

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
EMERGENCY EVACUATION PLAN FOR CHILD DAY CARE

This plan must be developed for the emergency evacuation of children, in accordance with current regulations, and be made available to all staff and parents.

PROVIDER/PROGRAM:
Rosebud's Child Care and Learning

DATE:1/1/08update5/12/14

ADDRESS:
23 Jennifer Lane, Apalachin, NY 13732

❖❖❖ The safe evacuation of children is the first priority ❖❖❖
❖❖❖ Children must never be left without adult supervision ❖❖❖

Emergency Alert

How will you make the children aware of an emergency?

(Use a sound that the children hear only when there is an emergency/drill – example, smoke detector, whistle, bell, etc.)

I will make the children aware of an emergency by pressing the button on our smoke detector. This is what we use during fire drills, so the children are familiar with that sound as an emergency sound.

Evacuation Routes

PRIMARY

Our primary exit is the door on the side of the house. This is the quickest way out of the house, as it is on the same level as the day care room, and the door the children are most familiar with. An emergency supply bag is right by the door which includes diapers/wipes, formula, bottles, pacifiers, sweatshirts, water, copies of emergency contact cards, a whistle and our walking rope (used to keep all the children together). Our attendance sign in/out sheet and all provider car keys are also right by the door for ease of access.

SECONDARY

Our secondary exit is the door located on the front of the house. To access this exit, the children will go through the door into the house which immediately leads up the steps to the front door.

EMERGENCY EVACUATION PLAN (Continued)**Methods of Evacuation****How will you evacuate the children?**

Provider or Assistant will press the button on the smoke detector. The children will all immediately run to the primary door as practiced. The children will be escorted out the door to the meeting place. Provider will grab the bag by the door with necessary supplies, attendance list and car keys.

Where will you take the children after evacuating the building?

We will wait by the brick mailbox at the end of the driveway or sit in provider's cars. Relocations sites are

- 1) McDonalds, 7748 Route 434, Apalachin
- 2) Apalachin Fire Department, 8924 Route 434, Apalachin
- 3) Comfort Inn, 7666 Route 434, Apalachin

How will you take attendance?

As we exit the building, providers will take the sign in/out sheet located there. This allows us to know who is in attendance and who is not at that particular time.

Who will take attendance?

Rose McCabe or Carrie Gaston

Who will make phone calls to the parents?

Rose McCabe or Carrie Gaston

Notification of Authorities**Emergency Telephone Numbers:**

POLICE:

911 or 687-1010

FIRE:

911 or 625-2216

Who will make phone calls?

Rose McCabe or Carrie Gaston

What phone will you use? (neighbor's, pay phone, pull box, cell phone, etc)

We will use our cell phones

Reminders

- ❖ Fire Drills must be conducted on a regular basis in accordance with current regulations
- ❖ Record Fire Drills on Record of Fire Drills form
- ❖ If you have questions regarding developing this plan, contact your local police and fire departments or your regional office fire safety representative.