

EMERGENCY MANAGEMENT YEARLY REVIEW

UPDATED 2/2023

Our Emergency Plan provides for response to all types of emergencies.

In every emergency, staff should count all children prior to leaving the classroom/building; check ID cards and Tadpoles attendance for proper headcount; travel with ID cards, classroom tablet, a phone, and emergency medical bags, if needed.

Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **Immediate Evacuation**- Children are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. **Our safe area is the fenced in playground behind the building.**
- **In-Place Sheltering**- Children take cover inside the building in the event of severe weather or hazardous materials related situations. **Our shelter area is the Staff Lounge.** If time does not allow for children to move to the Staff Lounge, children should shelter in their classroom bathroom. In a weather emergency, the children will sit facing the solid wall putting their heads between their knees and covering their heads with their hands.
- **Relocation**- Children are evacuated from the property in the event there is a danger in the area. **Our relocation area is Columbia Family Restaurant at 3985 Columbia Ave Columbia, PA 17512.**
- **Lockdown**- Children are moved to an isolated area of the center if there is a danger inside the center that does not allow for evacuation. **Our lockdown locations are the kitchen area off of the Preschool classroom and the staff bathroom off of the Staff Lounge.**
- **Modified Operation**- Some situations (weather, utility disruptions, building concerns) may cause cancellation/postponement or rescheduling of normal activities. Staff/Families are notified of modified operations through Tadpoles.

Please contact Ann (717.538.3855) or Claire (717.808.0918) immediately in the event of any emergency situation. Should you have additional questions regarding our emergency operating procedures, please review the Emergency Management Plan or contact the center director.

ACKNOWLEDGEMENT OF REVIEW OF EMERGENCY MANAGEMENT PLAN

I, _____, acknowledge that I have reviewed the Emergency Management Plan immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Signed: _____ **Dated:** _____

Date(s) of Annual Review(s)- Sign and date each year.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____