

Beulah Christian Preschool and Child Care

Emergency Operations Plan

Part I

Basic Emergency Plan

Beulah Christian Preschool and Child Care
2500 McCrady Road
Pittsburgh, PA 15235

June 1, 2021

Foreword

Emergency Operations Plan describes the procedures that will be used by Beulah Christian Preschool and Child Care to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address extraordinary 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 the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to potential criminals. 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 (and probably gets practiced several times each year.)

Public safety officials should review this plan. The Department of Health Services (DHS) licensing representative will also review the plan when inspecting your facility. The responsibility of the day care facility is to maintain and implement the plan. A current copy of the plan should be provided to local and county emergency management agencies.

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Basic Emergency Plan

1. PURPOSE

- To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster.
- To assure coordination and cooperation with municipal and county government and emergency services.

2. SITUATION AND ASSUMPTIONS

- The BCPCC is located at 2500 McCrady Road, Pittsburgh, PA 15235 and normally has 160 children and 32 staff. Normal operating hours of the facility are 7:00a .m. -5:30 p.m. daily and n/a on weekends. The facility assumes responsibility for the health and safety of the children attending the facility.
- The facility is located in Churchill Borough whose emergency management agency will be the primary source of governmental assistance during an emergency.
- Assistance during emergencies will be dispatched through the Allegheny County 9-1-1 and be coordinated by the Allegheny County Emergency Management Agency.
- The facility may be subject to the following natural disasters and emergencies:
 - Natural Disasters (e.g. flood, blizzard, etc.) Insert the most common: tornado, blizzard, fire, ice storm, earthquake.
 - Technological Disaster (e.g. HAZMAT, spill, power outage): Hazmat spills, power outages, utility disruption
 - Security Emergencies or Disasters: e.g. domestic violence, intruder): Domestic violence, intruder, bomb threat, hostage situation, disgruntled parent or employee.
 -

3. CONCEPT OF OPERATIONS

- General:
 - Direction and Control – The facility director will assume responsibility for emergency actions until the arrival of emergency service personnel.
 - The facility director will gather and record information necessary to determine appropriate emergency actions.
 - In an emergency, child care staff will focus only on emergency management functions. All personnel and resources will be

focused on providing for the safety and well being of children and staff.

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

Primary: Assistant Administrative Director and Child Care Coordinator

Secondary: Pastor, Head of Staff and/or Beulah Presbyterian Church Business Administrator.

- **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;
 - Develop skills needed for a real emergency.
- **Accountability**
 - Children will be released to adult(s) designated by the parent;
 - In case of an evacuation, attendance will be taken at the assembly area, upon boarding and exiting the emergency transport vehicle(s) and upon the arrival at the relocation facility.
 -

4. ORGANIZATION AND REPONSIBILTIES

Child Care facility director will:

- Be familiar with emergency plans for the municipality (Borough, City, Township, and County).
- Ensure Agreements of Assistance 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.
- Notify parents to tune to designated local media for information during the emergency.
- Determine the number and types of transportation needed if evacuation or relocation is required.
- Take children's emergency records to the evacuation/relocation site.

***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 (Part II).

*** 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

6. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

- **The legal entity/owner/operator of the child care facility is responsible for:**
 - **The development, execution and maintenance of the emergency plan.**
 - **Annual review and update of the plan.**
- **Distribute the Emergency Operations Plan to:**
 - **Churchill Borough Emergency Management Agency**
 - **Allegheny County Emergency management Agency**
 - **Other related organizations listed below (Be sure to include all involved emergency response organizations and any labor organizations representing staff)**

Beulah Christian Preschool and Child Care

Emergency Operations Plan

Part II

Basic Emergency Plan

Beulah Christian Preschool and Child Care
2500 McCrady Road
Pittsburgh, PA 15235

June 1, 2021

CHECKLIST A: DIRECTION AND CONTROL OPERATIONS

The direction and control activities outlined in this annex apply to all emergency situations

ACTIVE SHOOTER/INTRUDER BUILDING INTRUDER/SUSPICIOUS ACTIVITY

Alarm given to evacuate or shelter as deemed safe by teachers. Evacuation/escape is performed but may not be possible.

Teachers to follow Active Shooter Plan per A.L.I.C.E. (Alert Lockdown Inform Counter Evacuate) protocol

9-1-1- notified.

Building searched by police to find intruder.

Parents notified.

Evacuation may not be the best decision. Sudden occurrences (explosions, tornadoes, etc.) violent storms/weather conditions, hazardous materials events and an armed intruder or suspicious person outside may make sheltering the best choice.

-Information gathered from sources in the facility about the emergency.

-Information gathered from County/Local EMA & Emergency Services about the emergency.

-Reverify phone call with (local EMA, County 911, etc.)

Consider: Is there time to evacuate?

Consider: Is it safe outside?

Consider: Is there time to send the children home?

Consider: Are the children's homes in a danger area?

Consider: Can the children & staff be safe inside the building?

Consider: How long will this event last?

Children whom homes are not in safe areas identified.

Parent Notification

MODIFIED ACTIVITIES

Cancel all out-of-building activities. WTAE-TV; WPXI-TV; KDKA-tv

Determine the extent of cancellations and schedule modifications.

Make provisions to keep those children whose homes are not in a safe area.

**CHECKLIST B: PROTECTIVE
ACTIONS**

Procedures to accomplish one of four pre-planned protective actions: immediate shelter, immediate evacuation, shelter in place or evacuation to:

Immediate Shelter

Alarm sounded.

CODE BLUE

Doors to closets and utility spaces designated as shelters unlocked.

Staff move their children to the closest shelter areas.

Utilities turned off to avoid fire/explosion (if situation warrants). Outside air intakes for HVAC closed.

**Close windows, blinds, drapes, & doors to block debris from becoming missiles.
911 notified.**

**Staff take attendance as soon as the immediate hazard passes.
Emergency services arrive on-site and briefed. Search of building revealed no hazards.**

“All-Safe” signal

What will the signal/be? Sounded green

Immediate Evacuation

Alarm sounded.

Ensure that the pre-designated assembly area location is safe. Evacuation monitors posted in hallways and at doors. Varied per location of class.

Assistant Administrative Director location is Preschool. Staff lead children in an orderly fashion out of the building to the designated assembly area. Staff take attendance as soon as the children arrive in the assembly area. Staff maintain control of their group until instructed to return to classroom, or to another location.

Building searched to ensure that everyone is out by Director , Child Care Coordinator, and Assistant Administrative Director. Church Business Administrator and/or Pastor.

9-1-1- notified.

Emergency services arrived on site and were briefed. Search of building revealed no hazards.

“All-Safe” signal (verbal Green) sounded Emergency Services briefed regarding final status.

SHELTER IN PLACE
(CODE BLUE)

Ensure that designated shelter areas are ready to receive and shelter children and staff in

Downstairs hallway. Take attendance to establish accountability for all children and staff. Remain in place and await further instructions from designated staff person. Notify 9-1-1.

Staff move their group to the pre-designated shelter areas. Staff maintain control of their group until instructed to move to another location.

Close windows, blinds, drape, & doors to impede debris from becoming missiles.

Close air intakes for HVAC – not applicable.

Staff take attendance as soon as they arrive in the shelter area.

Time permitting, place food and beverages in closed containers. Emergency services arrive on-site and briefed. Provide meals to sheltered children and staff if the duration of the emergency warrants.

Search of building – reveal no hazards.

“All-Safe” signal (what will the signal be?) sounded. Verbal green.

EVACUATION TO A RELOCATION FACILITY

Relocation Facility (Woodland Hills School District) notified. Direct and staff take attendance for accountability and to determine exact number of transport (seats needed)

Transportation arrives at the facility – direction of Churchill borough.

County EMA notified of shortage in transportation or ACEMA plan resources.

Each driver given a map to Relocation Facility in case vehicles get separated. Attach appropriate maps to this checklist. 9-1-1 notified and departs for Relocation Facility.

Post “Notice of Relocation”.

Children arrive at Relocation Facility and accountability of children and staff. Attendance taken and numbers reported to designation staff person.

Parents notified of the relocation of children.

CHECKLIST C: EMERGENCY SUPPORT FUNCTIONS

Procedures to accomplish functions required to support emergency action

Building Security

Check points staffed to ensure there are no intruders see diagram .

Communications

Use commercial telephone line as a means of communication. Use call phones for backup communication. Sound appropriate alarm for Protective Action decided (evacuate immediately, standby, or shelter. Establish contact with shelter facility as soon as evacuation if considered.

Medical Emergencies

Render first aid as needed/feasible.
Brief Ambulance/EMS personnel when they arrive.

Medical Procedures

Review list of special needs children.
Ensure individual staff are with special needs children.
Take all medication to be moved if children relocate.

Public Utilities

Shut off gas manually.

Important Records

Take emergency contact information and parental permissions, etc to relocation site.
Take business records license, employee training , lease, etc. .

Recovery

Develop a plan based on damage survey to clean up the center and make it safe for reoccup ation.
Begin clean-up and repair; document costs.

Beulah Christian Preschool and Child Care

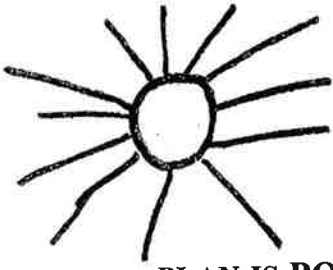
Emergency Operations Plan

Part III

Basic Emergency Plan

Beulah Christian Preschool and Child Care
2500 McCrady Road
Pittsburgh, PA 15235

June 1, 2021



Beulah Christian Preschool and Child Care

PLAN IS POSTED IN PRESCHOOL OFFICE ON BULLETIN BOARD!

September 1, 2021

Dear Families:

This letter is to assure you of our concern for the safety and welfare of children attending Beulah Christian Preschool and Child Care. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

*Immediate evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.

*In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. We use our "Code Blue" plan for this and escort the children to the safety of the bottom level hallway.

*Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility at the direction and under the supervision of Allegheny County Emergency Management.

*Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.

*Lost or missing children First Step -A designated employee will search the buildings and/or grounds to ascertain that the child is indeed lost or missing. If the child is not located the following steps will be taken: (1) Call 911 or notify authorities; (2) contact parents or caregivers; (3) secure classroom or area in which the other children are located.

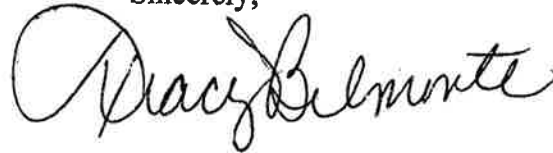
Please listen to WTAE-TV, www.wtae.com; KDKA TV, www.kdka.com, or WPXI-TV, www.wpxi.com for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. As the situation allows, we will call you to let you know that we've taken one of these protective actions and to inform you when it is safe for you to pick up your child.

In the event of a severe emergency, you may call the Director, Tracy Belmonte at 412-759-2485 or Assistant Administrative Director, Cindy Mathieu at 412-651-5821.

We will utilize the current release form in your child's file and will not release your child to anyone who is not on this list. I specifically urge you to not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please feel free to call me at any time.

Sincerely,

A handwritten signature in black ink, reading "Tracy Belmonte". The signature is written in a cursive style with a large, looping initial "T".

Tracy Belmonte
Director

ATTACHMENT 1-NOTIFICATION PHONE LIST

CHILD CARE CENTER/OFFICE/AGENCY	TELEPHONE #
Facility Director Tracy Belmonte	412-242-4424 (Q) 412-759-2485 (H)
Facility Staff Roster	(Q) (H)
County Emergency Services	412-473-3000
Municipal Emergency Services Churchill Borough	911
Day Care Center Relocation Facility *at the direction of AEMA	
Facility Transportation Provider(s) *at the Direction/Supervision of AEMA	(Q) (H)
Parent/Guardian Roster Located in each classroom backpacks and rolodex located in office.	
Non-emergency – Churchill Borough	412-241-7113

EMERGENCY TRANSPORTING PLAN

(3270.124e)

IN CASE OF EMERGENCY: (FIRE, ACCIDENT, ETC.)

Designate persons to assist in and carry out:

- Call appropriate emergency number...
- Make staff provisions to watch all children...
- Call parent or emergency contact person...
- Take child emergency form (permission form from file with you – note: allergies)
- Accompany child until parent arrives (or care is complete)
- Remain with child until parent arrives (or care is complete)
- Document information and complete DPW incident report (take form)
- Note: Time of accident, cause of accident, child's symptoms, etc. ...Write it down!
.....

EMERGENCY PHONE NUMBERS

DIAL #911

CHURCHILL POLICE (non-emergency)-----412-241-7113 (until 4)
412-473-3056

STATE POLICE-----41 2-787-8036

HOSPITAL-FORBES MONROEVILLE-----41 2-858-2321

UPMC EAST-----412-357-3000

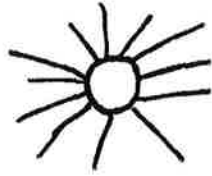
HOSPITAL-CHILDREN'S-----412-692-5555

POISON CONTROL CENTER-----412-681-6669
1-800-222-1222

CHILD ABUSE HOTLINE ----- 1-800-932-0313

TRACY BELMONTE-----41 2-759-2485

CINDY MATHIEU -----412-651-5821



**Beulah Christian Preschool
and Child Care**

PRESCHOOL AND CHILD CARE RELEASE

Please list all persons (must be 18 years of age or older) designated by parents to whom child may be released – specify all persons (including parents' name).

NAME

RELATIONSHIP

THIS FORM WILL BE GIVEN TO THE TEACHING TEAM

Child's Name _____

Parent's Signature _____

Parent's Name _____ Date _____

Closest Shelter

Should a situation warrant evacuation from the current building but it is deemed that the general area is safe, the Beulah Presbyterian Church Chapel may be used to shelter children.

Interior Shelter

For situations where leaving the building would prove to be unsafe, the children will be escorted to the downstairs hallway following our "Code Blue" procedure (see attached).

ATTACHMENT 4 – EVACUATION PLAN MAP TO RELOCATION CENTER

Drawing of evacuation route from Beulah Christian Preschool and Child Care Center*

*at the direction of AEMA

6.13 Contingency Plan: When the Director is Away:

To ensure the smooth continuation of daily life for children and staff when the Director is away the following administrative plan is to be carried out.

A general *Administrative Team* composed of the *Assistant Administrative Director*, a Lead Teacher, as designated by the Director and the *Child Care Coordinator*, will work in cooperation to carry out the day to day functions of the Program when the Director is away to maintain consistency in the daily operations of the Program.

The *Assistant Administrative Director* will maintain general responsibility for the management of the day to day operations of the full Program. In the event of any serious concerns during this time, the *Assistant Administrative Director* will contact the Director by phone to inform her and to discuss appropriate course of action.

The *Lead Teacher*, as designated by the Director, will assume primary responsibility for part-day Preschool staff and all Preschool matters contacting the Director by phone in the event of a serious concern and will work in cooperation with and provide support to the Assistant Administrative Director on other program matters as needed.

The *Child Care Coordinator* will provide support as requested for both the Assistant Administrative Director and designated Lead Teacher.

Additionally, the *Assistant Administrative Director* is authorized to make financial decisions and carry out transactions regarding the collection of fees and tuition and the payment of bills according to the usual operating procedures. Should the Assistant Administrative Director encounter a financial problem, that problem situation will be discussed with the Chair of the Advisory Board or a designated member of the Beulah Church Ministry Staff. Any decisions regarding the budget or financial matters for which further advice or approval is necessary will be made after consultation with and approval of the Chair of the Advisory Board or their designee.

All staff members are expected to carry out their responsibilities as usual and to offer support to others on their teams.

ATTACHMENT 10 -EMERGENCY KITS AND SUPPLIES

This list contains the **minimum** items you should have in your center in case of an emergency.

Center Emergency Kit

(Should be packed in a backpack or other container that is mobile in the event of an evacuation and be located in a central and easily accessible location.)

- o Copies of all contact lists
 - o *For families **and** staff, include the name, phone number, and e-mail as well as information for someone preferably out-of-state, at least out of the immediate area*
 - o *Phone numbers and e-mails for your Sponsor Liaison and/or immediate Supervisor*
- o Flashlights with extra batteries
 - o *Long-life, emergency flashlights*
- o Battery-operated radio and extra batteries
 - o *AM/FM, weather band/TV band*
- o Manual can-opener
- o First Aid Kit
 - o *Add gloves and Kleenex*
- o Notepad and pens/pencils
- o Scissors
- o Hand-Sanitizer and cleansing agent/disinfectant
- o Whistle
- o Disposable Cups
- o Wet Wipes

In the Center in General

- o Charged cell phone
- o One gallon of water for every four children and staff
- o Disposable cups
- o Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. – should be nut-free in case of allergies
- o Extra supplies of critical medication such as insulin, epi-pens, etc. for children and staff

Each Child Should Have:

- o A change of seasonally appropriate clothing
- o A blanket
- o Extra diapers (one-day supply as space allows)
- o Extra formula (one-day supply as space allows)

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each classroom






Location of Emergency Kits: _____

Locations of Additional Emergency Supplies: Room under gym

Location of Cell Phone: _____
Preschool Office _____

Homeland Security Advisory System Recommendations for Day Care Centers



Risk Level	Recommended Actions
	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities immediately • Close center if recommended to do so by appropriate authorities • 100% identification check (i.e.-driver's license retained at front office) and escort of anyone entering the facility)
	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities • Listen to radio/TV for current information/instructions • Prepare to handle inquiries from anxious parents • Discuss children's fears concerning possible terrorist attacks (Consider The Red Cross "Facing Fear: Helping Young People Deal with terrorism and Tragic Events" material)
	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to the proper authorities • Review emergency plans • Ensure all emergency supplies stocked and ready
	<ul style="list-style-type: none"> • Send a reminder of emergency procedures home with children • <i>Complete recommended actions at lower level</i> Be alert to suspicious activity and report it to proper authorities • Conduct safety training/emergency drills following the written emergency plan Review the communication plan to be sure that phone numbers are updated • <u>Continue exercising and training for emergency response</u>
	<p>Develop written emergency plans to address all hazards including plans to maintain the safety of children and staff as well as an emergency communication plan to notify parents in times of emergency.</p> <p>Disseminate relevant information to families of children, staff and faculty. Ensure selected staff members take CERT, CPR/AED or first aid courses</p>

Your local American Red Cross chapter has materials available to assist you in developing preparedness capabilities. This material has been adapted from ARC 1465(Rev. 8-2002), a publication of the American National Red Cross
ATTACHMENT B - BOMB THREAT CHECKLIST

Bomb Threat Checklist

Time of Call: _____ Date: _____

Person Receiving Call: _____ Phone # _____

Ask the caller:

1. When is bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. Did you place the bomb? _____
6. What will cause it to explode? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

Write the Exact Wording of the Threat (Information to be obtained as accurately as possible)

About the Caller

Gender of Caller: _____ Race of Caller: _____

Approximate Age of Caller: _____

Caller's Voice (e.g., calm, angry, slow, crying, accent, etc.):

Was voice familiar? If so, who? _____

Background Sounds: (e.g., street noises, voices, motors, machinery etc.) _

Other: _

Threat Language (e.g., well-spoken, foul, irrational, incoherent, taped): _____

EMERGENCY CODE-BLUE PROCEDURES

1. Establish the need
 - a. Simulate an emergency situation

2. Address the chain of command: Director, Assistant Administrative Director,
or Administrative Assistant
Different people at different times
Call 911

3. Have all appropriate paperwork immediately available with the
Fire drill backpack

One person from each classroom will help with infants & toddlers
Try to use separate stairwells

CHOIR STEPS: Rooms #232, 213, 234, 215, & 209

GYM STEPS: Rooms #203, 204, 205 & 207

-coats are not necessary

4. Identify a spokesperson
 - a. Lawyer
 - b. Church Minister

5. Prepare written and oral statements

6. Community Support
 - a. Churchill Fire Department: Mr. Zatlin 412-241-7113

ATTACHMENT #9

CHILDREN AND STAFF
HAVE RELOCATED TO
THE CHAPEL

LOCATED ACROSS THE
PARKING LOT FROM THE
CHURCH KITCHEN/CHILD
CARE ENTRANCE

