

Mt. Lebanon Extended Day Program

Emergency Operations Plan

Part 1 Basic Emergency Plan

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OVERVIEW

This Emergency Operations Plan describes the procedures that will be used by The Mt. Lebanon Extended Day Program to provide for the care and the well-being of the children under our care and for 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 the person 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 assignments of responsibilities. It does not contain great amounts of detail. The detail in the attachments and checklists are 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. The evacuation procedures are practiced several times each year.

Public safety officials review this plan. The Department of Human Services licensing representative also reviews the plan when inspecting the facility. It is the responsibility of the child care facility to maintain and implement the plan. A current copy of the plan is provided to county management agencies.

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(PART II)

EMERGENCY OPERATIONS PLAN (EOP) FLIP CHART

Guidelines to be used by staff to follow in the event of an emergency or incident. To be kept in each center.

(PART III)

SUPPORTING DOCUMENTS

(Published Separately)

1. EMERGENCY NUMBERS
2. SHELTER-IN-PLACE DESCRIPTION
3. RELOCATION SIGN
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BASIC EMERGENCY OPERATIONS 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.

2. SITUATIONS AND ASSUMPTIONS

The following situations and assumptions were considered in the development of the plan:

- To assure coordination and cooperation with municipal and county government and emergency services.
- The Mt. Lebanon Extended Day Program is located in 7 Elementary Schools within the Mt. Lebanon School District. Enrollment varies and staff are on site to accommodate the Department of Human Services ratio requirements. Normal operating hours for the facilities are 7am – 8:35am and 3:30pm – 6:30pm. Kindergarten Care Programs operate 7:00am - 6:30pm. The facilities assume responsibility for the health and safety of the children attending the facility.
- The Mt. Lebanon Emergency Management Agency will be the primary source of governmental assistance during an emergency.
- Assistance during emergencies will be dispatched through the Mt. Lebanon EMA 9-1-1 and be coordinated by the Allegheny County Emergency Management Agency.
- **Facilities may be subject to Disasters:**
 - **Disasters can be** human caused or natural catastrophes. The most common disasters in Pennsylvania are flood, fire, and weather. While it is impossible to plan for every contingency, individual, families, businesses, communities and all levels of government have a responsibility to establish basic emergency planning. In some cases, there are regulations or laws requiring emergency and disaster planning and annual review and training around the content of the plans and responses.

3. CONCEPT OF OPERATIONS

- **General**
 - In the event of an emergency Center Directors should execute the portions of their plan that best address their needs in the immediate circumstances. Related to an emergency, a decision must be made to act on one of five paths. Should the program: lockdown; immediately evacuate; shelter in place; or evacuate to a relocation facility. For further information to understand the decision making behind these decisions follow the link to “Childcare Emergency Checklist” provided in Part II of this document.
- In the absence of the Center Director, Group Supervisors and Assistant Group Supervisors will execute the actions and responsibilities in response to an emergency.

- **Regular drills on emergency plans, procedures and duties will be conducted to:**
 - Provide training for staff and substitutes.
 - Orient children on emergency procedures and responsibilities.
 - Develop skills necessary in the event of a real emergency.
 - An ad hoc committee of MLEDP will convene annually to review the plan, any after incident recommendations, current updates related to best practice and complete an update of the plan.
- **Accountability**
 - Children will only 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 emergency transport vehicle(s) and upon the arrival at the relocation facility.

4. ORGANIZATION AND RESPONSIBILITIES

- **Center Director will:**
 - 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.
 - As soon as reasonably possible, ensure parents are contacted and made aware of what is happening with their children during an emergency situation.
 - Keep MLEDP staff, Assistant Director and Executive Director aware of the status of 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.
- **MLEDP 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 emergency operations plan and procedures for ensuring safety of the children.
 - Provide the childcare facility with contact information and means to contact them in the event of an emergency.
 - Tune to designated local media for information and instructions during an emergency.

5. AUTHORITY AND REFERENCES

DHS Regulations for Child Care Center Emergency Plan

§ 3270.27. Emergency plan.

- (a) The facility shall have an emergency plan that provides for:
- (1) Shelter of children during an emergency including shelter in place at the facility and shelter at locations away from the facility premises.
 - (2) Evacuation of children from the facility building and evacuation of children to a location away from the facility premises. The evacuation routes and evacuation plans to exit the building may be the same as those required by § 3270.94(f) and (g) (relating to fire drills).
 - (3) A method for facility persons to contact parents as soon as reasonably possible when an emergency situation arises.
 - (4) A method for facility persons to inform parents that the emergency has ended and to provide instruction as to how parents can safely be reunited with their children.
- (b) The operator shall review the emergency plan at least annually and update the plan as needed. Each review and update of the emergency plan shall be documented in writing and kept on file at the facility.
- (c) Each facility person shall receive training regarding the emergency plan at the time of initial employment, on an annual basis and at the time of each plan update. The date of each training and the name of each facility person who received the training shall be documented in writing and kept on file at the facility.
- (d) The emergency plan shall be posted in the facility at a conspicuous location.
- (e) The operator shall provide to the parent of each enrolled child a letter explaining the emergency procedures described in subsection (a). The operator shall also provide to the parent of each enrolled child a letter explaining any subsequent update to the plan.
- (f) The operator shall send a copy of the emergency plan and subsequent plan updates to the county emergency management agency.

Authority

The provisions of this § 3270.27 issued under Articles IX and X of the Public Welfare Code (62 P. S. §§ 901—922 and 1001—1087).

Source

The provisions of this § 3270.27 adopted May 23, 2008, effective September 22, 2008, 38 Pa.B. 2437.

6. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION

- The Executive Director of the agency is responsible for:
 - The development, execution, and maintenance of the emergency plan.
 - Annual review and update of the plan.
- Copies of this plan have been given to Mt. Lebanon Emergency Management Agency.