacuation facility)* agrees to serve as an emergency evacuation site for:
The Caring Center *(name of child care center).*

Signatures

Authorized Evacuation Site Representative

Ladrina Powell

Date

11/05/2020

Authorized Child Care Center Representative

Justin Bell

Date

11/05/2020

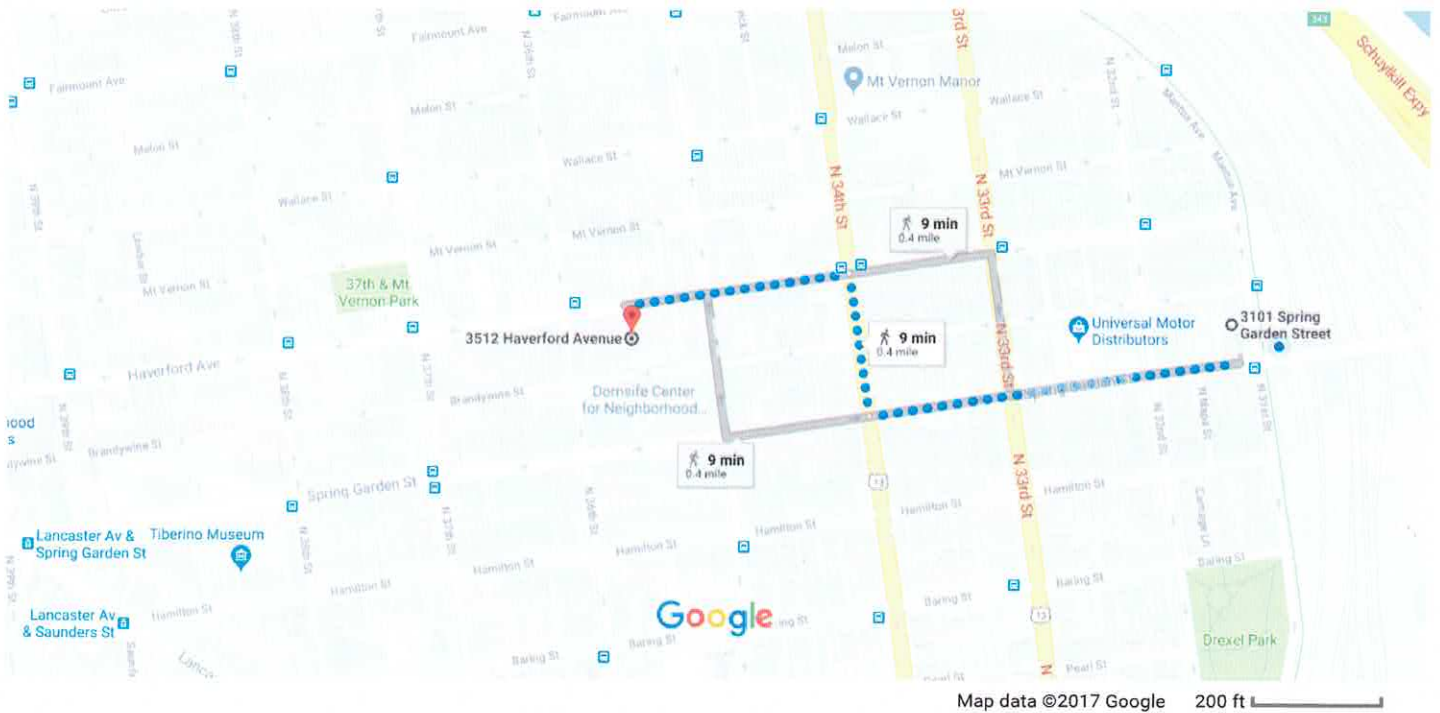
Signed copies of this agreement should be kept on file at both the child care center and the emergency evacuation site.



3101 Spring Garden St to 3512 Haverford Ave, Philadelphia, PA 19104

Walk 0.4 mile, 9 min

Evacuation Site - West Philadelphia Community Center (Caring People Alliance) 215-386-4075 (Branon Gilmore, Director)



3101 Spring Garden St Philadelphia, PA 19104

Use caution - may involve errors or sections not suited for walking

- ↑ 1. Head west on Spring Garden St/SR 3014/State Rte 3014 toward N Napa St 0.2 mi

- 2. Turn right onto N 34th St 413 ft

- ↶ 3. Turn left onto Haverford Ave
i Destination will be on the left 0.1 mi

3512 Haverford Ave Philadelphia, PA 19104

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.