

A CHILD'S FIRST STEP DAY CARE II.
6727 N Broad St
PHILA. PA. 19126

Facility Emergency Plan

1. Shelter In Place: In the event of an emergency each facility person and their children will:

- Exit the common area and follow the facility person to Basement in the rear of the facility.
- Facility personnel will obtain needed materials from the shelter in place of a bin to secure the area.
- If necessary children's emergency contacts will be obtained from the shelter-in-place bin. A staff person will contact the parent/guardian of each child that is in attendance during an emergency.
- All staff persons and children will stay in the playroom in the rear of the facility until notification that the emergency is over or contained.

2. Away Location: 6405 North Broad Street Phila PA 19126 215-297-3279

3. Evacuation of Children @ 6727 N Broad St:

- In the event of an emergency that requires evacuation each facility person and their children will evacuate the building using the assigned exits and plans that are posted at each exit.
- All staff and children are to meet at the corner of Broad and 67th ave.
- Staff persons and children will stay at the designated meeting area until it is safe to re-enter the daycare or until further instructions are given.
- In the event that it is not safe to re-enter the daycare, staff, and children will walk to 6405 North Broad Street Phila PA 19126 215-297-3279
- The Director will then assess each classroom's enrollment and check their attendance.
- All parents/guardian's emergency contacts will be called.
- No child will be permitted to leave the building with any persons that are not listed on the child's emergency contact form or emergency contacts.

4. Method of Facility Persons To Contact Parents:

- Designated staff person must obtain the emergency bag which contains children's emergency contacts.
- Sign on door
- Notify media if needed
- Director will contact all parents of the emergency and inform them of what protective actions are taking and when and where it is safe for children to be picked up.
 - Parents will be contacted by landline or cell phone.

CHILD PICK UP AUTHORIZATION

_____ authorize A Child's First Step II to release my child to the parent designated. This is in consonance with the A Child's First Step Emergency Operations Plan.

Students Name

Designated custodian name & Relation

Signature

Relationship

Date

Print Name

Address

Home Phone

Work

Cell

Note: Parents and Guardians should designate themselves as designated custodians. Friends, neighbors and relatives may also be designated.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operation procedures contact Sherea Davis @ 215-424-1033.