

EMERGENCY PREPAREDNESS PLAN

Introduction

The Learning Center for Young Children (LCYC) Emergency Preparedness Plan ("Plan") is a comprehensive plan with procedures for responding to internal and external emergencies. LCYC developed this Plan as required by COMAR 13A.16.10 A, B.

Purpose

This Plan guides LCYC staff and families on preparing for and responding to emergencies. These emergencies may include those related to severe weather, medical emergencies, fire, explosions, utility failures, and hazardous materials exposures. Other emergencies may also include acts of terrorism, family or community related concerns, violence including disgruntled employees, parents, or guardians; hostage situations, perimeter issues and missing children.

Plan Maintenance

The Plan will be maintained by the LCYC Director and Plan Coordinator. They will annually review the Plan and update as needed.

Plan Locations

- The Plan is kept in the LCYC Director's office in its binder.
- Each LCYC staff member has a copy of the Plan.
- Each classroom has a copy in the Emergency Forms binder.
- Parents receive copies of the Plan via email at the beginning of the school year or upon registration, whichever occurs later.
- The administrator of Warner Memorial Presbyterian Church keeps a copy of the Plan on file.
- If the Plan is revised, the updated version will be emailed to all parents and updated on the parent portal on the LCYC website.
- The quick reference summary of the Plan is posted in Room 3.

Emergency Plan Implementation

- The Director will be responsible for coordinating the Plan's implementation (Emergency lead).
- If the LCYC director is unavailable to implement the Plan, the EPP Coordinator, Rebecca Iverson-Hunter will serve as lead.
- In the event that neither the Director or the Epp Coordinator is able or available to implement the Plan, a LCYC staff member (Laura Nelson) will serve as Emergency Lead.
- Unless otherwise necessary, teachers will remain with their students throughout the implementation of the Plan and not serve as Emergency Lead.

Plan Activation

- The Emergency Lead is responsible for determining when to activate and implement the Plan.

- All LCYC staff are aware of the code word (“EPP-Alert” followed by the type of response needed) that, when announced verbally within the school, signals the need to initiate emergency procedures.

STAFF EMERGENCY RESPONSIBILITIES: PREPARE AND RESPONSE

The Plan’s success depends on LCYC staff and parents’ preparation for possible emergencies. Their respective responsibilities are outlined below.

Director and EPP Coordinator Responsibilities

I. Emergency Preparedness (Director and EPP Coordinator)

- Current Emergency Contact Information
 - Maintain a binder in the office.
 - Maintain a binder in each classroom.
 - Includes emergency contact information for all staff and students, including names and telephone numbers of school parents.
- Emergency Telephone Numbers: post in office, by Room 3 phone and in Emergency Binders.
- First Aid Supplies: ensure they are regularly maintained in each classroom
- Fire Drills: conduct monthly fire drills.
- Evacuation Items: maintain items for evacuation including medication, first aid kits, a copy of the Plan, food, water, blankets and the emergency supplies bin.
- Emergency Preparedness Plan:
 - Ensure a copy of the Plan is in the LCYC office, in room 3 and Emergency Binders
 - Conduct a rehearsal of the Plan at least twice each school year.
 - Review the plan annually and update it and redistribute as needed.
- Emergency Updates:
 - Ensure that regular emergency updates are received from MCPS, the CDC, and other government officials and are shared with families when appropriate.

II. Emergency Response (Director/ Emergency Lead)

- Declare an emergency.
- Call 911, if the situation warrants.
- Make a decision to shelter in place or evacuate and inform teachers of the procedures to follow.
- Set up a command center at LCYC or the evacuation site and confirm that everything on the staff emergency responsibilities checklist is complete.
- Communication:
 - Initiate contact with the evacuation site.
 - The Director will act as media contact.

III. Emergency Response (EPP Coordinator)

- Send mass text via Procure Connect to parents to alert them of the situation.
- Prepare evacuation items (see General Supply Checklist, Appendix 1).
- Assist Director in informing the teachers.
- Check school to confirm all children are accounted for.
- Guard locked exits if sheltering within school.
- If school is evacuated:
 - Display evacuation location directions on the main entrance door.
 - Perform final building check after evacuation to ensure everyone is out of the building.
 - Set up the command center at the evacuation site.
 - Send communication to parents through Procure Connect informing them of the evacuation location.
- Transport evacuation items to the evacuation site.

Teacher's Responsibilities

I. Emergency Preparedness

- Emergency Plan: familiarize yourself with the Plan.
- Emergency Backpack:
 - Maintain an emergency backpack in the classroom.
 - Each backpack should be used to bring all required supplies in the case of an emergency including Emergency Binder, tablet, charger, portable charger.
 - Provide activities for children in the backpack in the case of an emergency.
- Student Preparation:
 - Teach all students what to do in the event of an emergency.
 - Lead children in a rehearsal of the Plan twice each school year.
 - Lead children in monthly fire drills.

II. Emergency Response

- Close and confirm that windows and classroom doors are locked. Draw window blinds.
- Get emergency backpack, tablet, charger, Emergency Binder and personal cell phone.
- Take attendance.
- Explain to students what is occurring and what the students need to do.
- Supervise, entertain and comfort students.
- If school is evacuated:
 - Lead the evacuation lines.
 - Take attendance at the evacuation site.

- Inform EPP Coordinator of the number of children present.
- Follow family reunification procedures as instructed by the EPP Coordinator.

PARENTS' EMERGENCY RESPONSIBILITIES: PREPARE AND RESPONSE

I. Emergency Preparedness

- **Emergency Plan:**
 - Familiarize yourself with the Plan.
 - Keep the phone number of LCYC in your cell phone and sign up and ensure email and cell phone numbers are correct in the Procure Connect account.
- **Contact Information:**
 - Ensure your contact information is current, including names of the adults authorized to pick up your child from school.
 - Contact the Director to update your information.
 - Obtain needed forms from the Director.
- **Additional Clothing:**
 - Ensure that your child has a complete change of seasonally appropriate clothes in the classroom.
 - Make sure to change the clothes as the seasons change.
- **Cell Phones:** Keep them charged, turned on and nearby while your child is in school.
- **Medical Needs:**
 - Notify the Director and teacher of your child's medical needs.
 - Provide sufficient medication for emergencies.
 - Provide a completed Medication Administration Authorization Form that allows staff to administer medication as needed.

II. Emergency Response

- Anticipate that the school has sent a text about the situation through Procure.
 - You should receive a text informing you about the emergency and giving you instructions on where and when to pick up your child(ren).
- Do NOT go to LCYC unless you are instructed to do so. Not following instructions could present problems for emergency responders.
- If you are at LCYC when an emergency occurs, follow the LCYC staff's instructions.

APPENDIX 1

Medication Bin

First Aid Kit

Emergency Binders

Emergency Bin Containing:

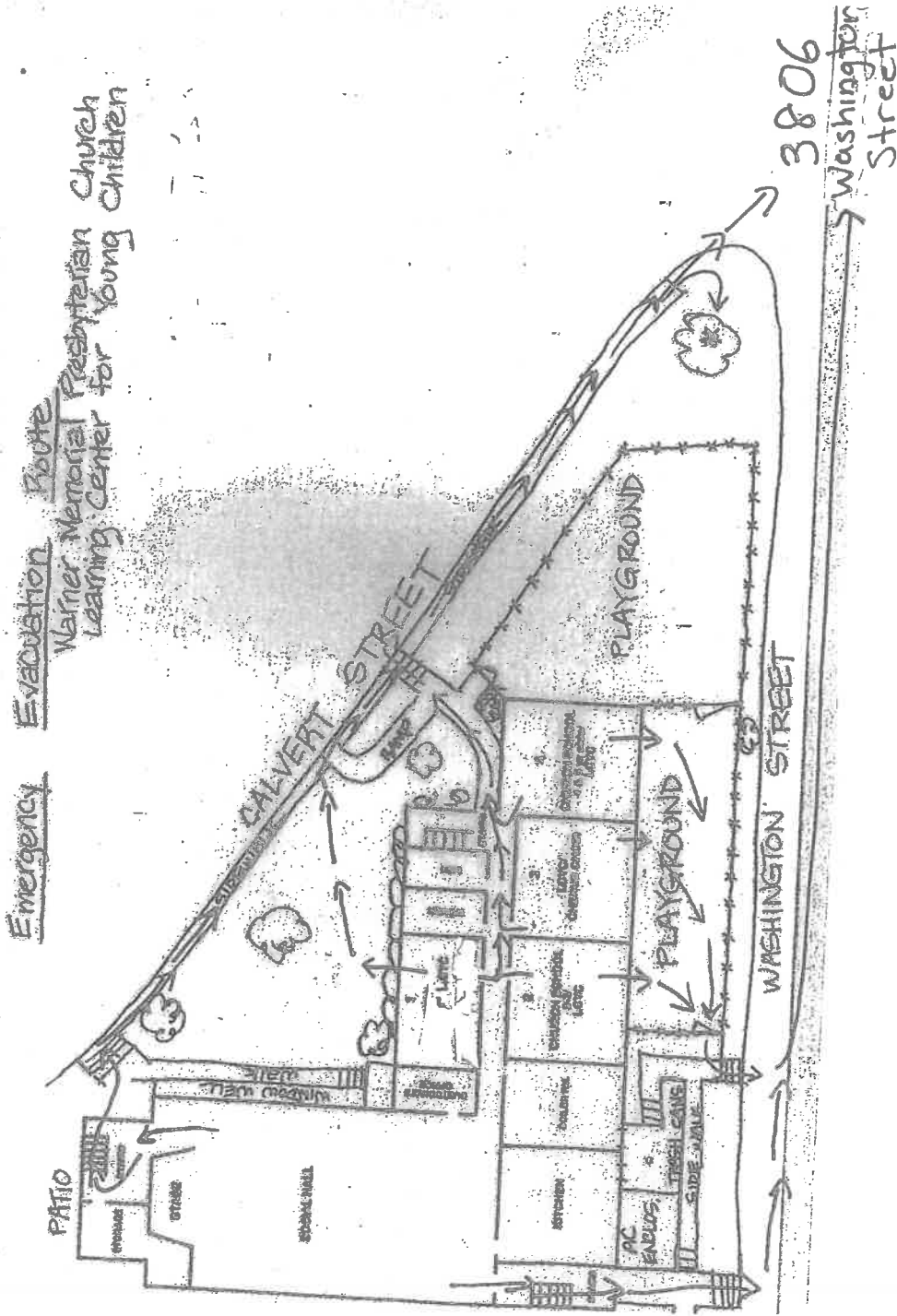
- 16 AA batteries
- 16 D batteries
- Blankets
- Changing pad
- Diapers
- Duct tape
- 4 flashlights
- Gloves
- Hand sanitizer
- Napkins
- Pad of paper
- Paper cups
- Paper plates
- Pens
- Plastic knives, forks, spoons
- Radio
- Scissors
- Sharpies
- Toilet paper
- Water
- Whistle
- Wipes

Emergency Backpack Containing:

- Pen and Paper
- Name tags
- Flashlight
- Whistle
- Hand sanitizer
- Wipes
- Non-latex gloves
- Toilet paper
- Plastic bags
- Class tablet and charger
- Portable charger
- Activities for the children

APPENDIX 2

EMERGENCY EVACUATION ROUTE



APPENDIX 3

STAFF EMERGENCY RESPONSIBILITIES CHECKLIST

Director and/or Assistant Director	Teachers	Parents
Maintain emergency contact information for all staff and students (including name / telephone numbers of school parents) in a red emergency binder in the LCYC office and in the emergency backpacks in each classroom.	Be very familiar with the Plan.	Be familiar with the Plan, and ensure that you keep the phone number of LCYC in your car or cell phone and sign up for Procure text notifications.
Post a list of emergency phone numbers by the phone in the office. Keep a copy of the plan in the LCYC office.	Maintain an emergency backpack in each classroom containing all required supplies and contact information.	Keep your contact information updated, including names of the adults authorized to pick up your child from school, by notifying the Director.
Ensure that all first aid supplies are regularly maintained in the LCYC office.	Teach all students what to do in the event of an emergency including, when directed, to grab their backpacks and coats.	Ensure that your child has a complete change of seasonally appropriate clothes in the classroom.
Conduct a rehearsal of the Plan twice each school year. Conduct monthly fire drills.	Lead children in a rehearsal of the Plan twice each school year. Lead monthly fire drills.	Keep your cell phones charged and turned on while your child is in school.
Maintain items for evacuation that include medication, first aid kit, a copy of the Plan, food, water, blankets and the office's emergency backpack.	Provide activities for children (in the emergency backpack) in the event of an evacuation.	Notify the director and teacher of your child's medical needs. Provide sufficient medication for emergencies and fill out a <u>Medication Administration Authorization Form</u> that allows staff to administer medication as needed.
Review the plan annually and update it (and redistribute it) as needed.		
Receive regular updates from MCPS, the CDC and other government officials regarding emergency situations.		

In Case of an Emergency

COMMUNICATION CONTACT LIST

Center Name:	The Learning Center for Young Children
Center Address:	10123 Connecticut Ave. Kensington, MD 20895
Center Phone:	301-949-2933
Director Rana Oriolo	240-286-2769
EPP Coordinator Rebecca Iverson-Hunter	301-233-3446
Warner Memorial Presbyterian Church	301-949-2900
Ambulance	911
Police	911
Fire Dept.	911
Poison Control Ctr	1-800-222-1222
Police Non-emergency	301-279-8000
Dept. of Social Svcs.	240-777-0311
Health Department	240-777-0311
Hospital (Suburban)	301-896-3100
Local OCC Office	240-314-1400
Office of Emergency Mgmt	240-777-2300
Pepco Emergencies	877-737-2662
Utilities	311

TYPES OF EMERGENCIES

TYPE OF EMERGENCY	PROCEDURE
Chemical/ Hazardous Materials	Outdoors- Shelter in Place, Indoors- Evacuation
Community Emergency/ Threat	Shelter in Place
Earthquake	Drop, Cover and Hold; Evacuate if instructed
Explosion	Drop, Cover and Hold
Fire	Evacuation on Site or Off-site Evacuation
Power outage	Contact Pepco Emergency Line, <i>then evaluate</i>
School Community Internal Threat	Shelter in Place
Severe Weather	Shelter in Place and Reverse Evacuation
Structural Damage/Failure	Drop, Cover and Hold <i>then</i> Evacuation

EMERGENCY PROCEDURES

PROCEDURE	WHEN ACTIVATED	PURPOSE	LCYC STAFF WILL
Drop, Cover and Hold	An incident occurs with little or no warning, such as an Earthquake, Explosion or Structural Damage	To protect students and staff from flying or falling debris resulting from explosion, structural failure, severe weather or earthquake . The Emergency Lead may order an evacuation if the situation warrants and it is safe to do so.	Teachers: <ul style="list-style-type: none"> ● If indoors, instruct students to duck under tables and cover their heads with their arms and hands or to kneel down against the wall and cover their head with their arms and hands. ● Instruct everyone to move away from windows, if possible. ● If outdoors, instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands. ● Account for their students and report attendance to the Emergency Lead.

Shelter in Place and Lockdown	Evacuation would place people at risk	To provide a refuge in the school building during an emergency such as severe weather, outdoor hazardous material release or perimeter issues . Shelters are located in indoor areas that maximize the safety of occupants. Shelter locations will depend on the emergency.	Emergency Lead: <ul style="list-style-type: none"> ● Announce a “Shelter in Place” ● Order a Reverse Evacuation for students/staff outdoors to move inside the building. ● Direct staff to close and confirm that all classroom windows and doors are locked and window blinds are drawn. ● If appropriate, notify police that the school is sheltering in place. ● Monitor radio for relevant updates. Teachers: <ul style="list-style-type: none"> ● Move students to interior rooms and hallway. ● Close and confirm that classroom doors and windows are locked and window blinds are drawn. ● Instruct everyone to kneel down and cover their heads to protect from debris. ● Keep everyone in shelter until notified by the Emergency Lead or emergency responders.
Reverse Evacuation	Conditions are safer inside the school building than outside	To ensure that all students and staff return into the school from outdoors, when indoor shelter is (or becomes) the safest option due to severe weather, community emergency, outdoor hazardous material release, etc.	Emergency lead: <ul style="list-style-type: none"> ● Order a Reverse Evacuation for students and staff outside to move inside the building. ● Call 911 if necessary. Teachers: <ul style="list-style-type: none"> ● Immediately move their students back to classrooms or safe areas using the closest entry. ● Take attendance and account for all students. Report the number of students present to the EPP coordinator. ● Ensure that everyone remains inside the building. ● Close and confirm that all exterior doors and windows are locked and window blinds are drawn.
Evacuation on site (On campus)	It is safer outside the school building than inside such as in the case of fire, explosion, indoor	To relocate students and staff to an outdoor location near LCYC, when conditions make occupancy of the school building unsafe	Emergency Lead: <ul style="list-style-type: none"> ● Activate the emergency alarm ● Call 911, identify the name of the school, describe the emergency and state that the school is evacuating. ● Determine and declare when the emergency is resolved, and direct staff to

	<p>hazardous material spill, structural failure, etc</p>		<p>bring students back to the school by reversing the evacuation route.</p> <p>Teachers:</p> <ul style="list-style-type: none"> ● Lead students in evacuating the building, using designated routes (LCYC Emergency Evacuation Routes in Appendix 2), and report to their assigned Assembly Area ● Bring their Emergency Backpack ● Take the attendance and inform the EPP coordinator of the number of children present. ● Keep students in place at the assembly area until further instructions are given. ● Lead students back to the school by reversing the exit route, when the Emergency Lead indicates that the emergency has been resolved. ● Take attendance Upon returning to school. <p>Coordinator:</p> <ul style="list-style-type: none"> ● Assemble and carry the evacuation items, as noted in the appendix. ● Check the bathrooms, hallways and common areas for visitors, staff and students while exiting.
<p>Off-site Evacuation (Off Campus)</p>	<p>Circumstances require evacuation and relocation to a remote site where students will be accounted for and released to their parents or guardians.</p>	<p>To relocate students and staff to an off-campus location when occupancy of the school campus is unsafe. Off-campus evacuation redirects parents and guardians to a site that is remote from the school (Temple Emmanuel) where they can safely reconnect with students and staff.</p>	<p>Emergency Lead:</p> <ul style="list-style-type: none"> ● Determine and communicate verbally to LCYC staff which relocation site to use, and the evacuation route to use. <ul style="list-style-type: none"> ○ Notify the contact person at the relocation site to prepare for arrival of students. ○ The relocation site of preference will be 3806 Washington Street (the Klotz residence) ○ If it is necessary to leave 3806 Washington Street, classes will take the evacuation route to Temple Emmanuel ○ Post a sign on the school door (including directions on how to get to that site) indicated in the evacuation location. ● Send a communication through Procure Connect indicating directions to the secondary evacuation site. ● Designate the EPP coordinator as the

			<ul style="list-style-type: none"> Reunification Site Commander. If the EPP coordinator is unavailable or needed elsewhere, designate another adult out as the Reunification Site Commander. <p>Teachers:</p> <ul style="list-style-type: none"> Bring the attendance sheet and emergency backpack as they evacuate to the designated assembly area. After evaluating, take attendance and account for all students. Report the number of children present to the EPP Coordinator. Follow the instructions of the Reunification Site Commander when you arrive. You will assist him/her in staffing the site. <p>EPP Coordinator</p> <ul style="list-style-type: none"> Assemble and carry the evacuation items, as noted in Appendix 1. Check the bathrooms, hallways and common areas for visitors, staff and students while exiting.
<p>Family Reunification</p>	<p>It is necessary to allow parents to pick up their children when they cannot safely return to LCYC.</p>	<p>To ensure a safe and secure means of accounting for students and reuniting them with their parents/guardians at a remote site when the school facility or its grounds are deemed unsafe.</p>	<p>Emergency Lead:</p> <p>Alert the Reunification Site Commander that parents and guardians have been notified that reunification is to take place.</p> <p>Reunification Site Commander: <i>Usually the EPP coordinator, but another LCYC staff member may be designated by the Emergency Lead.</i></p> <ul style="list-style-type: none"> Establish a command post: a visible location from which they can readily communicate with staff, emergency personnel, and parent/guardian. Check the identification of all non-uniformed personnel who arrive to assist. Secure a holding area for students and staff away from waiting family members. Set up an adult report area for parents /guardians to sign in and to check identification. Set up a student release area where staff will escort students to meet their parent guardian and sign out.

			<ul style="list-style-type: none">● Only release students to authorized persons after checking proof of identity and signing out on the Procure Connect App (we will use the emergency contact sheets in the event that the adult picking up is not a parent). <p>Teachers:</p> <ul style="list-style-type: none">● Provide a list of evacuees to the reunification site staff upon arrival.● Request help if needed.● Follow the instructions of the Reunification Site Commander and assist in staffing the site if directed to do so.
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