

EMERGENCY PLANS 19a-79-3a(d)(4)

Required components:

Medical:

- Designation of a licensed physician or hospital emergency service to be available
- Transportation to medical services
- Notification of parents

Multi-hazards: man-made disasters, natural disasters, weather related emergencies, fire emergencies and acts of terrorism

- Assignment of staff and program staff responsibilities
- Identification of means of egress
- Identification of evacuation sites to provide safe temporary care for children
- Transportation
- Plan for sheltering in place if evacuation is not feasible
- Lock-down procedures
- Plans for continuation of operations
- Communication and reunification with parents
- Accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions developed in consultation with the child's parent(s)
- Contact with the local emergency management director
- Annual Drills

Sample Emergency Plans

MEDICAL:

In case of a medical emergency, a qualified program staff member will attend to first aid as needed. Another program staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a program staff member to the nearest hospital. The child's emergency permission form will be brought with them. A program staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional program staff will be called in if necessary to maintain required ratios.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their program's policies. You are free to adapt any and/or all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations, reviewed annually by consultants, and staff shall be trained on them annually.

Revised 11/27/2024

MULTI-HAZARDS:

Local Emergency Management Director's Name	Phone Number

FIRE/EVACUATION:

In the event of a fire, evacuation from the building will be through the closest fire exit. Program staff will be responsible for supervising the children under their care and leading them to the fire exit. Immediately, the group will walk to (the designated area) safely away from the building, and line up to take a name to face attendance. Director or person in charge will be responsible for taking (the sign-in and out sheets or make available the computer access to such documentation), portable first aid kit, cell phone and emergency files with them. Should it not be possible to return into the facility, staff and program staff will (mode of transportation) the children (to the alternate shelter). Parents will be notified and directed to the evacuation location to pick up their children. Ratios will be maintained at all times and two program staff 18 years or older will remain with the children until all children are picked up.

SHELTER IN PLACE:

In the event of severe weather, such as tornadoes, hurricanes, winter storm, or any other unsafe situation where evacuation is not possible, staff, program staff, and children will remain indoors in a safe location (safe room location) away from closed windows and doors. Program staff will have appropriate supplies available for the comfort and engagement of the children. First aid program staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

LOCK-DOWN:

Should an emergency or threat that involve potential violence in or around the facility requires the need to stay put, the director/person in charge will notify the staff by (way of communication) that they should begin lock-down procedure. 911 will be called.

Each program staff is responsible for the children in their care at that moment. The program staff will gather the children to the safest area of the room, away from any windows or doors. Doors and windows will be locked, lights turned off, and curtains/blinds closed to all interior windows.

Program staff will calm the children and help them stay quiet. Attendance will be taken periodically.

The director/person in charge will remain in constant communication with the emergency personnel.

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Parents are not permitted access to the facility until it is determined that it is safe to do so.

During the emergency, the director/person in charge will do all they can to notify parents by (way of communication), however, certain emergency situations may preclude this possibility.

Wait for all clear from the emergency personnel. The director/person in charge will communicate all clear to staff, program staff, and children.

Parents will be notified by (way of communication) after all clear has been given by the emergency personnel.

CONTINUATION OF OPERATIONS:

If an emergency causes the facility to be unsafe for childcare, program staff will notify parents and refer them to 211 for other childcare options. The Operator will submit an initial application for Change in Location and will notify the Office of Early Childhood when an alternate location has been identified so that an inspection can be completed as soon as possible so it can be approved for childcare.

ACCOMODATIONS FOR INFANTS, TODDLERS, AND CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS:

In consultation with the child's parent, program staff will develop a plan to ensure the special needs of the child are met during an emergency, including the provision of necessities such as medications, diapers, wipes, formula, and other comfort items.

Cribs can be used to evacuate infants, toddlers, and children with special health care needs or disabilities.

MULTI-HAZARD EMERGENCY DRILL:

A multi-hazard emergency will be practiced at least annually which includes the demonstration of all staff, program staff, and children sheltering, locking down and evacuating the facility.

Emergency Distribution of Potassium Iodide **(applicable to programs within a ten-mile radius of Millstone)**

Our program (name of center) is a licensed child care center located within a ten (10) mile radius of the Millstone Power Station in Waterford. During a public health emergency declared by the Governor pursuant to section 19a-131a of the Connecticut General Statutes and if authorized by the Commissioner of Public Health pursuant to section 19a-131k of the Connecticut Statutes via the emergency alert system or other communication system, we will follow our approved emergency plan. (Insert approved plan here). If so directed, designated program staff 18 years or older to distribute and administer potassium iodide to adults and children present provided prior written permission to do so has been obtained from the child's parent.

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