

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
EMERGENCY PLAN: Shelter in Place
Family and Group Family Day Care

INSTRUCTIONS

- Emergency Plan includes Evacuation and Shelter in Place
- Use the information on this page to assist you in answering the questions on pages 2 and 3 of this form
- You must share this information with parents
- Depending upon your location, you may want to develop additional plans for special circumstances (*weather, power plants, hazardous spills, etc.*)

What is Shelter in Place

Shelter in Place is a response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate.

Generally, Shelter in Place means simply staying indoors. In some situations, sheltering in place includes additional precautions like locking all doors, closing all window shades, remaining in a room away from large windows or turning off heat and air conditioning systems. Most situations calling for sheltering in place are in response to events that have a relatively short duration of hours, not days or weeks. A Shelter in Place **drill** does not include an overnight stay and typically requires no more than a half an hour to complete.

When to Shelter in Place

Some situations that might require sheltering in place are:

- Severe weather conditions
- Extreme temperatures (*cold or hot*)
- A public disturbance that escalated to violent acts
- Chemical or biological spill
- Rabid animal sighting

Local authorities will provide you with information during an actual event. It is crucial that you follow their instructions during and after emergencies regarding Shelter in Place.

Where You Can Shelter

Choose room(s) in your house or apartment for your shelter with as few windows and doors as possible. A large room, preferably with a water supply, is desirable – something like a master bedroom that is connected to a bathroom. Different emergencies may require a different response. **You should follow the directions provided by your local emergency services.**

Design Your Plan

- Designate safe location within the home
- Method used to alert children, caregivers and household members of emergency
- Method to ensure everyone is moved to a safe location (*using daily attendance sheet, performing room searches and head counts, etc*)

- Method to alert emergency responders (*who calls 911 and how, if needed*)
- Identify how you will ensure everyone arrived safely at safe location (*using daily attendance sheet and head counts, etc*).
- Method to engage children in quiet, safe activities while providing competent supervision.
- Method to inform parents in advance of your drills as well as during an actual emergency.

Sheltering Supplies

You must have on site a variety of supplies including food, water, first aid and other safety equipment. In a real emergency, parents may be unable to pick up their children. For this reason, your plan must take into account a child's needs for an overnight stay. You must be ready to provide continuous care for the duration of the emergency. Food supplies must be non-perishable and of sufficient quantity for all children in care.

Required Items

- First aid kit
- Telephone
- Flashlight with extra batteries
- Food & Water
- Infant supplies (*if applicable*)

Items to Consider

- Toileting/diapering supplies
- Battery-powered radio
- Materials to cover windows & vents, if needed
- Games & books
- Medications (*if applicable*)

The Office offers emergency preparedness training available on our website.

Practice, Practice, Practice!

It is necessary to perform & document drills twice per year. The drill form is available online.

Parents must be notified in advance of your Shelter in Place drills.

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- Use the information on page 1 to assist you in answering the following questions
- Practice drills must be conducted at least twice per year
- This plan must be posted or filed in a readily accessible place; consider posting next to the evacuation diagram by the exits
- This plan should be reviewed with all caretakers before an emergency
- Please PRINT clearly

Program Name:
St. Paul's

The Location(s)

Identify the room(s) where you will Shelter in Place. Use the space below to indicate the room(s) you've chosen:

For Intruder Shelter In Place-Infants-Infant Bathroom/Laundry Room, Toddlers-Storage Closet, 3s-Fine Motor/Side Room, 4s-Mechanical Closet

Primary Room: Severe weather-Main classroom areas away from windows. Outside Chemical Issue-Supply Closet as last resort.

Secondary Room: *(if space allows)*

Room & Supply Preparation

Does the room have windows?

The Fine Motor Side Room does but the windows are tinted so no one can see in.

What supplies will you keep stocked?

Food, water, games, first aid, flash lights, plastic/tape, radio, diapers/wipes, infant supplies.

Where will you keep your Shelter in Place supplies?

Storage Supply Closet

How will supplies be accessed in an emergency?

The storage room will be used for sheltering in place for severe weather (hurricane/tornado) or chemical spill and the supplies will be right there. In other emergencies we will be using the main parts of the Center and will be able to access the supply closet.

How often will you inspect the condition of your emergency supplies?

Monthly when the fire drill/building inspection is done.

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Alerting Staff, Children, 911, Parents & OCFS

How will you notify everyone in the home of the need to Shelter in Place?

The director or designee will verbally alert everyone.

If necessary, who will call 911 and how?

In an intruder situation everyone will attempt to call. More calls are better than none. For a non intruder situation the director or designee will call.

How will you notify parents of drills and actual emergencies?

For a drill the parents will be notified via email. For an emergency they will be called (and also emailed if possible).

In the event of an actual emergency, when will you notify Office of Children & Family Services?

Once we have everyone situated and safe we will call OCFS as soon as possible.

Occupying the Children While Sheltering

What types of activities will you provide to occupy the children while sheltering in place?

If we were allowed to make noise we would play games, do crafts, read books and sing songs.

How will you meet the health, safety and emotional needs of children?

We will remain calm. We will practice during drills so the children know what to expect should the event ever happen. We will have all of the proper supplies available to keep everyone safe and healthy.

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