

Oakwood Baptist Day School

Child Care Emergency

Basic Emergency Plan

Located at:	Mailing Address:
4315 Chestnut Street	4315 Chestnut Street
Camp Hill, PA 17011	Camp Hill, PA 17011
(717)737-7308	(717)737-7308
Township /Borough/City Hampden Township	County Cumberland County

Date: 7/19/21

*By numbering the copies of the plan, you can keep track of where they all are,
and ensure that any changes are distributed to all of the holders.* **Copy Number** 1

CONCURRENCE BY OUTSIDE RESOURCES

We have examined this plan and are aware of requirements.

Date	Organization	Signature	Date Plan Received	Copy Number
	Cumberland County Emergency Management Services			
	Hampden Township Police Department			
	Redland Baptist Church			

NOTE: This table can have as many lines as needed to accommodate the agencies reviewing and concurring. You should get concurrence from all outside agencies that will play a role in plan implementation, especially those that you're depending on to provide resources (shelter space or transportation). Ideally, they will be involved in the planning process. You need one (1) original of this page. Copies of the page can be placed in the distribution copies of the plans.

RECORD OF CHANGES AND REVIEW

Date of Change	Summary of Change	Signature of Person Making Change	Date Change Distributed

SIGNATURE OF RESPONSIBLE PARTY

I have reviewed this plan and the procedures outlined in it. These procedures will be followed in case there is an emergency affecting the facility.

Lisa Dardick
Signature of facility/owner/operator

Director
Title

7/19/21
Date

Oakwood Baptist Day School

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Date: December 1, 2014

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	Hampden Township Police Department			
	Redland Baptist Church		12/15/14	

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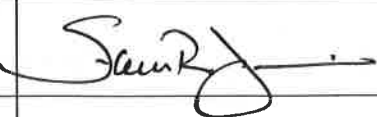
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Foreword

This emergency plan describes the procedures that will be used by Oakwood Baptist Day School to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address 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 what is needed to implement a plan like this one should be treated as sensitive information. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to someone with ulterior motives. 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.

Public safety officials should be aware of the provisions of this plan. The Department of Public Welfare licensing representative will also review the plan when inspecting the facility. The responsibility of the Child Care facility is to maintain and implement the plan. A current copy of the plan will be provided to the county emergency management agency. The County should forward the plan to local emergency officials if appropriate.

Basic Emergency Plan

1. PURPOSE AND SCOPE

- To provide for the protection of children and staff in the event of a natural or human caused emergency or disaster.
- To assure coordination and cooperation with local and county government and emergency services.
- The provisions of this plan are designed for situations involving groups of children or the entire facility. This plan is not designed to address emergency situations involving individual children or staff members.

2. SITUATION AND ASSUMPTIONS

- The Oakwood Baptist Day School is located at 4315 Chestnut Street, Camp Hill and normally has 45 children and 9 staff. Normal operating hours for the facility are 6:30 a.m.-5:30 p.m. and is closed on weekends. The facility assumes responsibility for the health and safety of the children attending the facility.
- The facility is located in Hamden Township whose emergency management agency will be the primary source of governmental assistance during an emergency.
- Assistance during emergencies will be dispatched through the Cumberland County 9-1-1 and be coordinated by the *Cumberland County Emergency Management Agency*.
- The facility may be subject to the following natural disasters and emergencies:
 - Natural Disasters (*e.g. tornado, severe storms, flood, blizzard, disease outbreak, etc.*) *Insert the most common:*

Severe storms, tornado
 - Human Caused Emergencies (*e.g. HAZMAT spill, intruder, fire in the neighborhood, power outage*):

Fire in the neighborhood, power outage

3. CONCEPT OF OPERATIONS

- General:
 - Direction and Control – The senior on-site facility person (director, primary staff person, operator) will assume responsibility for emergency actions until the arrival of emergency service personnel.
 - The senior on-site facility person will gather and record information necessary to determine appropriate emergency actions.
 - In an emergency, child care staff and resources will be focused on providing for the safety and well being of children and staff.
- In the absence of the Director, the following facility person(s) will take charge:
Primary: Kathy Bertsch

Secondary: Stephanie Kimmel
- 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; and
 - Develop skills needed for a real emergency.
- Special Medical, Physical or Behavioral Needs
 - The child care facility will maintain a current listing of any children or staff who have a condition that may require special consideration or action to allow that person to take appropriate protective measures during an emergency (See Supporting Documents, Attachment 12.) The listing will include both long-term and short-term disabilities.
 - A staff member will be assigned responsibility to ensure that those individuals take the appropriate protective measures (evacuate or shelter in place.)
 - If special needs include medications or any physical equipment, a staff member will be assigned responsibility to ensure that the medications or equipment accompany the individual with special needs.
 - If the necessary specialized equipment requires batteries or supplies, those will be stocked and moved as well.
 - The listing of special needs personnel and medicine/equipment will be provided to county EMA along with the annual plan review.
- Accountability
 - Children will only be released to a parent or to an individual designated in writing by the parent. In an emergency, a child may be released to an individual upon verbal approval by the parent if the individual's identity can be

- verified by a staff person;
- In case of an evacuation, attendance will be taken at the assembly area, upon boarding and exiting the emergency transport vehicle(s) (if used) and upon the arrival at the relocation facility. Staff: child ratio and supervision requirements must be met during an evacuation.

4. ORGANIZATION AND RESPONSIBILITIES

- Child-care senior on-site facility person will:
 - Be familiar with emergency plans for the municipality (borough, city, township and county).
 - Ensure agreements 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.
 - Encourage parents to tune to local media for information during an emergency.
 - Ensure that parents are aware of what is happening to their children.
 - Keep the staff aware of the status of the emergency.
 - Determine the number and types of transportation needed if evacuation or relocation is required.
 - Ensure children's emergency records are taken to the evacuation/relocation site.
 - When emergency services arrive, locate the Incident Commander and provide information about the status of the children, staff, and the facility.
 - Retain responsibility for the children and staff while the responders are dealing with the emergency.
 - Stay available to responders to provide information about the facility.
- 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.
- 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

Child Care Centers 55 Pa. Code §3270.27:

<http://www.pacode.com/secure/data/055/chapter3270/s3270.27.html>

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.
 - Documenting the review on the Record of Changes and Review (page ii)
 - Making sure that copies of the plan are distributed
- Distribute the Emergency Plan to:
 - Cumberland (County) Emergency Management Agency
 - Other related organizations listed below (*Be sure to include all involved emergency response organizations and any labor organizations representing staff*):
 - Hampden Township Fire Department

7. SUPERCESSION

This plan supersedes all previously developed emergency plans.

Lisa Dardich
Signature of facility owner/operator

7/19/2021
Date



(Name of Facility)

OAKWOOD BAPTIST DAY SCHOOL

Emergency

Supporting Documents

Date: 7/19/2021

These documents support the Oakwood Baptist Day School Emergency Plan. When filled in, they are confidential, and not to be released outside the facility, except to emergency response organizations.

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ATTACHMENT 1 – NOTIFICATION PHONE LIST

CHILD CARE FACILITY/OFFICE/AGENCY	TELEPHONE #
Name of Facility Director Lisa Dowdrick	717-737-7308 Office 717-991-4558 Cell
Facility Staff Roster	
Stephanie Kimmel Heidi Ranpaheli Beth Fisher Kathy Bertsch	717-309-4985 Cell 717-608-5900 Cell 717-315-4486 Cell 717-4610738 Cell
County Emergency Management Agency	717-218-2900
Local Emergency Services Emergency Number	9-1-1
Local Emergency Services Non-emergency number	717-238-9676
Child Care facility Relocation Facility	Red Land Baptist 717-938-9765

Send this Form along with the basic plan and checklists to the County Emergency Management Agency.

ATTACHMENT 3 – TRANSPORTATION ASSETS

If it becomes necessary to relocate the children to a safer location, the following transportation will be used.

Number of children/staff who will need to be moved 40-50

Amount of supplies/records that will need to be moved One Box

Vehicles that will be used.

1. Owner Oakwood Baptist Day School Type of vehicle van
Driver Stephanie Kimmel # of passengers (including driver) 10
Normal location of vehicle school
Means of contacting owner _____
Alternate means _____

2. Owner Oakwood Baptist Day School Type of vehicle van
Driver Lisa Dowdrick # of passengers (including driver) 10
Normal location of vehicle school
Means of contacting owner _____
Alternate means _____

3. Owner Oakwood Baptist Day School Type of vehicle van
Driver Beth Fisher # of passengers (including driver) 10
Normal location of vehicle school
Means of contacting owner _____
Alternate means _____

4. Owner Kathy Bertsch Type of vehicle van
Driver Kathy Bertsch # of passengers (including driver) 8
Normal location of vehicle school
Means of contacting owner 717-461-0738
Alternate means _____

ATTACHMENT 2 – PARENT/GUARDIAN ROSTER

NAME	TELEPHONE #	E-MAIL
See Emergency Information Files		

ATTACHMENT 5 – EVACUATION PLAN MAP TO RELOCATION CENTER

DRAWING OF EVACUATION ROUTE FROM Oakwood Baptist Day School, 4315 Chestnut Street, Camp Hill, PA 17011, Cumberland County To Red Land Baptist Church 661 Big Springs Rd., New Cumberland, PA 17070, Cumberland County. 4315 Chestnut St, Camp Hill, PA 17011

A–B: 10.3 mi

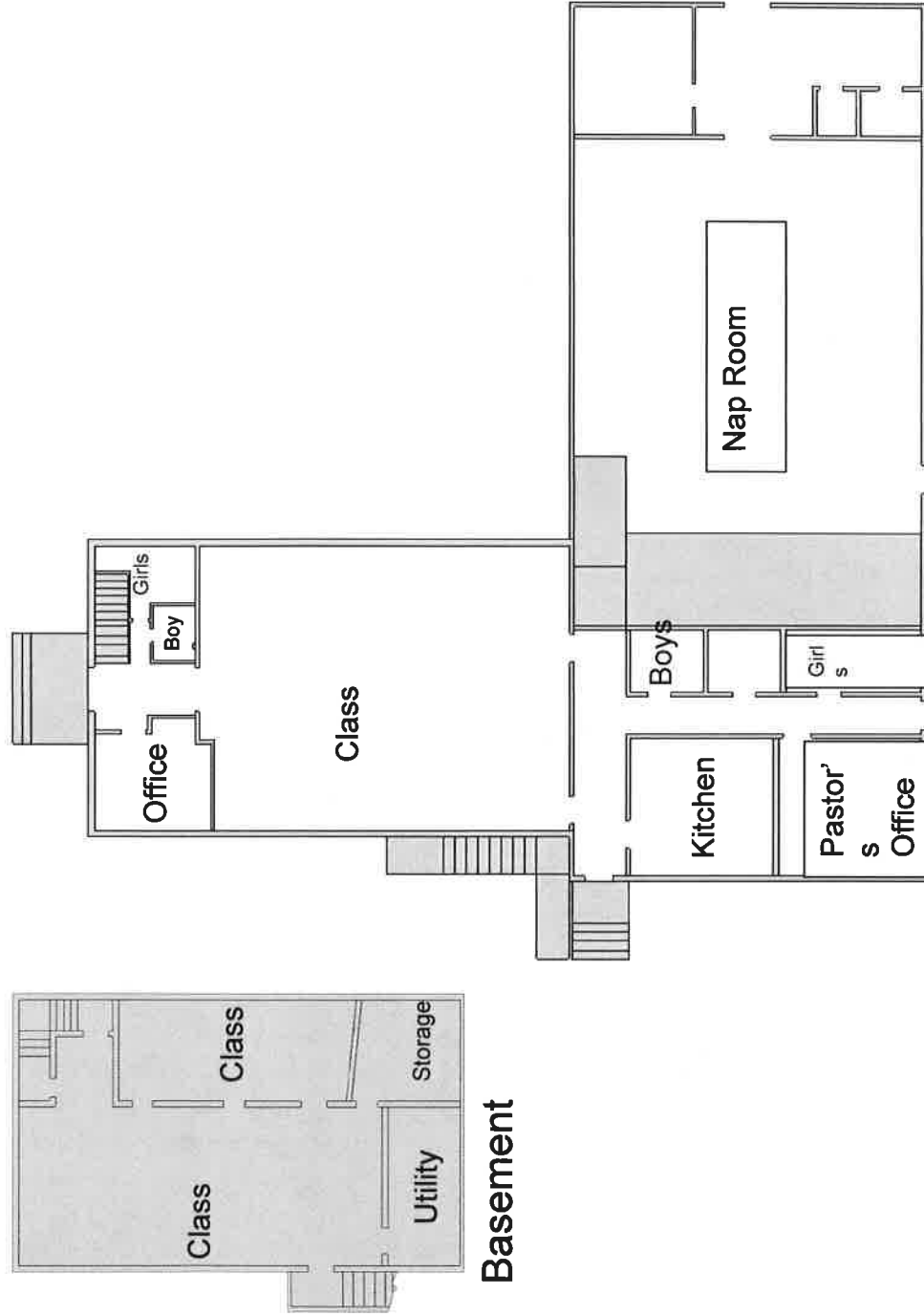
1. Depart Chestnut St toward Maple Ave 0.2 mi
2. Turn right onto Central Blvd 0.3 mi
3. Turn right onto PA-641 / Trindle Rd 410 ft
4. Take ramp right for US-11 N / PA-581 E / Harrisburg Expy 0.6 mi
5. Keep straight onto PA-581 E / Harrisburg Expy 0.1 mi
6. Road name changes to US-11 N / PA-581 E / Harrisburg Expy 82 ft
7. Road name changes to PA-581 E / Harrisburg Expy 2.2 mi
8. At exit 6B, take ramp right for I-83 South toward York 5.2 mi
9. At exit 36, take ramp right for PA-262 toward Fishing Creek 0.2 mi
10. Turn left onto PA-262 / Fishing Creek Rd 0.3 mi
11. Bear left and then turn left onto Old York Rd 0.7 mi
12. Turn left onto Big Spring Rd 0.4 mi

B 13. Arrive at 661 Big Spring Rd, New Cumberland, PA 17070

These directions are subject to the Microsoft® Service Agreement and for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2014 NAVTEQ™.

ATTACHMENT 4 – FACILITY LAYOUT AND ASSEMBLY AREA

(Provide sketch of facility floorplan and identify internal shelter areas, staffed checkpoints and assembly areas.)



Red Land Baptist Church
661 Big Springs Road
New Cumberland, PA 17070

Kathy Bertsch
Oakwood Baptist Day School
4315 Chestnut Street
Camp Hill, PA 17070

Dear Miss Melissa,

This letter is to acknowledge your request for the use of the facilities of Red Land Baptist Church, in the event an emergency shelter is needed. Red Land Baptist Church hereby grants you permission to use the facility as an emergency shelter, in the event of a required evacuation of your daycare home. You and your staff will remain responsible for the care, welfare, safety, and release of the children from your daycare site. Please be prepared to provide any necessary items and documentation for the children in your care.

Please feel **free** to **contact** me if you have *any* questions or concerns.

God Bless,

Richard Kreig, Pastor

ATTACHMENT 7 – COMMUNICATIONS WITH PARENTS/GUARDIANS

Parents and guardians need to be informed of provisions in the Emergency Plan. This letter will provide the information that they need. A copy of this letter should be given to parents of newly enrolled children, and at least once per year to all parents.

To the Parent (s)/Guardian (s) of **(child's name)**:

This letter is to assure you of our concern for the safety and welfare of children attending **Oakwood Baptist Day School**. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance 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 case of inclement weather, we may then proceed indoors at a neighbor's.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *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. We currently have 2 available, they are:
 - Emergency Relocation Facility at Red Land Baptist Church, 661 Big Spring Road, New Cumberland, PA 17070.
If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to (A or B).
- *Reuniting:* A staff member will call your emergency contact number to tell you that your child has been evacuated safely. They will inform you as to when you may pick up your child at the safety location. We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

If you're not sure how to get there, please ask for directions before there is an emergency.

- *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 (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.
- Please listen to **WGAL** for announcements relating any of the emergency actions listed above.

The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.

The form designating persons to pick up your child is included with this letter for you to complete and have returned to the Child care facility no later than **November 13, 2017**. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if at all possible. 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 your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact **Lisa Dowdrick at 717-991-4558**.

Sincerely,

Lisa Dowdrick

Director

(Title)

ATTACHMENT 8 – CHILD PICK-UP AUTHORIZATION

I, _____, authorize Oakwood Baptist Day School to release my child(ren) to the person(s) designated. This is in consonance with the Oakwood Day School Emergency Plan.

Child's Name

Designated Custodian (s), Name, & Relationship

Your Signature

Relationship

Date

Print Name

Address

Address

(Home Phone)

(Work)

(Cell)

*NOTE: Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.
PLEASE PRINT CLEARLY.*

ATTACHMENT 9 - NOTICE OF RELOCATION POSTING

**CHILD CARE FACILITY
CHILDREN AND STAFF
HAVE
RELOCATED TO
EMERGENCY RELOCATION FACILITY
AT**

Red Land Baptist Church
661 Big Spring Road, New Cumberland, PA 17070

Use of this form is optional, but it is recommended.
Using a code for the actual site of the relocation facility is recommended for security reasons, but is optional, too. You may wish to use plain English to say where you've gone.

ATTACHMENT 10 – EMERGENCY “GO-KITS” AND SUPPLIES

This list contains the **minimum** items you should have in your center in case of an emergency.
(“Go-Kit” items 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.)

Location of Emergency Kits: office

Locations of Additional Emergency Supplies: classroom

Location of Cell Phone: with staff member

“Go-Kit”

- ☐ Copies of all contact lists
 - 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
 - Phones numbers and e-mails for your Sponsor Liaison and/or immediate Supervisor
- ☐ A copy of this plan
- ☐ Emergency contact information on all children
- ☐ Special medical needs instructions for children and staff
- ☐ Flashlights with extra batteries
 - Long-life, emergency flashlights
- ☐ Battery-operated radio and extra batteries
 - AM/FM, weather band/TV band
- ☐ Manual can-opener
- ☐ First Aid Kit
 - Add gloves and Kleenex
- ☐ Notepad and pens/pencils
- ☐ Scissors
- ☐ Hand-Sanitizer and cleansing agent/disinfectant
- ☐ Whistle
- ☐ Disposable Cups
- ☐ Wet Wipes

In the Center in General

- ☐ Charged cell phone
- ☐ One gallon of water for every four children and staff
- ☐ Disposable cups
- ☐ 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
- ☐ Extra supplies of critical medication such as insulin, epi-pens, etc. for children and staff

Each Child Should Have:

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

ATTACHMENT 11: IMPORTANT INFORMATION TO PROVIDE TO 9-1-1

What is the Emergency?

- Police
- Fire
- Medical

What is the location?

We are in Hampden Township
(City/Borough/Township)

Street Address is 4315 Chestnut Street, Camp Hill, PA
17011

Our Call-Back Phone # is 717-737-7308

Detailed Information about the call:

- *If Medical:* Is the person conscious, breathing, bleeding, or trapped?
- Try to get you and the telephone as close as is possible to the person requiring Medical Attention in the event you are given instructions to assist prior to arrival of EMS personnel.
- *If Fire:* What is on fire? Is anyone still inside a building? Is an evacuation in progress? Is anyone injured or ill
- *If Law Enforcement:* Why are the Police needed? Is the suspect still there; are there any weapons involved or visible? Try to provide the following information: Physical Description of suspect, Clothing description of suspect, suspect vehicle description, and direction of travel if the suspect has departed the scene.

Remember:

- Don't hang up until instructed to do so (unless you are in danger).
- Don't become frustrated, even though you are being questioned concerning the situation you called about, the incident has already been dispatched.
- Remember: until someone from Public Safety arrives you are the most current and reliable information available to the First Responders coming to help you.

ATTACHMENT 12 – PERSONS WITH SPECIAL NEEDS

The following is a list of persons (children or staff) who may need help in evacuating, or who may have special medical needs that need addressed at a host facility, or while in transit.

1. Name _____ Age _____
Type of special need _____
Is this a temporary situation? _____ If so, when should it terminate? _____
Does this individual have any allergies? _____
Does this individual have any special medications or equipment? _____
Does this equipment require supplies or batteries that should be taken along in case of evacuation? _____ What? _____
How the need is accommodated during normal child-care operations _____
Will this accommodation be available during a shelter-in-place or evacuation? _____

2. Name _____ Age _____
Type of special need _____
Is this a temporary situation? _____ If so, when should it terminate? _____
Does this individual have any allergies? _____
Does this individual have any special medications or equipment? _____
Does this equipment require supplies or batteries that should be taken along in case of evacuation? _____ What? _____
How the need is accommodated during normal child-care operations _____
Will this accommodation be available during a shelter-in-place or evacuation? _____

3. Name _____ Age _____
Type of special need _____
Is this a temporary situation? _____ If so, when should it terminate? _____
Does this individual have any allergies? _____
Does this individual have any special medications or equipment? _____
Does this equipment require supplies or batteries that should be taken along in case of evacuation? _____ What? _____
How the need is accommodated during normal child-care operations _____
Will this accommodation be available during a shelter-in-place or evacuation? _____

Send this Form along with the basic plan and checklists to the County Emergency Management Agency.

ATTACHMENT 13 – EMERGENCY FIRST STEPS

The following is a list of possible emergencies and considerations for determining which emergency/protective actions to implement.

TYPE OF HAZARD	THINGS TO CONSIDER	POSSIBLE PROTECTIVE ACTION
Hostile Intruder	Is the intruder possibly violent? Is there time to move the children? Is there a safer place for them?	<ul style="list-style-type: none"> • Lockdown • Immediate Evacuation • Shelter
Tornado/Severe Storm	Does it threaten us? Is there a recommended protective action? How much time do we have?	<ul style="list-style-type: none"> • Immediate Shelter • Deliberate Shelter
Winter Weather	Do we have time to send everyone home? Is it safe to go outside? Is it safe to travel outside?	<ul style="list-style-type: none"> • Early Dismissal • Shelter in Place
Hazardous Material/ Nuclear Powerplant Incident	Does it threaten us? Is there a recommended protective action? How much time do we have?	<ul style="list-style-type: none"> • Evacuation • Immediate Shelter • Deliberate Shelter
Fire	Where in the building is it? Does it threaten us?	<ul style="list-style-type: none"> • Evacuation
Utility Failure	Is the building safe? Do we have time to send everyone home? Is it safe to go outside?	<ul style="list-style-type: none"> • Immediate Evacuation • Early Dismissal • Shelter in Place
Flooding	Is the building in danger? Is it safe to go outside? Is it safe to travel outside?	<ul style="list-style-type: none"> • Early Dismissal • Evacuation • Shelter in Place
Earthquake	What parts of the Building are damaged? Is it safe to continue operations in the building Is it safe to move?	<ul style="list-style-type: none"> • Evacuation • Immediate Shelter
Building Damage	What parts of the Building are damaged? Is it safe to continue operations in the building Is it safe to move?	<ul style="list-style-type: none"> • Early Dismissal • Immediate Shelter • Evacuation
Civil Disturbance/Violence Outside	Does it threaten us? Might it get worse? Is it safe to go outside?	<ul style="list-style-type: none"> • Lockdown • Immediate Evacuation • Deliberate Shelter
Other		<ul style="list-style-type: none"> •

ATTACHMENT 13 – EMERGENCY FIRST STEPS

The following is a list of possible emergencies and considerations for determining which emergency/protective actions to implement.

TYPE OF HAZARD	THINGS TO CONSIDER	POSSIBLE PROTECTIVE ACTION
Hostile Intruder	Is the intruder possibly violent? Is there time to move the children? Is there a safer place for them?	<ul style="list-style-type: none"> • Lockdown • Immediate Evacuation • Shelter
Tornado/Severe Storm	Does it threaten us? Is there a recommended protective action? How much time do we have?	<ul style="list-style-type: none"> • Immediate Shelter • Deliberate Shelter
Winter Weather	Do we have time to send everyone home? Is it safe to go outside? Is it safe to travel outside?	<ul style="list-style-type: none"> • Early Dismissal • Shelter in Place
Hazardous Material/ Nuclear Powerplant Incident	Does it threaten us? Is there a recommended protective action? How much time do we have?	<ul style="list-style-type: none"> • Evacuation • Immediate Shelter • Deliberate Shelter
Fire	Where in the building is it? Does it threaten us?	<ul style="list-style-type: none"> • Evacuation
Utility Failure	Is the building safe? Do we have time to send everyone home? Is it safe to go outside?	<ul style="list-style-type: none"> • Immediate Evacuation • Early Dismissal • Shelter in Place
Flooding	Is the building in danger? Is it safe to go outside? Is it safe to travel outside?	<ul style="list-style-type: none"> • Early Dismissal • Evacuation • Shelter in Place
Earthquake	What parts of the Building are damaged? Is it safe to continue operations in the building? Is it safe to move?	<ul style="list-style-type: none"> • Evacuation • Immediate Shelter
Building Damage	What parts of the Building are damaged? Is it safe to continue operations in the building? Is it safe to move?	<ul style="list-style-type: none"> • Early Dismissal • Immediate Shelter • Evacuation
Wildfire/Storm/Weather	Does it threaten us? Might it get worse? Is it safe to go outside?	<ul style="list-style-type: none"> • Lockdown • Immediate Evacuation • Deliberate Shelter
		<ul style="list-style-type: none"> •

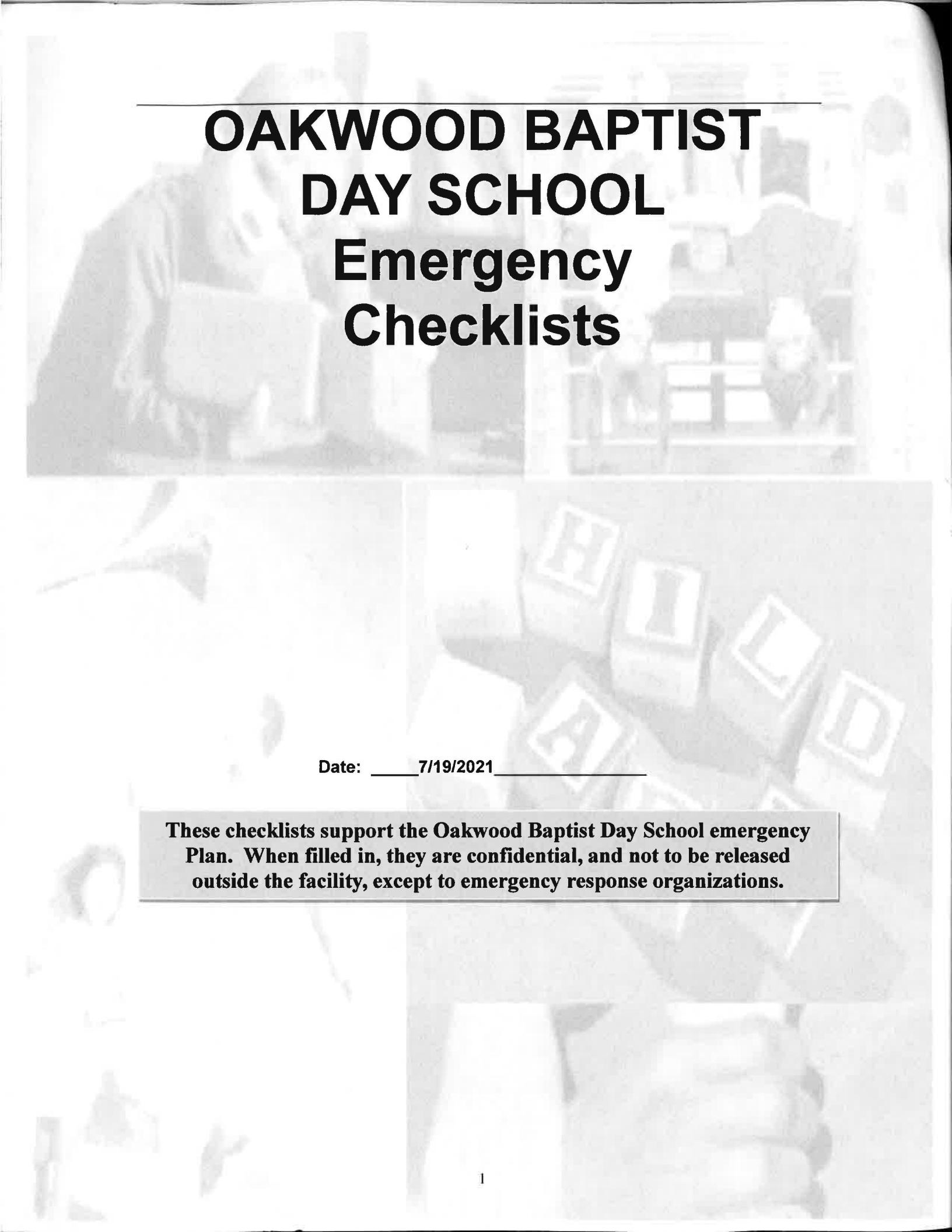
ATTACHMENT 14: LOCKDOWN PROCEDURES

When an event occurs that requires lockdown, the director will let the teachers know immediately to go to their lockdown locations and stay there until the director notifies them the lockdown is over. The director will call 911.

The upstairs class will go to the office in the back hallway. (Use key in cabinet to enter.) Lock door when everyone is inside and sit against back wall. Teachers will move bookcase in front of door.

The downstairs class will lock the door to the basement and go to the back wall of the Kindergarten classroom.

If the children are outside and it is not safe to enter the building, they will go to the large garage and lock the doors once inside.



OAKWOOD BAPTIST DAY SCHOOL Emergency Checklists

Date: 7/19/2021

These checklists support the Oakwood Baptist Day School emergency Plan. When filled in, they are confidential, and not to be released outside the facility, except to emergency response organizations.

CHECKLIST A: DIRECTION AND CONTROL OPERATIONS

The direction and control activities outlined in this annex apply to all emergency situations. Some of the activities, to include annotating when tasks are completed, may be assigned to individual staff. It is important that each person know what (s)he is responsible to do.

Completed or N/A	Item
	Senior On-site Facility Person <i>This designates the person</i>
	Lisa Dowdrick is in charge of the facility
	Kathy Bertsch is 2nd in charge of the facility
	Stephanie Kimmel is 3 rd in charge of the facility
	Considerations for Protective Action Decision <i>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 options the best choice.</i>
	Monitor Weather Radio.
	Gather information from sources in the facility about the emergency.
	Gather information from County/Local EMA & Emergency Services about the emergency.
	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?
	Identify children whose homes are not in safe areas.
	Identify the appropriate protective action.
	Notify parents and staff of protective action decision.
	Modified Activities <i>Emergencies may not affect those protected inside the facility, but may require adjustment of schedule, early dismissal or cancellation of certain activities.</i>
	Cancel all out-of building activities.
	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 five pre-planned protective actions: Lockdown, Immediate Shelter, Immediate Evacuation, Shelter in Place or Evacuation to Relocation Facility. NOTE: "Go-Kits" should be pre-prepared to accompany you wherever you need to go. Contents of go-kits are specified.

Completed or N/A	Item
	Lockdown
	/
	Sound alarm (Fire alarm off and on several times) to lock all doors & shelter children at facility.
	Notify 9-1-1.
	Police search building to find intruder.
	Notify parents.
	Sound "All-Safe" signal (Director tell staff it is safe).
Completed or N/A	Item
	Immediate Shelter
	<i>If there is not sufficient time to move the children to the safest spot in the facility (tornado) whatever shelter is available at or near the children's classroom should be used.</i>
	Sound Alarm.
	Unlock doors to closets and utility spaces designated as shelters.
	Move the children to the closest shelter areas.
	Move "Go Kits," medications and special needs equipment to shelter area (time permitting).
N/A	Close air intakes for HVAC (time permitting).
	Turn off utilities to avoid fire/explosion (if situation warrants).
	Close windows, blinds, drapes & doors to block debris from becoming missiles.
	Notify 9-1-1.
	Take attendance as soon as the immediate hazard passes.
	Maintains control of the children until instructed to move to another location.
	Brief emergency services when they arrive on-site.
	Search building for hazards.
	Sound "All-Safe" signal (Director tell staff it is safe).
Completed or N/A	Item
	Immediate Evacuation
	<i>Some emergencies require that everyone leave the facility as soon as possible. There normally isn't time to arrange transportation or get to another facility. Immediate activation moves everyone to a safe "assembly area" outside, but near the facility.</i>
	Sound Alarm.
	Ensure that the pre-designated assembly area is safe.
	Post evacuation monitors in hallways and at doors.
	Name: Kathy Bertsch Location: Office door
	Name: Laura Karlsen Location: Kitchen door

	Lead children in an orderly fashion out of the building to the designated assembly area.
	Ensure that children/staff who need help getting out have been evacuated.
	Take attendance as soon as the children arrive in the assembly area.
	Move "Go Kits" medications and special needs equipment to assembly area (time permitting).
	Notify 9-1-1.
	Move to another shelter if the assembly area is exposed to inclement weather.
	Maintain control of the children until instructed to return to facility, or go to another location.
	If safe, search building to ensure that everyone is out
	Search Team Members: Kathy Bertsch
	Brief emergency services when they arrive on-site.
	Determine building is safe from any hazards prior to returning to the facility (request expert advice/assistance as appropriate).
	Sound "All-Safe" signal (advise verbally that all is safe).
	Brief emergency services regarding final status.
Completed or N/A	Item
Completed or N/A	<p align="center">Shelter in Place</p> <p><i>If the emergency makes it unsafe to go outside and there is sufficient warning time, it's best to move the children to a spot in the facility that offers the best protection. It may be necessary to stay there for several hours – or even a few days.</i></p>
	Ensure that designated shelter areas are ready to receive and shelter children and staff.
	Staff move their assigned children to the pre-designated shelter areas.
	Ensure that children/staff who need help moving have arrived in shelter areas.
	Take attendance to establish accountability for all children and staff.
	Remain in place and await further instructions from designated staff person or emergency services.
	Notify 9-1-1.
	"Go Kits," medications and special needs equipment moved to shelter areas.
	Maintain control of the group until instructed to move to another location.
	Close windows, blinds, drapes & doors to impede debris from becoming missiles.
N/A	Close air intakes for HVAC.
	Reduce all other sources of external air.
	Staff take attendance as soon as they arrive in the shelter area.
	Time permitting, place food and beverages in closed containers.
	Brief emergency services when they arrive on-site.
	Provide meals/snacks to sheltered children and staff if the duration of the emergency warrants.
	Determine building is safe from any hazards prior to returning to normal operations (request expert advice/assistance as appropriate)..
	Sound "All-Safe" signal (advise verbally that all is safe).

Completed or N/A	Item
	<p align="center">Evacuation to a Relocation Facility</p> <p><i>If the entire neighborhood is in danger, it may be necessary to move the children and staff to another facility that is far enough away to not be in danger. It's convenient if that "relocation facility" is another child care center because it has facilities and equipment. If nothing else is available, the community may have evacuation shelters established.</i></p>
	Notify relocation Facility Redland Baptist Church 717-938-9765
	Call for pre-planned transportation vehicles (if needed).
	Take attendance for accountability and to determine exact number of transport seats needed.
	Transportation arrives at the facility.
	Notify county EMA (ph # _____) of failure in transportation resources.
	Give each driver a map to Relocation Facility in case vehicles get separated. Attach appropriate maps to this checklist.
	Load "Go Kits" medications and special needs equipment are on transportation.
	Ensure that all children and staff, including those who need assistance are aboard the transportation and arrive in shelter areas.
	Post "Notice of Relocation" (Part III, Annex11).
	Take attendance for accountability before transportation departs.
	Transportation departs for Relocation Facility.
	Take attendance for accountability when you arrive at relocation facility.
	Move children to areas designated for their use at Relocation Facility.
	Retain supervision and accountability for all children.
	Take attendance and report numbers to designated staff person.
	Notify parents of the relocation of children.

CHECKLIST C: EMERGENCY SUPPORT FUNCTIONS

Procedures to accomplish functions required to support emergency action.

Completed or N/A	Item
	Building Security
	Lock facilities, leaving only one entry/exit point.
	Staff checkpoints to ensure there are no intruders (see diagram).
	Communications
	Get information on hazards
	Monitor weather radio to find out about emergencies.
	Monitor local radio/TV stations to stay aware the progress of an emergency
	Communicate with parents
	Use land-line telephone (primary means of communication).
	Make backup communication system available (cell phones).
	Time permitting post current facility status on the facility website (if available.)
	Use text messaging and social networking sites to notify parents
	Communicate within the facility
	Sound appropriate alarm for Protective Action decided (evacuate immediately, shelter or evacuate to host).
	Establish contact with relocation facility as soon as evacuation is considered.
	Go Kits
	Contain emergency contact information and pick-up authorizations for all of the children.
	Contain medication and other equipment (with instructions for use) for the children and staff.
	Contain special medical information, including allergies on children and staff.
	Contain first aid supplies.
	Contain water & snacks for everyone (time permitting).
	Contain important business records (second priority)
	Other (specify _____)
	Medical Emergencies
	Render first aid as needed/feasible.
	Brief Ambulance/EMS personnel when they arrive.
	Medical Procedures
	Review list of special needs children (lists in "go-kit").
	Ensure individual staff are with children with special needs.
	Take all medication to be moved if children relocate (in go-kit).
	Take first aid supplies to accompany the children (first aid supplies in "go-kit").
	Examine all children/staff for injuries after emergency has passed.
	Establish and maintain log of any medication administered.

	Public Utilities
	Shut off Electricity manually.
	Shut off Water manually.
	Shut off Gas manually.
	Important Records
	<i>When possible, important records, including business records should be backed up regularly and stored in a secure site away from the facility.</i>
	Put emergency contact information and parental permissions, etc in "Go-Kit".
	Put business records (license, employee training, lease, etc.) in "Go-Kit".
	Put records relating to special needs (???, etc)
	Recovery
	Develop a plan based on damage survey to clean up the center and make it safe for reoccupation.
	Begin clean-up and repair.
	Keep records of costs for insurance reasons

County Emergency Management Agency	717-218-2900
Local Emergency Services Emergency #	9-1-1
Hampden Township Emergency Services Non-emergency #	717-238-9676
Child Care facility Relocation Facility	Red Land Baptist 717-938-9765

Dear Parents,

This letter is to assure you of our concern for the safety and welfare of children attending **Oakwood Baptist Day School**. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance 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 case of inclement weather, we may then proceed indoors at a neighbor's.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *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.
 - Emergency Relocation Facility at Red Land Baptist Church,
661 Big Spring Road, New Cumberland, PA 17070.If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility.
- *Reuniting:* A staff member will call your emergency contact number to tell you that your child has been evacuated safely. They will inform you as to when you may pick up your child at the safety location. We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

If you're not sure how to get there, please ask for directions before there is an emergency.

- *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 (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.
- Please listen to WGAL for announcements relating any of the emergency actions listed above.

I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if at all possible. 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 your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact Lisa Dowdrick at 717-991-4558.

Sincerely,

Lisa Dowdrick
Director

Cumberland County Child Care Plans

The Child Care Emergency Operations Plan has been received by Cumberland County Department of Public Safety for the following Child Care Center: **Oakwood Baptist Day School, 4315 Chestnut Street, Hampden Township**

Eric W. Heinen
Signature

1/15/2015
Date

A copy of the Emergency Operations Plan has been received by the Local Emergency Management Coordinator of **(Hampden)** who agrees to distribute the Emergency Operations Plan (EOP) to Police, Fire and EMS companies who provide public safety services to the above mentioned vulnerable facility.

NOTE: Local Coordinators are responsible to notify the appropriate municipal officials of this EOP and any changes.

Don Good
Signature

1/15/2015
Date

Emergency Transportation of Children

- In the event of an emergency when a child needs to be taken for care, the child will leave the school grounds with the director, Lisa Dowdrick, and will be transported by school van. The director will take the emergency consent form for the child.
- The office assistant, Kathy Bertsch, or a head teacher will contact parents.
- If the school director is not on the school grounds, then a head teacher will accompany the student for care. The director will be notified (717-991-4558) and will go to the place of care so that the teacher can return to the school.
- While the teacher is away from the school, a teacher will move from another class to keep the appropriate ratios.

FACILITY PLAN UPDATE QUESTIONNAIRE

FACILITY NAME: Oakwood Baptist Day School

STREET ADDRESS: 4315 Chestnut St.

CITY: Camp Hill STATE: PA ZIP: 17011

MAILING ADDRESS (if different from street address)

HOURS OF OPERATION: M-F 6:30am-5:30pm PEAK SEASON: year round

AVERAGE: POPULATION: 43 AGE: 3 yrs. to 5th grade

DAILY POPULATION: Minimum 12 Maximum 61

SEASONAL POPULATION: Minimum 12 Maximum 61

PHONES:

BUSINESS 717-737-7308 BUSINESS CELL —

FAX 717-525-7683

CONTACTS:

PRIMARY

LAST NAME: Dowdrick FIRST NAME: Lisa

TITLE: Director EMAIL: lisa.dowdrick@oakday.org

WORK PHONE: 717-737-7308 CELL/24-HOUR PHONE: 717-991-4558

1ST ALTERNATE

LAST NAME: Bertsch FIRST NAME: Kathy

TITLE: Administrative Asst EMAIL: kathy.bertsch@oakbaptist.org

WORK PHONE: 717-737-7308 CELL/24-HOUR PHONE: 717-461-0738

2ND ALTERNATE

LAST NAME: Kimmel FIRST NAME: Stephanie

TITLE: Kindergarten Teacher EMAIL: snkimmel@verizon.net

WORK PHONE: 717-737-7308 CELL/24-HOUR PHONE: 717-309-4985

Submit Form



DEPARTMENT OF PUBLIC SAFETY

1 Public Safety Drive • Carlisle, Pennsylvania 17013-7300
Toll Free: 1-888-697-0371 ext. 2900 • Office: 717-218-2900 • Fax: 717-218-2950

7/22/2021

Lisa Dowdrick
Oakwood Baptist Day School
4315 Chestnut St.
Camp Hill, PA 17011

Dear Lisa,

Please accept this letter as confirmation of the receipt of your 2021 Emergency Operations Plan (EOP). This letter does not infer or imply approval or concurrence. A copy of your EOP is maintained at the Public Safety Building to allow us to assist you in the time of an emergency.

A copy of this plan should also be shared with Hampden. The Local Emergency Management Coordinator is Doug Gochenaur. He can be contacted at dgochenaur@hampdentownship.us or 717-909-6021 to provide the municipality a copy of the Emergency Operations Plan. -sent 8/2/21

Remember that you are required to review your Emergency Operations Plan annually. Please provide us with a copy of any changes. If there are no changes a letter stating such may be submitted to my office. If you have any questions of concerns about your plans or the planning process please do not hesitate to contact me via telephone or email.

Sincerely,

Justin A. Shaulis
Planning Coordinator
717-218-2914
jshaulis@ccpa.net