

A photograph of several young children sitting at a table in a classroom, smiling and engaged in an activity. The focus is on a young girl in a pink shirt who is smiling broadly at the camera.

Emergency Action Plan

A stylized logo consisting of a circular arrangement of colorful petals or leaves in shades of green, yellow, and brown, resembling a flower or a pinwheel.

WellKind

SCHOOL FOR EARLY LEARNERS

*The
“love of learning journey
starts with us”*

A simple white downward-pointing arrow on a green background.

Emergency Action Plan

Last Revision: January 2024

Staff Updated : February 2024

Revised by: Elizabeth Keiper

Authorized by: Elizabeth Keiper

According to the PA Code for Childcare Facilities

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.

Our Mission

This Emergency Action Plan describes the actions employees of WellKind School for Early Learners should take to ensure the safety and well being of children in our care during an Emergency Situation..

Well-developed emergency plans and proper employee training (where employees understand their roles and responsibilities within the plan) will result in fewer and less severe injuries and less structural damage to the facility.

A poor understanding of your Role as a team member during an Emergency Situation could lead to a disorganized evacuation or emergency response, resulting in confusion, injury and property damage. It is all of our responsibility to make sure we understand all aspects of this Plan.

This Action Plan involves conducting an emergent situation evaluation and describes how people will respond to different types of emergencies, taking into account our specific building layout, structural features and emergency systems.

Continuity of Services

If an emergency arises in which children are moved to our alternate site, all operations will continue as scheduled utilizing the classrooms at Steamtown Church. Brightwheel has access to all important information and documents necessary to continue operations. All other necessary business-related operations are accessed in digital format. Proper insurance policies are in place in the event of a long-term emergency.

Emergency Action Plan Generals.

Identifying Shelter Location for Children

Shelter of children during an emergency including shelter in place at the facility and shelter at locations away from the facility premises. In all emergency situations, accommodations for infants, toddlers, children with disabilities and children with chronic medical conditions will be made. Young toddlers will be moved, evacuated, and/or locked down in place using emergency evacuation cribs. Older toddlers will exit through their emergency exit or use their bathroom as a lock down area. Children with disabilities or chronic medical conditions will be specially considered and a specific written plan agreed upon by the primary guardian will be completed. A designated person will be responsible to enact this plan as needed.

Shelter Locations:

Meeting Point. To practice fire drills and during a fire, all classrooms should be guided to the “Meeting Point” in the farthest point of our parking lot where a head count of all children and staff must be conducted by administration and await for further instructions.

Shelter In Place. First Floor Hallways as close to the staff Lounge as possible away from doors and windows.

Young Toddler, Older Toddler, Preschool, Pre-K, and PKC will remain as much as possible in their classroom hallway.

Alternate Shelter. Steamtown Church Basement.

To access the Shelter you have to cross the street from the “Meeting Point” and walk through the pathway furthest to the Center.



Contact of Parents in Emergency Situations. Notes and Alerts System.

All Parents responsible for updating their emergency information at least every 6 months and every time they change their telephone number, address or pick up contacts.

The administration is responsible for ensuring the “Notes and Alert System” is updated and with all the information that needs to function properly.

The Director is in charge of sending an “Emergency Alert” to parents if a situation arises and to make updates to the emergency plan as needed.

Emergency Action Plan
Last Update: February 2022
Updated by: Elizabeth Keiper
Authorized by: Elizabeth Keiper

Frequency of Revision of document.

This document needs to be revised and updated annually every January with a due date on January 31st by the Center Director.

Training of Staff:

All new information and reviews need to be included in an “Emergency Action Plan Training”.

The “Emergency Action Plan Training” is the responsibility of each staff member.

All updates to the plan must be included in the “Emergency Action Plan Training”.

All staff members are must sign an acknowledgement of “Emergency Action Plan” every year through an electronic signing.

All staff is trained in CPR, First Aid and Fire Safety within the first 3 months of hiring and biannually after that.

Evacuation Routes.

All Evacuation Routes must be posted by classroom doors and emergency exits.

Exit through emergency exit doors in your classrooms

Young Toddler, & Older Toddler Preschool and Pre-K exit through emergency exit in their classrooms

PKC 3 exits through the right stairwell and through the front doors PKC-2 exits through the right or left stairwell, whichever is the swiftest exit and PKC-1 exits through the back left stairwell and through the back door.

School Age exits through the left stairwell and through the back door

We all will meet in the parking lot furthest away from the building

[See Annex document with “Evacuation Plan” for the building.](#)

Practice Drills.

Monthly evacuation drills shall be practiced from all exit locations at varied times during the hours of operation and during varied activities including nap time.

Each drill shall be documented and include information on the date and time of the day of the drill, who participated, the number of children who participated, and the total amount of time necessary to evacuate. An annual drill to our Alternate Location site will be held.

Fire Extinguisher, Annual Sprinkler System and Fire Alarm Inspection.

Annual Inspections on the Alarm System are conducted every year at the center by 1st Alarm Security.

Sprinkler System Proper Functioning is performed by Cintas Fire Protection for the Sprinkler System.

Fire Extinguishers are annually inspected by Cintas Fire Protection to make sure that all fire extinguishers are operating correctly.

Our Approach to the Emergency Action Plan



All staff members of WellKind School for Early Learners should be able to identify and assess, report, execute and manage, and monitor and mitigate any risks which could impact the Center, the Community and all Children in the Center.

All staff members of WellKind School for Early Learners should be able to understand the difference between a Hazard, a Risk or an Emergency.

All staff members of WellKind School for Early Learners have to report directly to Management if they identify any risk or believe to be a risk either inside or outside the building.

All staff members of WellKind School for Early Learners should be able to execute the action plan to the best way possible during any emergency situation.

All staff members of WellKind School for Early Learners should be able to Manage the situation until recovery is possible.

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01

Identify and
Assess.

Hazards and Risks

Identification and Assessment of situation is important to help manage both health and safety and children's welfare.

In order to make a correct assessment of the situation we have to recognize hazards, risks and emergencies.

Hazard is defined as anything that has the potential to cause harm. A hazard may be identify in a daily assessment of the work place.

Teachers should be inspecting some of the following:

Are toys and equipment in good state?

Is there any chemical hazards, such as cleaning materials and disinfectants in children's reach?

Are all children in your reach?

Assess the security of entry points and exits and make sure there are no blockages.

Are there any drugs and medication in children's reach? Review items brought from home.

Risk is defined as the chance or likelihood that harm will occur from the hazard.

To avoid Risks you should report hazards immediately to the management.

As a teacher in charge of the welfare of children you should be also aware of **Hazards that could lead to an emergency** and always take them into consideration:

-  Smell of Fire inside or outside the building
-  Smell of gas
-  Unidentified Person in the building
-  Unidentified Person near the outdoor space of building
-  Large mass of water
-  Strange Noise
-  Fire extinguisher expiration
-  Animal in the vicinity

All staff members of WellKind School for Early Learners must report directly to Management if they detect or identify any hazards, risk or believe to be a risk or emergency either inside or outside the building.

Emergencies.

Emergency is an unforeseen combination of circumstances that calls for immediate action and that threatens the welfare and safety of children and staff.

Some identified emergencies are:

- 🌀 Fire
- 🌀 Natural Hazard
- 🌀 Utility Disruptions
- 🌀 Hazardous Materials
- 🌀 Bomb threat, suspicious article, or threatening call.
- 🌀 Medical Emergency
- 🌀 Missing Child.
- 🌀 Unauthorized or Suspicious person
- 🌀 Hostile Intruder

In the following pages we will explain the procedure on how to act with each Emergency Situation

02

Report the
Situation.

Make a decision.

Is the situation a Hazard and something that can be controlled by Administration before calling the authorities?

Hazards or/and Risks.

“When in doubt, make a phone call”

All staff members of WellKind School for Early Learners have to report directly to Management if they detect or identify any hazards that could lead to emergencies, inside or outside the building.

Emergencies:

When a situation needs to be addressed immediately:

All staff members of WellKind School for Early Learners have the ability **to call 911** or pull the fire alarm in case of emergency by using line 2 on any phone and dialing directly out.

A list of telephone numbers from the local authorities is posted by each telephone.

***“In an emergency, dial 911.
An emergency is any situation that
requires immediate assistance from the
police, fire department or EMS.”***

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03

Execute and Manage

After a Report has been made for an **EMERGENCY SITUATION** the “Execute and Manage Phase” will begin. This means we are in a real emergency situation and the safety of Children and Coworkers might be depending on your response.

Remember:

- 🌀 All staff members of WellKind School for Early Learners are responsible for the safety of the children.
- 🌀 Keep calm and alert.
- 🌀 Staff must manage the response to the emergency, as well as helping children cope with their feelings, fear and needs during and after the emergency.
- 🌀 Stay alert in case of need for EVACUATION.
- 🌀 Stay alert to be able to follow the protocols contain in the following pages.
- 🌀 Communicate with children in a calm matter.
- 🌀 Communicate with your coworker of all steps you will be taking.
- 🌀 Follow the protocols for EACH EMERGENCY SITUATION that are explained in the following pages.

Medical Emergency

Staff should be prepared to initially respond to medical problems emergencies based on first aid and CPR training.

Prompt notification of emergency medical/rescue is vital.

A current telephone list for medical emergencies is located next to your telephone in your classroom.

Here is a list of cases when calling 911 may be necessary:

- 📞 Anaphylactic Shock
- 📞 Seizure
- 📞 Faint
- 📞 Choking
- 📞 Heart Attack

In case of a Medical Emergency.

- I. Respond immediately to a Medical Emergency based on first aid and CPR training.
- II. While someone is responding, the other staff member should call 911 and supervise children. Open the classroom door and yell, "Help, Help"
- III. If you are the only staff member, call 911 and **PUT THE TELEPHONE ON SPEAKER** while immediately responding to the Emergency.
- IV. To call 911, Press line 2, dial 911
- V. Once emergency responders are in the emergency spot, communicate with management and await further instructions.
- VI. Management will inform primary contacts of child about situation and further pick up protocol.



Fire/Unknown source of smoke in the room

Fire is perhaps the most common hazard and can occur for many reasons. Staff should be able to get children to a safe area following the correct evacuation procedure.

In case of Fire:

- I. Staff shall pull fire alarm, grab extinguisher to use as an egress tool (do not try to put out fire), take First Aid Kit and Ipad to evacuate.
- II. Exit through fire doors in your classrooms.
- III. Young Toddler, Older Toddler, Preschool, and Pre-K exit through emergency exit directly to street or parking lot. ([See Evacuation Plan](#))
- IV. PKC-3 exits through the right stairwell and through the front doors. PKC-2 exists through the swiftest stairwell, PKC-1 exits through left stairwell and out the back door to the meeting point. ([See Evacuation Plan](#))
- V. School Age exits through the left stairwell and through the back door. ([See Evacuation Plan](#))
- VI. All classrooms meet in the parking lot furthest away from the building at "[Meeting Point](#)"
- VII. Management will perform a head count of children in care and Staff personnel.
- VIII. Management will assess if we should move children to our Alternate Shelter. ([See Evacuation Plan](#))
- IX. Management will inform primary contacts of enrolled children about situation and further pick up protocol.

Remember:
“Evacuation is indispensable even with Fire suspicion and no one can get back to building until fire department assess the building for safety”



Natural Hazard

These hazards relate to conditions caused by weather, weather related effects, and geological events. Some events give us some time for planning and others doesn't.

- 🌀 Severe Weather
- 🌨 Snow and Ice Storms
- 🌊 Flooding
- 🌀 Tornado
- 🌀 Hurricane
- 🌋 Earthquake.



In case of Natural Hazard:

- I. For all Natural Hazards, management will inform if there is need of evacuation.
- II. Prepare your traveling emergency kit and lpad.
- III. Stay Alert in case you need to seek “Shelter in Place” or “Alternate Shelter”.
([See Evacuation Plan](#))
- IV. For Tornado, Hurricane and Earthquakes always go to “Shelter in Place” and practice drop, cover and hold on with children.



- V. Management will alert parents via text message for pick up procedures.
- VI. If parents are required to pick up their children, they should do it in no more than 30 minutes.

Hazardous Materials

Under certain conditions, chemicals can also be poisonous or have a harmful effect on the health. Some chemicals that are safe, and even helpful in small amounts, can be harmful in larger quantities or under certain conditions.

Chemical accidents can happen in the environment and community.

Center would be generally notified by city official or company representative, but if a member of the staff finds a strange odor in the environment or a strange coloration on the water, you must notify the administration immediately so we can find the root of it.

Examples of a chemical Emergency Situation is

- 🔥 Natural Gas Leak.
- 🔥 Spilling of a Solvent.

In case of Hazardous Material:

- I. Depending on the root cause "Alternate Shelter" might be necessary. Stay Alert for instructions from Management.
- II. Management will notify parents via text message for pick up procedures.
- III. Parents are required to pick up their children within the following 30 minutes of receiving the text message.
- IV. Parents then will receive a follow up message from Management once the situation is resolved or if closure is necessary



Terrorism.

Terrorist attacks in the School Districts have left many concerned about the possibility of such incidents against vulnerable communities. An Emergency Action Plan for such emergency situation can be reassuring for families and staff that we can exert a measure of control even in the face of such events.

Examples of situations of terrorism:

- 📦 Suspicious Package. [How do you know if a package is suspicious?](#)
- 📦 Threats against staff members, the community or a specific child or family.
- 📦 Bomb threat.

In case of Terrorism:

- I. If you see a suspicious package, or hear or receive any type of threat, contact management immediately.
- II. Management will contact the authorities and proceed as instructed.
- III. Management will notify all classrooms if a “Shelter in Place” or “Alternate Shelter” is most recommended
- IV. In case of Evacuation, follow “Evacuation Plan” ([See Evacuation Plan](#))
- V. Management will notify parents via text message about situation and pick up protocol.



Hostile Intruder.

An active shooter is a person whose activity is to cause death or a serious injury. A hostile Individual is someone whose activity is threatening.

Examples of Hostile Intruders are

- 👤 Hostile Individual
- 👤 Active Shooter

There are 2 responses for a hostile intruder emergency situations.
You will need to assess the situation and respond as pertain to each

- A) Lock Down
- B) Lock Out



In case of Hostile Intruder or Active Shooter

A situation when someone is threatening the safety of staff, children or the community:

- I. When possible, Call 911 immediately. Administration must use PANIC BUTTON when necessary to contact police.
- II. Remain Calm.
- III. Administration will inform classrooms of situation if possible by a phone call or message in the Ipad.
- IV. The Code for this situation is **Lock**
- V. If you receive the Code on Ipad or Phone, execute Lock Down.
- VI. Lock Down
- VII. When the situation is controlled, administration will inform parents about pick up protocols.

In case of Active Shooter or emergency outside the building

A situation when you hear gun shoots or see an armed person in the building:

- I. Execute Lock Out- get children quickly indoors
- II. Try to remain calm.
- III. Shelter children and staff furthest from the door and turn lights off.
- IV. If possible, barricade entrance with furniture.
- V. Try to contact 911
- VI. Wait until a person from the administration or Police gives you further instructions.
- VII. When situation is controlled, administration will inform parents about pick up protocols.



LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Get indoors fast
Continue learning

STAFF

Bring students indoors fast
Take attendance and continue teaching



LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Enter nearest lockable room
Stay out of sight
Turn off your phone and stay silent
Do not open the door for anyone

STAFF

Direct students into classrooms fast
Close and lock classroom doors
Silence all phones
Take attendance
Do not open the door for anyone



Unauthorized People.

Only Primary Contact and Secondary Contact can pick up the enrolled children at any given time.

Families are also required to designate 3 contact people that can, at any time, pick up their child from the facility upon identification. When that person comes into the building, they need to be identified as an authorized pick up. A person who fails in identifying themselves with a valid ID won't be able to pick up the child.



There are some cases when we have to deny a person who attempts to pick up. Those cases are:

- 🌀 Person who is not a Primary Contact or has not been authorized to pick up
- 🌀 Person under the age of 18.
- 🌀 Person who appears to be under the influence of drugs or alcohol.

In case of unauthorized people attempting to pick up a child:

- I. If you see an unfamiliar face attempting to pick up a child, do not release the child and ask the person to wait until you contact a person from the administration.
- II. Contact a person in the administration and wait for further instructions.
- III. If administration doesn't have information about the unauthorized person picking up, a member of the administration will meet unauthorized person to contact the parents of the child for further instructions.

Missing Child

When playing outside, some children have a difficult time during transitions. Children are playful and like to hide sometimes. There might be situations when a transition can become challenging if you encounter these behaviors. To avoid a situation where you leave a child behind, teachers are responsible to know how many children they have in their care at all times and to complete ratio counts at every checkpoint (doorways). It is important to use all the tools available to you to complete this task such as “Name to Face” in the Ipad. Random revisions of this task maybe performed by the administration to make sure this task is being completed.

Situations when a Child can go missing.

- 👤 Child left behind in indoor area. (Classroom to classroom)
- 👤 Child left behind in outdoor area. (Outdoors to Classroom)
- 👤 Child leaving room on their own.

In case of Missing Child.

- I. Conduct a search of all areas of the facility and immediate surrounding area. (Even if child is immediately found, staff should report incident to director.)
- II. Ask your coworker to report to administration immediately to get backup.
- III. If the child is still not found, prompt notification of the police should be made by administration.



Utility Disruption

The Center can not operate during utility disruptions for Health and Safety Reasons.

- 🌀 Power Outage
- 🌀 Water Loss
- 🌀 Heat Loss
- 🌀 Air Conditioner Malfunctioning

In case of Utility Disruptions:

- I. Management will notify parents via text message for pick up procedures.
- II. Parents are required to pick up their children within the following 30 minutes of receiving the text message.
- III. In some cases, we may have to relocate to our alternate shelter.



04 Recovery.

Recovery beyond the emergency period to restore service will be necessary by all members of the staff.

Examples include providing temporary shelter, restoring power, critical stress debriefing for children or assessing and restoring damage.

After an Emergency Situation and once all children are in a Safe Situation.

- I. Administration will make sure to provide temporary shelter to children until the situation is safe for Parents to Pick Up.
- II. Administration and Staff Members will make sure that children have all needs taken care (Ex. Diaper Changes, Snacks, First Aid, Water)
- III. All Teachers are responsible for guarding the emotional well being of the child. This might mean extra assurances or helping them manage the stress from the situation.
- IV. Administration will inform all parents regarding pick up protocols through a text message.
- V. Administration should speak to authorities regarding next steps to follow and consequences of situation.
- VI. In all Emergency Situations, WellKind School will be informing the Primary Contacts of the children Enrolled in WellKind School for Early Learners about Pick Up Protocols and in case of sub-sequential closures arising from the situation.

WellKind School for Early Learners has a commitment to Respond and Recover to any Emergency Situation in a timely manner.

EVACUATION PLAN

WellKind School for Early Learners
Meeting Point /Shelter In Place/Alternate Shelter

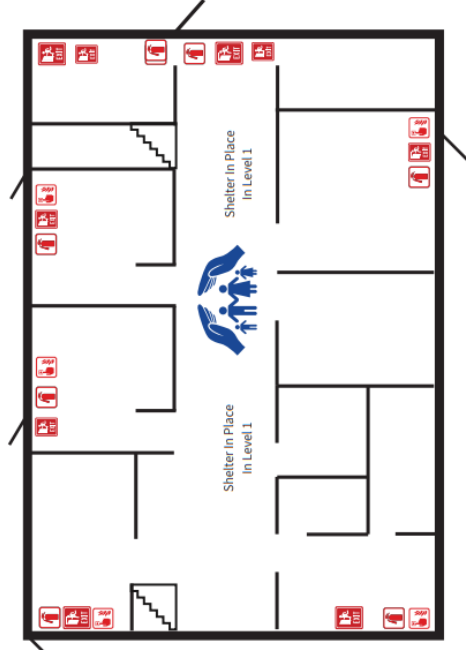
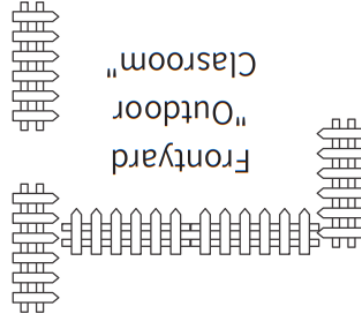
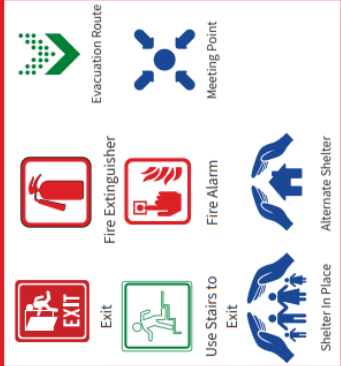


Alternate
Shelter

In Case of Emergency

Activate the Fire Alarm.
Walk to the Nearest Exit.
Use the Fire Extinguisher as an egress tool.
Bring Emergency Kit and Ipad with you.
Walk to the "Meeting Point"
Perform "Name to Face"
Do NOT return to the building until the "All Clear" is given.

Legend



Meeting Point

Parking Lot

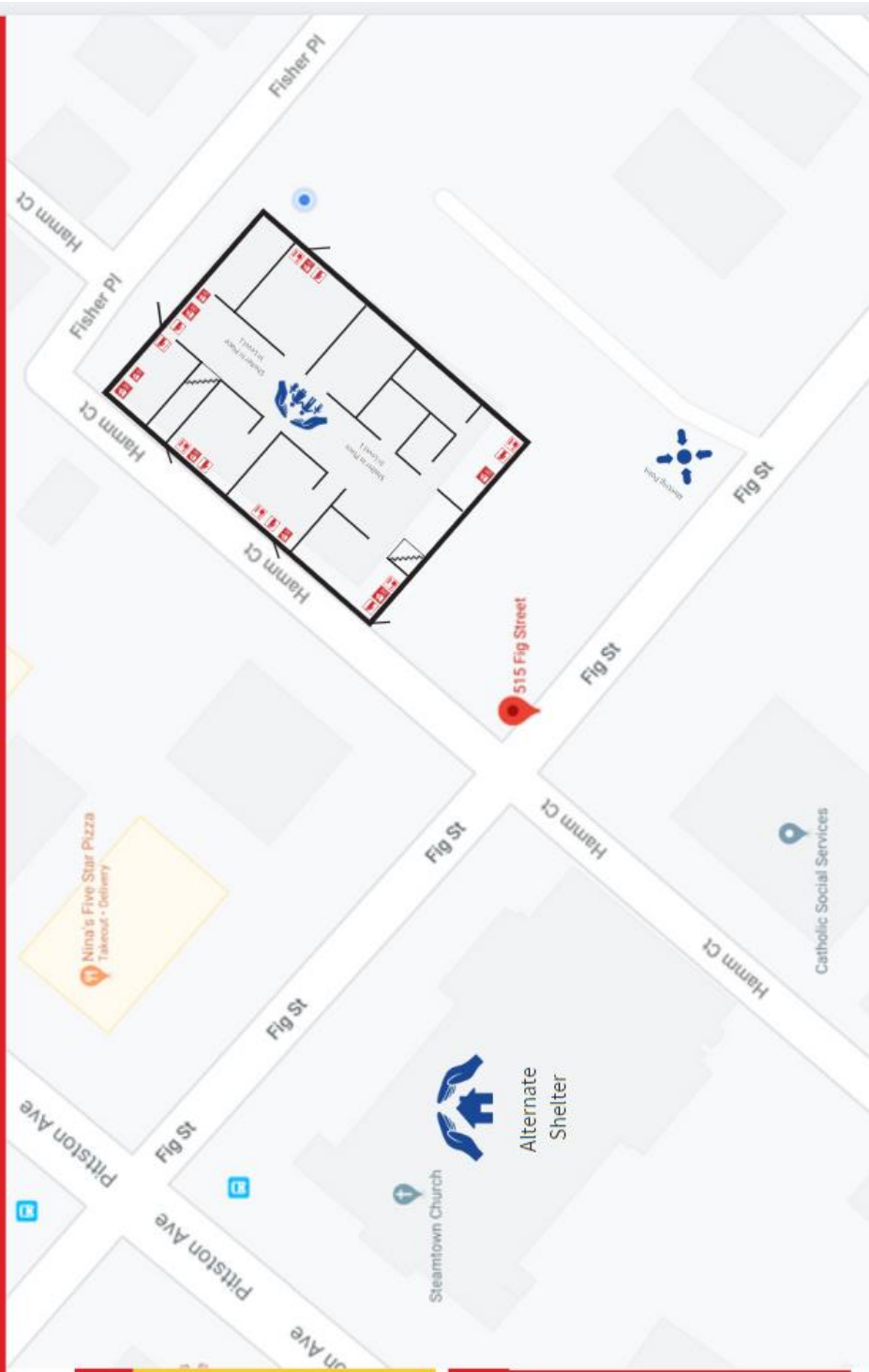
EVACUATION PLAN

WellKind School for Early Learners
Meeting Point /Shelter In Place/Alternate Shelter

In Case of Emergency

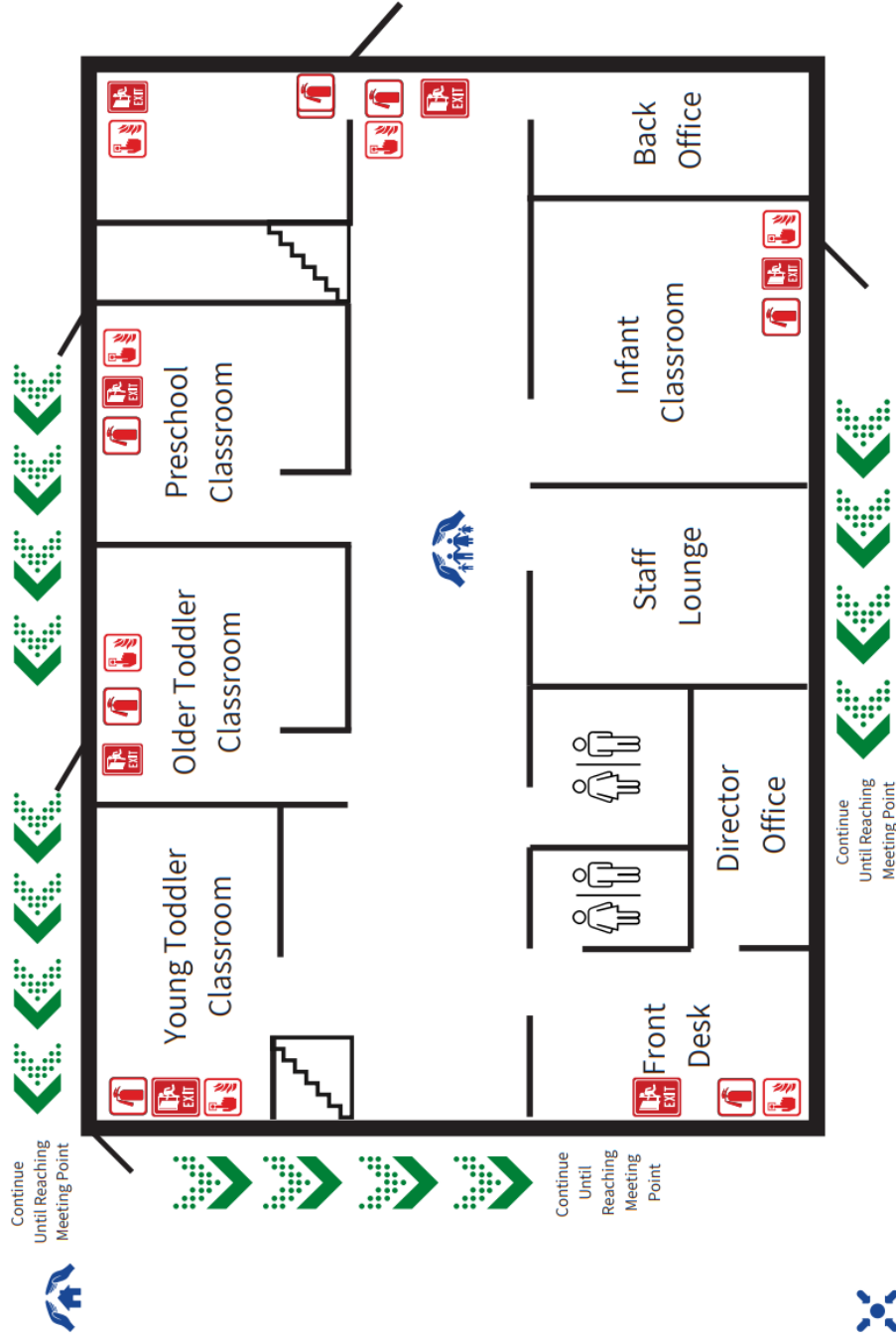
Activate the Fire Alarm.
Walk to the Nearest Exit.
Use the Fire Extinguisher as an egress tool.
Bring Emergency Kit and Ipad with you.
Walk to the "Meeting Point"
Perform "Name to Face"
Do NOT return to the building until the "All Clear" is given.

Legend



EVACUATION PLAN

WellKind School for Early Learners Level 1



In Case of Emergency

- Activate the Fire Alarm.
- Walk to the Nearest Exit.
- Use the Fire Extinguisher as an egress tool.
- Bring Emergency Kit and Ipad with you.
- Walk to the "Meeting Point"
- Perform "Name to Face"
- Do NOT return to the building until the "All Clear" is given.

Legend



EVACUATION PLAN

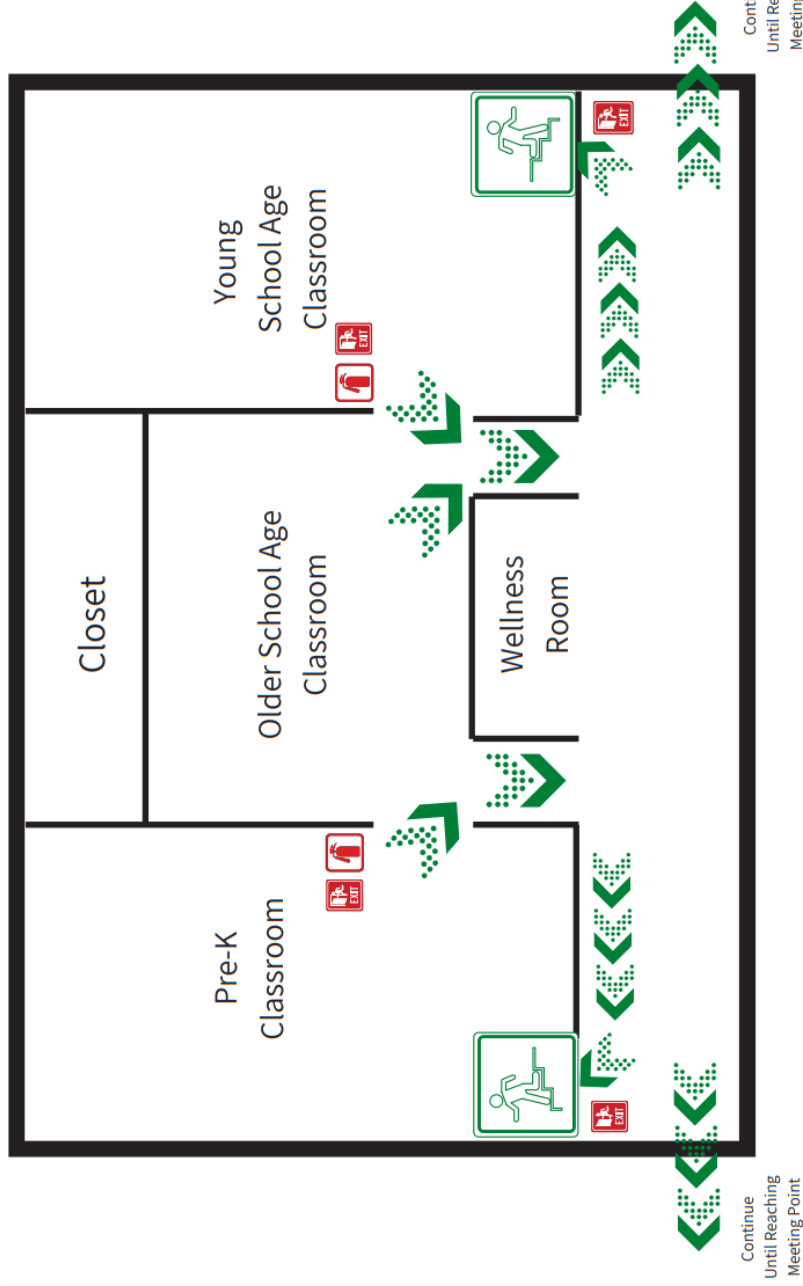
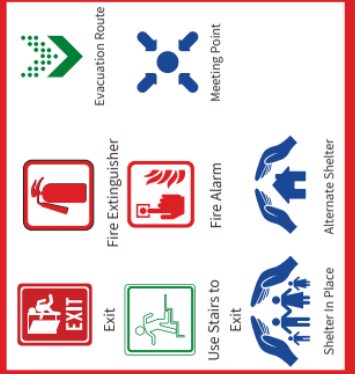
WellKind School for Early Learners Level 2



In Case of Emergency

- Activate the Fire Alarm.
Walk to the Nearest Exit.
- Use the Fire Extinguisher as an egress tool.
- Bring Emergency Kit and Ipad with you.
Walk to the "Meeting Point"
- Perform "Name to Face"
- Do NOT return to the building until the "All Clear" is given.

Legend



What Makes a Package Suspicious? Warning Signs

- Addressing Issues
 - Misspelled words
 - Mistyped or handwritten addresses
 - Not addressed to a specific person
 - Wrong titles or names
 - No or strange return address
 - Unexpected point of origin
 - Cut-and-paste lettering
 - Missing postal stamp cancellation marks



Source: Hawaii.edu

9.5 Violations of the Safety Policy:

Parents are required to follow all safety procedures at all times.

These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of WellKind School for Early Learners.

Please be particularly mindful of WellKind School for Early Learners entrance procedures. We all like to be polite, however we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director. Let's work together to keep our children safe!

Letter to Parents

