

# ***KIDSPARK WILLOW GROVE***

## **Child Care Emergency**

### **Basic Emergency Plan**

<b>Located at:</b>	<b>Mailing Address:</b>
<b>23 EASTON RD</b>	<b>PARKER INTERPRIZE, INC</b>
<b>WILLOW GROVE, PA 19090</b>	<b>776 GARFIELD AVE</b>
<b>215-657-5437</b>	<b>GLENSIDE, PA 19038</b>
<b>Township UPPER MORELAND</b>	<b>County MONTGOMERY</b>

Date: JANUARY 22, 2022

**CONCURRENCE BY OUTSIDE RESOURCES**

We have examined this plan and are aware of requirements.

Date	Organization	Signature	Date Plan Received	Copy Number
	Upper Moreland Police Department	Not necessary		1

**RECORD OF CHANGES AND REVIEW**

Date of Change	Summary of Change	Signature of Person Making Change	Date Change Distributed
3/7/21	<ul style="list-style-type: none"> <li>- Annual emergency drill</li> <li>- Accommodations for toddlers</li> </ul>		3/7/21
1/21/22	<ul style="list-style-type: none"> <li>- Lockdown</li> </ul>		

**SIGNATURE OF RESPONSIBLE PARTY**

I have reviewed this plan and the procedures outlined in it. These procedures will be followed in case there is an emergency affecting the facility.

*Felice C. Parker*  
 Felice C. Parker

CEO/OWNER  
 Title

Jan 21, 2022  
 Date

## Foreword

This emergency plan describes the procedures that will be used by **KIDSPARK** to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for persons under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations.

Much of what is needed to implement a plan like this one should be treated as sensitive information. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to someone with ulterior motives. For this reason, parts of the plan will not be released to the general public. Important details from the plan are sent home with parents in orientation materials and periodic mailings. The entire plan is available for parents to review in the facility.

The plan itself is organized into three parts; the “Basic Emergency Plan”; a series of checklists and a series of supporting documents. The Basic Emergency Plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. The detail in the attachments and checklists should be confidential. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm.

Public safety officials should be aware of the provisions of this plan. The Department of Public Welfare licensing representative will also review the plan when inspecting the facility. The responsibility of the Child Care facility is to maintain and implement the plan. A current copy of the plan will be provided to the county emergency management agency. The County should forward the plan to local emergency officials if appropriate.

## Emergency Phone Numbers

<b>Title/Agency</b>	<b>Contact Name</b>	<b>Phone Number</b>
<b>Owner</b>	<b>Felice C. Parker</b>	<b>215-718-6497/215-576-5047</b>
<b>Owner</b>	<b>Carlton Parker</b>	<b>215-718-6498/215-972-2413</b>
<b>Facility Director</b>	<b>Dana Barnes</b>	<b>215-254-4377</b>
<b>Emergency</b>	<b>N/A</b>	<b>911</b>
<b>Police (non-emergency)</b>	<b>N/A</b>	<b>215-657-4700</b>
<b>Fire (non-emergency)</b>	<b>N/A</b>	<b>215-659-3100 ext 1030</b>
<b>Poison Control</b>	<b>N/A</b>	<b>411 or 800-222-1222</b>
<b>Childline</b>	<b>N/A</b>	<b>800-932-0313</b>
<b>Licensing Specialist</b>	<b>Markeeta Talbert</b>	<b>215-560-5050</b>
<b>Evacuation Site: Parking lot with gates for short term</b>	<b>BURGER KING (106 OLD YORK RD)</b>	<b>215-657-5728</b>
<b>Alternate/Evacuation Site</b>	<b>Police Department (117 Park Ave)</b>	<b>215-657-4700</b>

# **Basic Emergency Plan**

## **1. PURPOSE AND SCOPE**

- To provide for the protection of children and staff in the event of a natural or human caused emergency or disaster.
- To assure coordination and cooperation with local and county government and emergency services.
- The provisions of this plan are designed for situations involving groups of children or the entire facility. This plan is not designed to address emergency situations involving individual children or staff members.

## **2. SITUATION AND ASSUMPTIONS**

- **KIDSPARK WILLOW GROVE** is located at **23 EASTON RD, WILLOW GROVE, PA 19090** and normally has 15 children and 2 staff. Normal operating hours for the facility is **Monday-Thursday 7 AM-10 PM, Friday 7 AM-Midnight and, Saturday 10 AM-Midnight, Sunday 1PM-6PM.** The facility assumes responsibility for the health and safety of the children attending the facility.
- The facility is located in UPPER MORLEAND TOWNSHIP whose emergency management agency will be the primary source of governmental assistance during an emergency.
- Assistance during emergencies will be dispatched through the MONTGOMERY County 9-1-1 and be coordinated by the MONTGOMERY County Emergency Management Agency.
- The facility may be subject to the following natural disasters and emergencies:
  - Natural Disasters (e.g. *tornado, severe storms, flood, blizzard, disease outbreak, etc.*) *Insert the most common:*

**Shelter in Place (Sport Court) Tornado/Severe storms, blizzard, or anything that requires safety in place: We will ensure the safety of children by having all students and staff stay in the Sport Court area if there is ever a need to be in a shelter away from the windows. The Sport Court area is all walls except for the gate. This location will ensure safety of children in case any debris comes into the front window or activity outside the center.**

**Lockdown (Sport Court) We will lock all doors to ensure the safety of children by having all students and staff stay in the Sport Court area away from the windows. The Sport Court area is all walls except for the gate. This location will ensure safety of children in case any activity is going on outside the center.**

- Human Caused Emergencies (e.g. HAZMAT spill, intruder, fire in the neighborhood, power outage):

**Intruder: We will call 9-1-1 if possible and ensure children are calm and comforted.**

**Power Outage: We will ensure children are calm and comforted. If it is daytime and there is enough natural light coming in the windows it does not have a major factor on the children. If evening time we will contact parents to pick up children if it will not be fixed in a reasonable amount of time.**

**Fire: We will exit the front or rear of the building, while keeping children calm and orderly. We will take the sign-in log with us in order to contact parents for immediate pick-up.**

**Monthly fire drills to ensure staff readiness**

**Monthly fire tests to ensure equipment is working**

- Miscellaneous

**Evacuations: During any evacuations we will take/do the following:**

- ✓ **Evacuation location is outside in the Parking Lot for short term and then Burger King if re-entrance will take a while**
- ✓ **Sign-in book (includes parents emergency contact)**
- ✓ **First Aid Kit/Bag (on top of cubies)**
- ✓ **Place evacuation location sign on door if necessary**

**Evacuation Location:**

**Burger King**

**106 Old York Rd  
Willow Grove, PA 19090  
(215)657-5728**

**Alternate Evacuation Location:  
Upper Moreland Police Dept  
117 Park Ave  
Willow Grove, PA 19090  
(215) 695-1600**

**Medical Emergencies: (senior staff will be in charge)**

- ✓ **Call 9-1-1 (owner/director/shift lead)**
- ✓ **Contact Parents**
- ✓ **Render First Aid/CPR**
- ✓ **Supervise Children (other staff member must gather children in one location (theater steps) and keep them calm)**
- ✓ **Make a copy of registration form**
- ✓ **Accompany child to hospital (if necessary)**

**Fire:**

- ✓ **Rescue Anyone in Immediate Danger**
- ✓ **ALARM – Call 911 or Sound Alarm and Report Location**
- ✓ **Contain Fire By Closing Doors**

**3. CONCEPT OF OPERATIONS**

- **General:**
  - **Direction and Control – The senior on-site facility person will assume responsibility for emergency actions until the arrival of emergency service personnel.**
  - **The senior on-site facility person will gather and record information necessary to determine appropriate emergency actions.**
  - **In an emergency, childcare staff and resources will be focused on providing for the safety and well being of children and staff.**
- **Parents will be notified once we get to evacuation location, and then contacted again when the emergency is over and how to reunite with the child by phone.**
- **Parents will be notified of any emergency and parents will be notified when the emergency has ended and how to safely reunite with their children by phone.**

- In the absence of the senior on-site facility person, the following facility person(s) will take charge:

*Primary:* **Dana Barnes, Director**

*Secondary:* **SHIFT LEAD on duty**

- Regular drills on emergency plans, procedures and duties will be conducted to:
  - Provide training for staff, including substitutes;
  - Orient children on emergency procedures and responsibilities; and
  - Develop skills needed for a real emergency.
  - **Conduct annual emergency drill every June.**
- Special Medical, Physical or Behavioral Needs
  - The childcare facility will maintain a current listing of any **children to include infants and toddlers** or staff who have a condition that may require special consideration or action to allow that person to take appropriate protective measures during an emergency.
  - A staff member will be assigned responsibility to ensure that those individuals take the appropriate protective measures (evacuate or shelter in place.)
  - If special needs include medications or any physical equipment, a staff member will be assigned responsibility to ensure that the medications or equipment accompany the individual with special needs.
  - If the necessary specialized equipment requires batteries or supplies, those will be stocked and moved as well.
  - The listing of special needs personnel and medicine/equipment will be provided to county EMA along with the annual plan review.
  - **All toddlers will be placed in strollers and/or wagon along with blankets to transport them safely to our evacuation location. \*we do not accept infants at our location.**
- Accountability
  - Children will only be released to a parent or to an individual designated in writing by the parent. In an emergency, a child may be released to an individual upon verbal approval by the parent if the individual's identity can be verified by a staff person;
  - In case of an evacuation, attendance will be taken at the assembly area. Staff: child ratio and supervision requirements must be met during an evacuation. Parents will be notified of any emergency and parents will be notified when the emergency has ended and how to safely reunite with their children
  - In case of an immediate evacuation, attendance will be taken at the assembly area (parking lot outside on side of building). Staff: child ratio and supervision requirements must be met during an evacuation. Parents will be notified of any emergency and parents will be notified when the emergency has ended and how to safely reunite with their children



#### **4. ORGANIZATION AND RESPONSIBILITIES**

- Child-care senior on-site facility person will:
  - Be familiar with emergency plans for the municipality (borough, city, township and county).
  - Ensure agreements are current with relocation facilities and transportation providers (if applicable).
  - Determine a course of action to be taken during an emergency.
  - Maintain this plan in a current and usable state.
  - Encourage parents to tune to local media for information during an emergency.
  - Ensure that parents are aware of what is happening to their children.
  - Keep the staff aware of the status of the emergency.
  - Determine the number and types of transportation needed if evacuation or relocation is required.
  - Ensure children's emergency records are taken to the evacuation/relocation site.
  - When emergency services arrive, locate the Incident Commander and provide information about the status of the children, staff, and the facility.
  - Retain responsibility for the children and staff while the responders are dealing with the emergency.
  - Stay available to responders to provide information about the facility.
  
- Staff will:
  - Review and assist in keeping plans and checklists current.
  - Maintain supervision of children until they are released to parents or guardians.
  - Perform special assignments as specified in the plan checklists.
  
- Parents are requested to:
  - Be familiar with plans and procedures for ensuring safety of the children.
  - Tune to designated local media for information and instructions during an emergency.

#### **5. AUTHORITY AND REFERENCES**

*Child Care Centers* 55 Pa. Code §3270.27:  
<http://www.pacode.com/secure/data/055/chapter3270/s3270.27.html>

