

# Mt. Lebanon Extended Day Program

## Emergency Operations Plan

### Part III Supporting Documents

Date: August 2021

## Emergency Notification Numbers

Site	Address	Phone	Radio Channel
MLEDP Office	250 Mt Lebanon Blvd. 15234	412-343-1661	Executive Director #113 Assistant Director #112
Foster	700 Vermont Ave 15234	412-344-6055 412-207-2508	#2
Hoover	37 Robb Hollow Road 15243	412-279-5805 412-275-3394	#3
Howe	400 Broadmoore Ave 15228	412-344-6080	#4
Jefferson	11 Moffet St 15243	412-344-4741	#5
Lincoln	2 Ralston Pl 15216	412-344-2152	#6
Markham	165 Crescent Dr 15228	412-563-1245	#7
Washington	735 Washington Rd 15228	412-344-6106	#8
Emergency Radio			#1

Site	Address	Phone
Allegheny County Emergency	400 N Lexington St # 200, Pittsburgh, PA 15208	911
Mt Lebanon Emergency	555 Washington Road Mt Lebanon Pa 15228	911 412-531-5300
St Clair Hospital	1000 Bower Hill Road Pgh Pa 15243	412-492-4000
Mt Lebanon Rec Center	900 Cedar Boulevard Mt Lebanon PA 15228	412-343-3409
Bus - First Student, Inc	First Student, Inc. 1000 Church Hill Rd. Venetia, PA 15367	412-831-3112
Pittsburgh Poison Control	200 Lothrop St, Pittsburgh, PA 15213	(800) 222-1222

## ATTACHMENT 2 – SELECTION OF “Shelter in Place / Internal Evacuation”

If it is unsafe for the occupants of the facility to go outside, provisions should be made to provide “protected spaces” inside. Depending on time available, staff should move their groups of children to the “closest shelter” inside the facility.

These spaces should:

- Be in the interior of the building, away from glass that may shatter
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall is subjected to shaking from an earthquake or tornado.
- Have furniture and wall hangings secured so that they will not fall onto occupants.

Suggestions are:

- Interior halls
- Rest rooms, closets or other small areas
- If hallways are not suitable, us inside wall of room

Have everyone sit facing the wall protecting their head and face with their arms against the wall.

Mt Lebanon Extended Day  
Children and Staff

Have Relocated To:

**Mt Lebanon Rec Center**  
**900 Cedar Boulevard**  
**Mt Lebanon PA 15228**  
**Phone: 412-343-3409**

## ATTACHMENT 4 – SELECTION OF INTERIOR SHELTER

If it is unsafe for the occupants of the facility to go outside, and there is time to move to the best available shelter, provisions should be made to provide “protected spaces” inside the facility.

These spaces should:

- Be in the interior of the building, away from glass that may shatter
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall or be subjected to shaking from an earthquake or tornado.
- Have furniture and wall hangings secured so that they will not fall onto occupants.

Suggestions on where to find these “protected spaces” are

- In multi-story facilities.
  - Use identified shelters or basements
  - Use first floor interior halls
  - Use rest rooms or other enclosed small areas away from large glassed-in areas or large open rooms.
- In one-story facilities
  - Use identified shelters
  - Use basements and interior hallways
  - Use rest rooms or other areas away from large glassed-in areas or open rooms

If hallways are not suitable, use the inside wall of a room on the opposite side of the corridor from which the storm is approaching.

In either one or multi-story facilities rest rooms are usually suitable, especially if the room is centrally located.

Mt. Lebanon Extended Day Program  
Emergency Evacuation Plan Training

Agenda

Emergency Plan for Day Care Facilities

Preparations

Center Emergency Kits

Communication

Local 911 – Take direction from Mt. Lebanon Emergency Management

Notify MLEDP Director

Notify Parents

Parent Pickup – drills, fire or emergency evacuation review

During Emergency – staff assignments

All Clear

Shelter of Children During an Emergency

Internal (on site)

External (outside building or move to a designated site)

Evacuation Procedures

Posted

Staff Assignments

Evacuation from center – post sign

Outside space

Move to another site

Transportation

Records

Radios

First Aid Kits

Attendance Sheets

Phones

## Annual Update of Emergency Operations Plan

The following staff Person(s) participated in the annual update of the MLEDP Emergency Operations Plan on \_\_\_\_\_(date)

(\*\*Employee signatures below\*\*)

Name

Date

1.

2.

3.

4.

5.

6.

7.

## EMERGENCY OPERATIONS PLAN TRAINING

Site:

Date:

The following staff person(s) received training of the Emergency  
Operations Plan

This Training was verified by \_\_\_\_\_

Staff Name (print)

Staff Signature

1.

1.

2.

2.

3.

3.

4.

4.

5.

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