

# Ready Roos Early Learning Academy Emergency Plan

Physical Address:	Mailing Address:
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Facility Director	<p>Marsha Karanikos 724-591-8882 director@readyroos.com</p>
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This document supports the Ready Roos Early Learning Academy Emergency Plan. This document is confidential and is not to be released outside of the facility, except to Emergency Response organizations.

# Ready Roos Early Learning Academy

## Emergency Plan



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**Document History & Change Control**

Date	Change Description	Version	Author
11/14/2023	<ul style="list-style-type: none"> <li>• Initial document release</li> </ul>	0.01	Marsha Karanikos
11/16/2023	<ul style="list-style-type: none"> <li>• Addition of Change Control Record</li> <li>• Checklist headings attached to each checklist</li> </ul>	0.02	Marsha Karanikos
01/13/2024	<p>Modified Section 2.3.1</p> <p>In the absence of the “<del>senior on-site facility person</del>” Director, the following facility person(s) will take charge:</p> <p style="padding-left: 40px;">Primary: Director</p> <p style="padding-left: 40px;">Secondary: Assistant Director or Primary Staff person</p> <ul style="list-style-type: none"> <li>• Font change on cover page; typo corrections as identified.</li> <li>• Added electronic signature 1.3 Signature.</li> <li>• Reworded 1.1 Super Cession.</li> </ul> <p>“The current version of this plan supersedes all previously developed emergency plans.”</p> <ul style="list-style-type: none"> <li>• Definitions added to 3.5 Emergency Checklists</li> <li>• Definitions of acronyms include: GS: Group Supervisor (also referred to as Lead Teacher) AGS: Assistant Group Supervisor (also referred to as Teacher) FLEX: Part time staff</li> <li>• Modified description in Section 1.2 Record of Changes and Review</li> <li>• Copy of Emergency contacts will be printed and in GO KITS.</li> </ul>	0.03	Marsha Karanikos
2/17/24	<ul style="list-style-type: none"> <li>• Section 4.3.2 reference an incorrect form number CY356 has been updated to CD356</li> <li>• A code has been associated with the types of protective action as listed in Section 5.1....for example, 5.1.2.1 Shelter In Place is ‘SIP’</li> <li>• Clarification of Section 5.1.3 Evacuate – this includes a second sentence in the intro and ‘Immediate’ added to the heading for 5.1.3.1, 5.1.3.2 and 5.1.3.3</li> <li>• Added phrase ‘or turn system off’ to sections 5.5.3 and 5.5.4</li> <li>• Updated 5.5.6, 5.5.7, 5.5.8 headings</li> <li>• 5.5.5 NOTE added regarding Director assuming responsibility</li> <li>• 5.5.8 – added pick up of children from assembly point</li> <li>• Included hardcopy of AUTH Pickup forms per child</li> </ul>	0.04	Marsha Karanikos

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## 2. INTRODUCTION

### 2.1 CONCURRENCE BY OUTSIDE RESOURCES

The Ready Roos Early Learning Center Director has established community contacts who are prepared to participate in assisting the center in an emergency.

Organization	CONTACT INFORMATION	Concurrence
<b>LOCAL</b> Emergency Management Agency	Scott Garing <b>724-776-6130 x1840</b> <a href="mailto:Scott.garing@cranberrytownship.org">Scott.garing@cranberrytownship.org</a>	email
<b>COUNTY</b> Emergency Management Agency	Steve Bicehouse <b>724-284-5211 - option 1</b> <a href="mailto:sbicehou@co.butler.pa.us">sbicehou@co.butler.pa.us</a>	email
<b>LOCAL</b> Traffic Safety Authority	Lt. William Ahlgren 2525 Rochester Road Suite 600 Cranberry Township, PA 16066-6499 <b>724-776-4806 x1423</b> <a href="mailto:william.ahlgren@cranberrytownship.org">william.ahlgren@cranberrytownship.org</a>	email
Student <b>Transportation</b> of America	Krystal Goodhart Pine-Richland STA Dispatcher Student Transportation of America 1110 Middlesex Road Gibsonia, PA 15044 <b>(724) 502-4614 or 4610</b> <a href="mailto:kgoodhart@ridesta.com">kgoodhart@ridesta.com</a>	email
Rite Aid Pharmacy <b>PRIMARY RELOCATION SITE</b> SHELTER away-within walking distance	Store Manager – Steve (as of Oct – 2023) 20480 Route 19 Cranberry Township, PA 16066 <b>(724) 778-8989</b>	Verbal-phone
Cranberry Township Municipal Building <b>SECONDARY RELOCATION SITE</b> SHELTER further away-which requires transportation arrangements	Customer Service 2525 Rochester Road Suite 400 Cranberry Township, PA 16066-6499 <b>724-776-4806</b>	Verbal-phone
Building Landlord	<b>Michael DeRenzo</b> <a href="mailto:michael.derenzo@hmgp.com">michael.derenzo@hmgp.com</a> 412 225-0472	Verbal-phone

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**2.2 RECORD OF CHANGES AND REVIEW**

A footer is included on each page of this document to provide reference to the initial plan date and the date of an update to the plan.

Version control management will be facilitated using a table. (see above)

Access to the current emergency plan will be password protected and only available to enrolled families on the Ready Roos website under the 'Parent Resources' page.

**2.3 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.

*Marsha E. Karanikos*

Signature of facility/owner/operator

*11/11/2023*

Date

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**3. FOREWORD**

**3.1 Public Safety Officials .....(CD355)**

Public safety officials should be aware of the provisions of this plan. A current copy of the plan will be provided to the local municipality and county emergency management agency.

The Office of Child Development and Early Learning certification representative will also review the plan when inspecting the facility.

The responsibility of the Childcare facility is to develop, maintain, and implement the plan in accordance with state licensing policy. The facility will maintain a record of delivering the emergency plan to public safety officials using **FORM: CD355 Emergency Plan Delivery Document**.

This emergency plan describes the procedures that will be used by Ready Roos Early Learning Academy 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 public. Key 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 and via the facility's website.

The plan itself is organized into three parts:

1. Emergency Plan
2. Emergency Management
3. Supporting Documents

The Emergency Plan provides overall concepts and assignment of responsibility. It does not contain excessive amounts of detail. The details 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.

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### 4. EMERGENCY PLAN

#### 4.1 PURPOSE AND SCOPE

- To provide for the protection of children & 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.
- To document the method for facility persons to contact parents as soon as is possible when an emergency arises.
- To document the method for facility persons to inform parents that the emergency has ended.
- To document the method and instructions to parents for safely reuniting with their children.

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.

#### 4.2 SITUATION AND ASSUMPTIONS

Ready Roos Early Learning Academy particulars include:

LOCATION:	20510 Route 19 SUITE 106 Cranberry Township, PA 16066 724-591-8882
HOURS:	Monday through Friday 7:30am – 6:30pm
MAX CAPACITY (CHILDREN):	21
REGULAR STAFF:	5

The facility assumes responsibility for the health and safety of the children in attendance.



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### 4.2.1. Sources of Information

Sources of information regarding hazards in the surrounding area include the Local and County Emergency Management Agencies (EMA) as specified in section 1.1 of this document. The Local Emergency Management Agency will be the primary source of governmental assistance during an emergency. Assistance during emergencies will be dispatched through the County Emergency Management Agency.

The facility may be subject to the following natural disasters and emergencies:

- severe storms including wind, rain, and blizzard conditions.
- floods
- disease outbreak
- tornado

The Owners, Director & staff will be signed up to receive text message alerts from the local Cranberry Township 'ALERT CENTER'.

### 4.3 Concept Of Operations

#### 4.3.1. 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, childcare staff and resources will be focused on providing for the safety and wellbeing of children and staff.

In the absence of the senior on-site facility person, the following facility person(s) will take charge:

- Primary: Director                      Secondary: Assistant Director or Primary Staff person

#### 4.3.2. Annual Drills .....(CD356)

Emergency drills will be conducted annually including a review of the emergency plan document, procedures and duties with the intention of:

- Providing training for staff, including substitutes
- Orienting children on emergency procedures and responsibilities
- Developing skills needed for a real emergency.
- Training inexperienced staff to ensure compliance with state licensing regulations.
- Occurrences of Emergency drills will be recorded using **FORM: CD356 – Emergency Drill Log**

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### 4.3.3. Special Medical, Physical or Behavioral Needs

The childcare facility will maintain a current listing of any children or staff who have a condition that may require special accommodation or action to allow that person to take appropriate protective measures during an emergency. The special accommodations listing includes infants, toddlers, children with disabilities and children with chronic medical conditions. The report also includes the following information:

- Name and age
- Type of special need. Indication of if this is a temporary situation. If so, when should it terminate?
- Does this individual have any allergies?
- Does this individual have any special medications or equipment? If so, does this equipment require supplies or batteries that should be taken along in case of evacuation? Provide details.
- How the need is accommodated during normal child-care operations
- Will this accommodation be available during a shelter-in-place or evacuation?
- 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 local and county EMA along with the annual plan review.

### 4.3.4. Accountability .....(CY863)

- 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 a staff person can verify the individual's identity.
- In the case of a verbal release, staff will complete **FORM CY863: Verbal Request for Release of Child** and this a copy will be maintained in the child's file.
- 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.

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### 4.3.5. Continuity of Operation

Continuity of Operations during and after an emergency includes continuing daily operations, backing up or retrieving health and other key records/files and managing financial issues such as paying employees and bills during the aftermath of a disaster.

Ready Roos Early Learning Academy will implement the following solutions to ensure continuity of operations.

#### 4.3.5.1. PROCARE

Ready Roos will be operating with Procure, childcare center management software. Procure will be the source of family, children, and staff details as well as Ready Roos financial information.

#### 4.3.5.2. DROPBOX

In addition to Procure, Ready Roos will be using a secure facility for startup document management. Documents such as pre-employment information for staff, miscellaneous center signs and any additional lesson planning development will be held online in a secure facility.

#### 4.3.5.3. WEXFORD LOCATION

In the event of an emergency which creates a situation where the center cannot be occupied due to physical damage to the premises, Ready Roos will relocate to a temporary location in Wexford. It is anticipated that hours and available learning materials will be modified.

### 4.4 Plan Development, Maintenance and Distribution .....(RR340)

The legal entity/owner/operator of the childcare facility is responsible for:

- The development, execution, maintenance, and training of staff of the emergency plan.
- Maintaining a record of training dates for each facility person (time of initial employment, annually and at the time of each update); **FORM: RR340-ChildCare Staff Data Worksheet**
- Maintaining a record of the required annual review and review at time of any updates to the plan.
- Making sure that copies of the plan are distributed to:
  - County Emergency Management Agency
  - Local Municipality

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### 4.5 Organization and Responsibilities

#### 4.5.1. The Academy 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.
- Determine a lock down procedure.
- Maintain, review, practice and update the plan in accordance with state licensing requirements.
- Develop communication procedures to keep parents informed during an emergency.
- Encourage parents to tune in 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.

#### 4.5.2. Staff

Staff are required to:

- Participate in the review process, receive training at time of hire and when plan is updated, practice drills consistent with state licensing requirements and implement drill when necessary.
- Sign up to receive text message alerts from the local Cranberry Township 'ALERT CENTER'.
- Maintain supervision of children until they are released to parents or guardians.
- Perform special assignments as specified in the plan checklists.

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### 4.5.3. Parents

Parents are requested to:

- Be familiar with plans and procedures for ensuring the safety of the children.
- Sign up to receive text message alerts from the local Cranberry Township 'ALERT CENTER'.
- Tune to designated local media for information and instructions during an emergency.
- Maintain up to date contact information for children and emergency contact information.

### 4.6 Authority and References

Childcare Centers 55 Pa. Code §3270.27:

<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3290/s3290.24>

### 4.7 Super Cession

The current version of this plan supersedes all previously developed emergency plans.

## 5. EMERGENCY MANAGEMENT

### 5.1 Types of Protective action

In the event of an emergency, protective action may be necessary. Protective action is an intervention intended to reduce or eliminate exposure to a hazard.

Multiple factors need to be assessed to determine which type of protective action to take in a given emergency situation. Types of protective actions include:

- Modified Activity
- Lockdown
- Shelter
- Evacuate

#### 5.1.1. Modified Activity

Modified activity is a protective action that may result in an early dismissal or cancellation of certain activities.

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### 5.1.2. Shelter

Shelter is a protective action of isolating your inside environment from the outside environment.

#### 5.1.2.1. Shelter IN PLACE - SIP

Shelter IN PLACE involves moving all children including those needing special accommodation including infants, toddlers, children with disabilities or medical needs to the safest spot in the facility that offers the best protection.

#### 5.1.2.2. Shelter – Immediate - SIM

Immediate shelter is a protective action taken when there is not sufficient time to move all children including those needing special accommodations including infants, toddlers, children with disabilities or medical needs to the safest spot in the facility.

#### 5.1.2.3. Lockdown - LD

Lockdown is a protective action in which staff quickly secure themselves, students, and visitors in rooms or areas away from immediate danger. Each of the following 3 types of evacuation are considered immediate.

### 5.1.3. Evacuate

Evacuation is a protective action which requires everyone to leave the facility as soon as possible.

#### 5.1.3.1. Evacuation Immediate - Assembly area

Evacuating children and staff to a safe “assembly area” outside, but near the facility.

#### 5.1.3.2. Evacuation Immediate - Nearby

Evacuating children and staff to a safe location within walking distance of the facility.

#### 5.1.3.3. Evacuation Immediate – Away from area

Evacuating children and staff to a safe location away from the surrounding area by using transportation away from the facility.

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### 5.2 Determine Protective Action

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

TYPE OF HAZARD	THINGS TO CONSIDER	POSSIBLE PROTECTIVE ACTION
<b>Hostile Intruder</b>	Is the intruder possibly violent? Is there time to move the children? Is there a safer place for them?	Lockdown Evacuate–Away from Area Shelter (IN PLACE)
<b>Tornado/Severe Storm</b>	Does it threaten us? Is there a recommended protective action? How much time do we have?	Shelter (Immediate)
<b>Winter Weather</b>	Do we have time to send everyone home? Is it safe to go outside? Is it safe to travel outside?	Early Dismissal Shelter (IN PLACE)
<b>Hazardous Material/ Nuclear Powerplant Incident</b>	Does it threaten us? Is there a recommended protective action? How much time do we have?	Evacuate–Away from Area Shelter (Immediate)
<b>Fire</b>	Where in the building is it? Does it threaten us?	Evacuate - Nearby
<b>Utility Failure</b>	Is the building safe? Do we have time to send everyone home? Is it safe to go outside?	Evacuation–Away from Area Modified Activity–Early Dismissal Shelter (IN PLACE)
<b>Flooding</b>	Is the building in danger? Is it safe to go outside? Is it safe to travel outside?	Modified Activity–Early Dismissal Evacuation Shelter (IN PLACE)
<b>Earthquake</b>	What parts of the building are damaged? Is it safe to continue operations in the building? Is it safe to move?	Evacuation–Away from Area Shelter (Immediate)
<b>Building Damage</b>	What parts of the building are damaged? Is it safe to continue operations in the building? Is it safe to move?	Early Dismissal Shelter (Immediate) Evacuation
<b>Civil Disturbance/ Violence Outside</b>	Does it threaten us? Might it get worse? Is it safe to go outside?	Lockdown Evacuation (Immediate) Shelter (Immediate)

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### 5.3 INFORMING PARENTS.....(CY867)

The Academy Director will use printed **FORM: CY867 Emergency Contact/Parental Consent**, an iPad or cell phone to access the parent information accessible from our Procure solution to call and speak with at least one parent of each child. The staff person will make a short call and provide:

- the type of emergency
- type of protective action
- particulars for the type of protective action (example: evacuation-away)

### 5.4 REUNITING PARENTS WITH THEIR CHILDREN

The Academy Director will use printed **FORM: CY867 Emergency Contact/Parental Consent**, an iPad or cell phone to access the parent information accessible from our Procure solution to call and advise the parents that:

- the emergency has been resolved.
- authorities have authorized that it is now safe for you to pick up your child.
- the pickup location

### 5.5 Emergency Checklists

Responsibilities for checklist items are indicated using the staff person's title.

Definitions of acronyms include:

- GS: Group Supervisor (also referred to as Lead Teacher)
- AGS: Assistant Group Supervisor (also referred to as Teacher)
- FLEX: Part time staff

NOTE: In the absence of a Group Supervisor and Flex staffer, the Director will assume responsibility for checklist items.



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**5.5.1. Considerations For Protective Action Decision Checklist**

<b>Considerations for Protective Action Decision Checklist</b>		
<b>DIRECTOR</b>	<b>GS/FLEX</b>	<b>AGS</b>
<input type="checkbox"/> Monitor Weather Radio.	NA	NA
<input type="checkbox"/> Gather information from sources in the facility about the emergency.	NA	NA
<input type="checkbox"/> Gather info from County/Local EMA & Emergency Services about the emergency.	NA	NA
<input type="checkbox"/> Consider: Is there time to evacuate?	NA	NA
<input type="checkbox"/> Consider: Is it safe outside?	NA	NA
<input type="checkbox"/> Consider: Is there time to send the children home?	NA	NA
<input type="checkbox"/> Consider: Are the children's homes in a danger area?	NA	NA
<input type="checkbox"/> Consider: Can the children & staff be safe inside the building?	NA	NA
<input type="checkbox"/> Consider: How long will this event last?	NA	NA
<input type="checkbox"/> Identify children whose homes are not in safe areas.	NA	NA
<input type="checkbox"/> Identify the appropriate protective action.	NA	NA
<input type="checkbox"/> Notify parents and staff of protective action decision.	NA	NA

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**5.5.2. Modified Activities Checklist**

Modified Activities Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Cancel all out of building activities.	<input type="checkbox"/> Adjust to new schedule	<input type="checkbox"/> Adjust to new schedule
<input type="checkbox"/> Determine the extent of cancellations and schedule modifications.	NA	NA
<input type="checkbox"/> Make provisions to keep those children whose homes are not in a safe area.	NA	NA

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**5.5.3. Shelter (IN PLACE) – SIP Checklist**

<b>Shelter (IN PLACE) Checklist</b>		
<b>DIRECTOR</b>	<b>GS/F</b>	<b>AGS</b>
<input type="checkbox"/> Sound Alarm. (verbally communicate ‘SIP-Alert ON’ command to staff).	<input type="checkbox"/> Ensure that designated shelter areas are ready to receive and shelter children and staff.	<input type="checkbox"/> Staff move their assigned children to the pre-designated shelter areas.
<input type="checkbox"/> Notify 9-1-1.	<input type="checkbox"/> Close windows, blinds, drapes & doors to impede debris from becoming missiles.	<input type="checkbox"/> Ensure that children/staff who need help moving have arrived in shelter areas.
<input type="checkbox"/> Brief emergency services when they arrive on-site.	<input type="checkbox"/> Close air intakes for HVAC or turn system off.	<input type="checkbox"/> Take attendance to establish accountability for all children and staff.
<input type="checkbox"/> Determine building is safe prior to returning to operation (request expert advice as appropriate)..	<input type="checkbox"/> Reduce all other sources of external air.	<input type="checkbox"/> Remain IN PLACE and await further instructions from designated staff person or emergency services.
<input type="checkbox"/> Sound "All-Safe" signal (verbally communicate ‘SIP-Alert OFF’ command to staff).	<input type="checkbox"/> Time permitting, place food and beverages in closed containers.	<input type="checkbox"/> “GO KITs,” medications and special needs equipment moved to shelter areas.
NA	NA	<input type="checkbox"/> Maintain control of the group until instructed to move to another location.
NA	NA	<input type="checkbox"/> Staff take attendance as soon as they arrive in the shelter area.
NA	NA	<input type="checkbox"/> Provide meals/snacks to sheltered children and staff if the duration of the emergency warrants.

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**5.5.4. Shelter (Immediate) – SIM Checklist**

<b>Shelter (Immediate) Checklist</b>		
<b>DIRECTOR</b>	<b>GS/F</b>	<b>AGS</b>
<input type="checkbox"/> Sound Alarm. (verbally communicate 'SIM-Alert ON' command to staff).	<input type="checkbox"/> Unlock doors to closets and utility spaces designated as shelters.	<input type="checkbox"/> Move the children to the closest shelter areas.
<input type="checkbox"/> Notify 9-1-1.	<input type="checkbox"/> Close air intakes for HVAC or turn system off (time permitting).	<input type="checkbox"/> Move "GO KITS," medications and special needs equipment to shelter area (time permitting).
<input type="checkbox"/> Brief emergency services when they arrive on-site.	<input type="checkbox"/> Close windows, blinds, drapes & doors to block debris from becoming missiles.	<input type="checkbox"/> Take attendance as soon as the immediate hazard passes.
<input type="checkbox"/> Search building for hazards.	NA	<input type="checkbox"/> Maintains control of the children until instructed to move to another location.
<input type="checkbox"/> Sound "All-Safe" signal (verbally communicate 'SIM-Alert ON' command to staff)	NA	

Ready Roos Early Learning Academy  
Emergency Plan



**5.5.5. Lockdown – LD Checklist**

Lockdown Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Sound alarm (verbally communicate an ‘LD-Alert ON’ command to staff) to lock <b>ALL</b> doors & shelter children at facility.	<input type="checkbox"/> all blinds pulled down. <input type="checkbox"/> Turn off lights and encourage silence from children.	<input type="checkbox"/> Children moved furthest away from the threat (if at front door, move children to back); if at back door, move children to front)
<input type="checkbox"/> Notify 9-1-1	NA	NA
<input type="checkbox"/> Provide police with access to search facility.	NA	NA
<input type="checkbox"/> Provide police with access to search facility.	NA	NA
<input type="checkbox"/> Notify parents.	NA	NA
<input type="checkbox"/> Sound “All-Safe” signal (verbally communicate ‘LD-Alert OFF’ command to staff)	NA	NA

Ready Roos Early Learning Academy  
Emergency Plan



**5.5.6. Evacuation (Immediate) – Assembly Area Checklist**

Immediate Evacuation – Assembly Area Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Sound alarm (verbally communicate an ‘EIM-Alert ON’ command to staff)	<input type="checkbox"/> Post evacuation monitors in hallways and at doors. Name: Group Supervisor Location: Front Door Name: Director Location: Back Door	<input type="checkbox"/> Get “GO KITS”, IPADS and cell phones.
<input type="checkbox"/> Ensure that the pre-designated assembly area is safe.	<input type="checkbox"/> Ensure that children/staff who need special accommodations getting out have been evacuated.	<input type="checkbox"/> Take attendance as soon as the children arrive in the assembly area.
<input type="checkbox"/> Notify 9-1-1.	<input type="checkbox"/> Get medications and special needs equipment.	<input type="checkbox"/> Lead children in an orderly fashion out of the building to the designated assembly area.
<input type="checkbox"/> Move to another shelter if the assembly area is exposed to inclement weather.	NA	<input type="checkbox"/> Maintain control of the children until instructed to return to facility, or another location.
<input type="checkbox"/> If safe, search the building to ensure that everyone is out. Search Team Members: Director/GS	<input type="checkbox"/> If safe, search the building to ensure that everyone is out. Search Team Members: Director/GS	NA
<input type="checkbox"/> Brief emergency services when they arrive on-site.	NA	NA
<input type="checkbox"/> Determine building is safe from any hazards prior to returning (request expert advice as appropriate).	NA	NA
<input type="checkbox"/> Sound "All-Safe" signal (verbally communicate ‘IE-Alert OFF’ command to staff)	NA	NA
<input type="checkbox"/> Brief emergency services regarding final status.	NA	NA

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**5.5.7. Evacuation Immediate - NEARBY Checklist**

Evacuation Immediate To a Relocation Facility WITHIN WALKING DISTANCE Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Notify relocation Facility ( <u>Rite Aid Pharmacy – 724-778 – 8989</u> )	<input type="checkbox"/> Mark relocation site on poster and post “Notice of Relocation” on front window	<input type="checkbox"/> Get “GO KITS”, IPADS and cell phones.
<input type="checkbox"/> Notify parents of the relocation of children.	<input type="checkbox"/> Get medications and special needs equipment.	<input type="checkbox"/> Assemble children at exit with walking rings on rope - take attendance for accountability before exiting building and starting walk.
<input type="checkbox"/> Keep parents up to date as required	NA	<input type="checkbox"/> Report attendance numbers to GS
<input type="checkbox"/> /have parents collect children if safe to do so.	NA	<input type="checkbox"/> Take attendance for accountability when you arrive at relocation facility
NA	NA	<input type="checkbox"/> Move children to areas designated for their use at Relocation Facility
NA	NA	<input type="checkbox"/> Retain supervision and accountability for all children.
		<input type="checkbox"/> Report attendance numbers to GS.

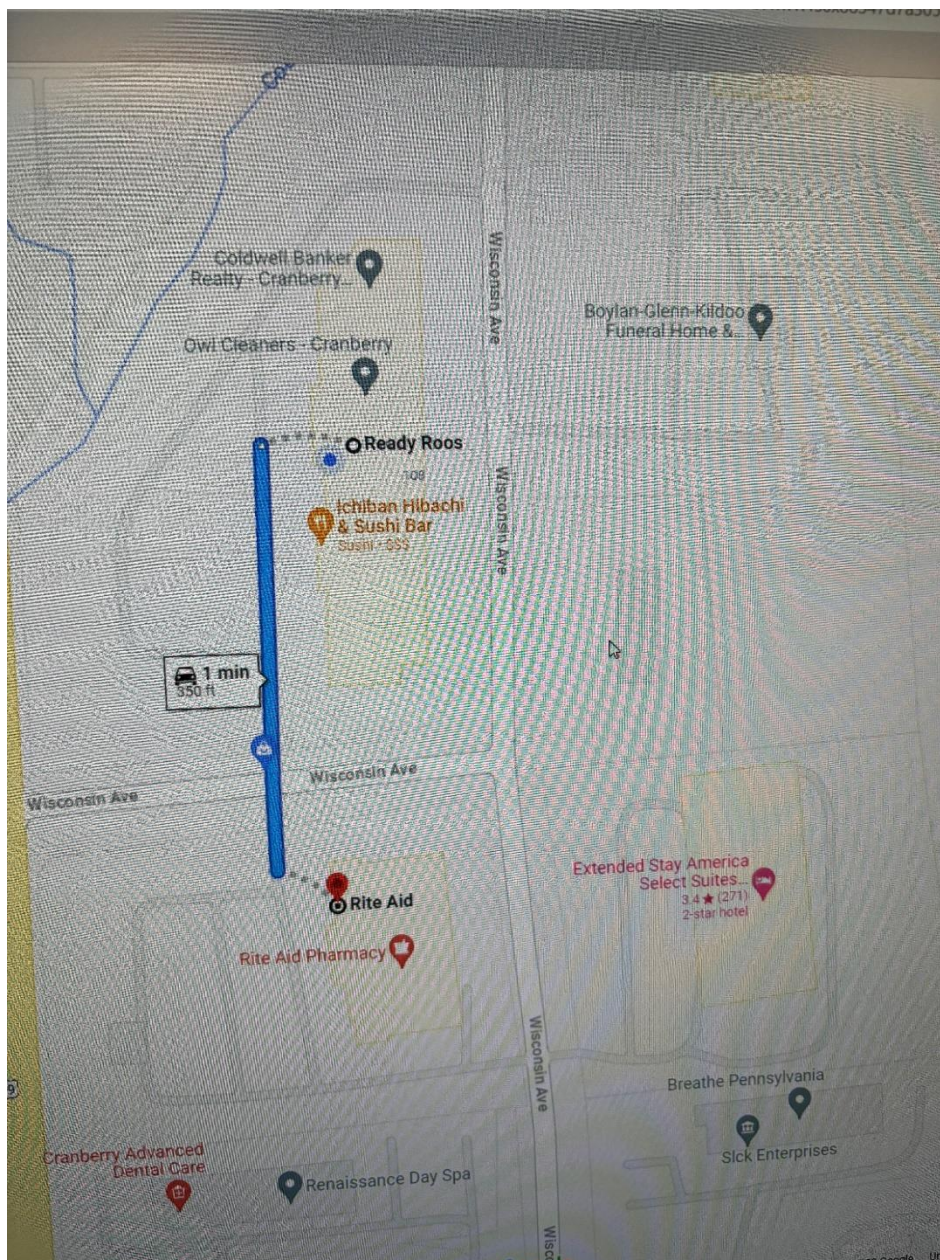


# Ready Roos Early Learning Academy Emergency Plan



## MAP OF EVACUATION ROUTE FROM READY ROOS EARLY LEARNING ACADEMY TO RITE AID PHARMACY

**PRIMARY RELOCATION SITE:** 20480 Route 19 Cranberry Township, PA 16066





# Ready Roos Early Learning Academy

## Emergency Plan



### 5.5.8. Evacuation Immediate – AWAY Checklist

Evacuation Immediate To a Relocation Facility REQUIRING TRANSPORTATION Checklist		
Page 1 of 2		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Notify relocation Facility: Cranberry Township – Customer Service:724-776-4806	<input type="checkbox"/> Cover Checkpoint A to ensure there are no intruders (see diagram).	<input type="checkbox"/> Cover Checkpoint B to ensure there are no intruders (see diagram).
NA	<input type="checkbox"/> Get medications and special needs equipment.	<input type="checkbox"/> Get “GO KITS”, IPADS & cell phones.
<input type="checkbox"/> Call for pre-planned transportation vehicles (if needed). Student Transportation of America 1110 Middlesex Road Gibsonia, PA 15044 (724) 502-4614 or (724) 502-4610	<input type="checkbox"/> Advise Director of exact number of transport seats needed	<input type="checkbox"/> Get children to assembly area for pick up point ; take attendance
Communicate with driver when Transportation arrives at the facility	<input type="checkbox"/> Give each driver a map to Relocation Facility in case vehicles get separated.	<input type="checkbox"/> Report attendance numbers to GS
<input type="checkbox"/> Notify local EMA of failure in transportation resources.: <input type="checkbox"/> Scott Garing - <a href="mailto:scott.garing@cranberrytownship.org">scott.garing@cranberrytownship.org</a> - 724-776-6130 <input type="checkbox"/> Notify county EMA of failure in transportation resources.: <input type="checkbox"/> Steve Bicehouse - <a href="mailto:sbicehou@co.butler.pa.us">sbicehou@co.butler.pa.us</a> - 724-284-5211	<input type="checkbox"/> Load “GO KITS” medications and special needs equipment on transportation	<input type="checkbox"/> Ensure that all children and staff, including those who need special accommodations are aboard the transportation and arrive in shelter areas.
<input type="checkbox"/> Notify parents of the relocation of children.	NA	<input type="checkbox"/> Take attendance for accountability before transportation departs
<input type="checkbox"/> Ensure children are released to auth pick up	Ensure children are released to auth pick up	<input type="checkbox"/> Report attendance numbers to GS before transportation departs
NA	<input type="checkbox"/> Mark relocation site on poster and post “Notice of Relocation” on front window	<input type="checkbox"/> Take attendance of all children for accountability when you arrive at relocation facility.

Ready Roos Early Learning Academy  
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**Evacuation Immediate  
To a Relocation Facility REQUIRING TRANSPORTATION Checklist**

Page 2 of 2

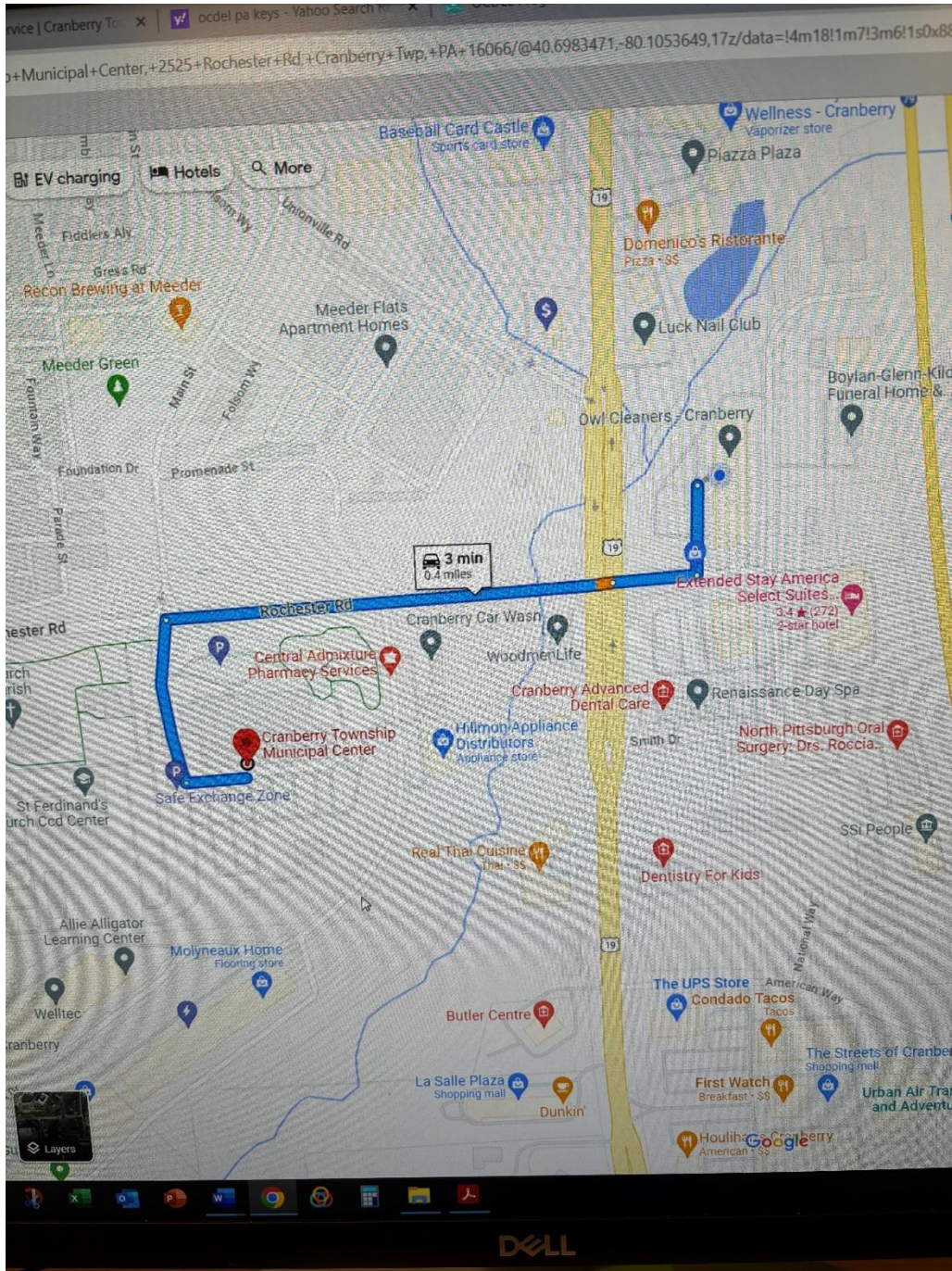
NA	NA	<input type="checkbox"/> Move children to areas designated for their use at Relocation Facility.
NA	NA	<input type="checkbox"/> Retain supervision and accountability for all children.
NA	NA	<input type="checkbox"/> Take attendance for accountability when you arrive at relocation facility.
NA	NA	<input type="checkbox"/> Report attendance numbers to GS.

# Ready Roos Early Learning Academy Emergency Plan



## MAP OF EVACUATION ROUTE FROM **READY ROOS EARLY LEARNING** TO CRANBERRY TOWNSHIP MUNICIPAL BUILDING

**SECONDARY RELOCATION SITE:** 2525 Rochester Rd Suite 400 Cranberry Township, PA 16066



Ready Roos Early Learning Academy  
Emergency Plan



**5.6 Emergency Support Functions**

**5.6.1. Building Security Checklist**

Building Security Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Lock facilities, leaving only one entry/exit point.	<input type="checkbox"/> Cover Checkpoint A to ensure there are no intruders (see diagram).	<input type="checkbox"/> Cover Checkpoint B to ensure there are no intruders (see diagram).
<input type="checkbox"/> Staff checkpoints to ensure there are no intruders (see diagram).	NA	NA

Ready Roos Early Learning Academy  
Emergency Plan



**5.6.2. Communications Checklist**

Communications Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Get information on hazards for emergency info	<input type="checkbox"/> Cover Checkpoint A to ensure there are no intruders (see diagram).	<input type="checkbox"/> Cover Checkpoint B to ensure there are no intruders (see diagram).
<input type="checkbox"/> Monitor weather radio	NA	NA
<input type="checkbox"/> Monitor local radio/TV stations for emergency info	NA	NA
<input type="checkbox"/> Monitor 'CRANBERRY ALERT'	<input type="checkbox"/> Monitor 'CRANBERRY ALERT'	<input type="checkbox"/> Monitor 'CRANBERRY ALERT'
<input type="checkbox"/> Communicate with parents	NA	NA
<input type="checkbox"/> Communicate with building landlord	NA	NA
<input type="checkbox"/> Use land-line telephone (primary means of communication).	NA	NA
<input type="checkbox"/> Make backup communication system available (cell phones).	<input type="checkbox"/> Make backup communication system available (cell phones).	
<input type="checkbox"/> ALL staff take personal cells	<input type="checkbox"/> ALL staff take personal cells.	<input type="checkbox"/> ALL staff take personal cells.
<input type="checkbox"/> Time permitting post current facility status on the facility website (if available.)	NA	NA
<input type="checkbox"/> Use text messaging and social networking sites to notify parents.	NA	NA
<input type="checkbox"/> Communicate within the facility.	<input type="checkbox"/> Communicate within the facility.	<input type="checkbox"/>
<input type="checkbox"/> Sound appropriate alarm for Protective Action decided (evacuate immediately, shelter or evacuate to host).	NA	NA
<input type="checkbox"/> Establish contact with relocation facility as soon as evacuation is considered.	NA	NA



# Ready Roos Early Learning Academy

## Emergency Plan



### 5.6.3. GO KITS Checklist

GO KITS Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Emergency contact information and pick-up authorizations for all of the children will be available with a report from Procure App.	<input type="checkbox"/> Emergency contact information and pick-up authorizations for all of the children will be available with a report from Procure App.	<input type="checkbox"/> Emergency contact information and pick-up authorizations for all of the children will be available with a report from Procure App.
<input type="checkbox"/> Printed Auth forms also in Go Kits	NA	NA
<input type="checkbox"/> Staff iPad to be placed in GO KIT at time of emergency announcement.	<input type="checkbox"/> Staff iPad to be placed in GO KIT at time of emergency announcement.	<input type="checkbox"/> Staff iPad to be placed in GO KIT at time of emergency announcement.
<input type="checkbox"/> Medication lists and other equipment (with instructions for use) for all children needing such will be available with a report from Procure App.	<input type="checkbox"/> Medication lists and other equipment (with instructions for use) for all children needing such will be available with a report from Procure App.	<input type="checkbox"/> Medication lists and other equipment (with instructions for use) for all children needing such will be available with a report from Procure App.
<input type="checkbox"/> Special medical information, including allergies on children and staff will be available with a report from Procure App..	<input type="checkbox"/> Special medical information, including allergies on children and staff will be available with a report from Procure App.	<input type="checkbox"/> Special medical information, including allergies on children and staff will be available with a report from Procure App..
<input type="checkbox"/> Access first aid supplies as needed	<input type="checkbox"/> Access first aid supplies as needed	<input type="checkbox"/> Access first aid supplies as needed
NA	<input type="checkbox"/> Take water & snacks for everyone (time permitting)	NA

Ready Roos Early Learning Academy  
Emergency Plan



**5.6.4. Medical Emergency Checklist**

Medical Emergencies Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Render first aid as needed/feasible.	<input type="checkbox"/> Render first aid as needed/feasible.	<input type="checkbox"/> Render first aid as needed/feasible.
<input type="checkbox"/> Brief Ambulance/EMS personnel when they arrive.	NA	NA

**5.6.5. Medical Procedures Checklist**

Medical Procedures Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Establish and maintain log of any medication administered.	<input type="checkbox"/> Review list of special needs children per PROCARE report via App.	<input type="checkbox"/> Take GO KIT of first aid supplies with the children
NA	<input type="checkbox"/> Ensure individual staff are with children with special needs.	NA
NA	<input type="checkbox"/> Take all medication to be moved if children relocate (in go-kit).	NA
NA	<input type="checkbox"/> Examine all children/staff for injuries after emergency has passed.	NA

**5.6.6. Public Utilities Checklist**

Public Utilities Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> All utilities (electric, gas and water) are managed by the building landlord.	NA	NA

# Ready Roos Early Learning Academy Emergency Plan



## 5.6.7. Important Records Checklist

Important Records Checklist		
DIRECTOR	GS/F	AGS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Access Emergency contacts in GOKIT.</li> <li><input type="checkbox"/> Emergency contact info, parental permissions, business records, infants, and special needs records will be available in the cloud via the Procure App, printed in Go-Kit, and Ready Roos secure Dropbox facility.</li> <li><input type="checkbox"/> 1st approach to accessing records will be via IPAD w/our Wi-Fi.</li> <li><input type="checkbox"/> 2nd approach to accessing records will be via iPad access with nearby business Wi-Fi.</li> <li><input type="checkbox"/> Third approach to accessing records will be via cell hot spot.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Access Emergency contacts in GOKIT.</li> <li><input type="checkbox"/> Emergency contact info, parental permissions, business records, infants, and special needs records will be available in the cloud via the Procure App, printed in Go-Kit, and Ready Roos secure Dropbox facility.</li> <li><input type="checkbox"/> The first approach to accessing records will be via IPAD w/our Wi-Fi.</li> <li><input type="checkbox"/> Second approach to accessing records will be via iPad access with nearby business Wi-Fi.</li> <li><input type="checkbox"/> Third approach to accessing records will be via cell hot spot.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Access Emergency contacts in GOKIT.</li> <li><input type="checkbox"/> Emergency contact info, parental permissions, business records, infants, and special needs records will be available in the cloud via the Procure App, printed in Go-Kit, and Ready Roos secure Dropbox facility.</li> <li><input type="checkbox"/> The first approach to accessing records will be via IPAD w/our Wi-Fi.</li> <li><input type="checkbox"/> Second approach to accessing records will be via iPad access with nearby business Wi-Fi.</li> <li><input type="checkbox"/> Third approach to accessing records will be via cell hot spot.</li> </ul>

## 5.6.8. Recovery Checklist

Recovery Checklist		
DIRECTOR	GS/F	AGS
<input type="checkbox"/> Develop plan based on damage survey/make it safe for reoccupation.	NA	NA
<input type="checkbox"/> Begin clean-up and repair.	NA	NA
<input type="checkbox"/> Keep records of costs for insurance	NA	NA



# Ready Roos Early Learning Academy Emergency Plan

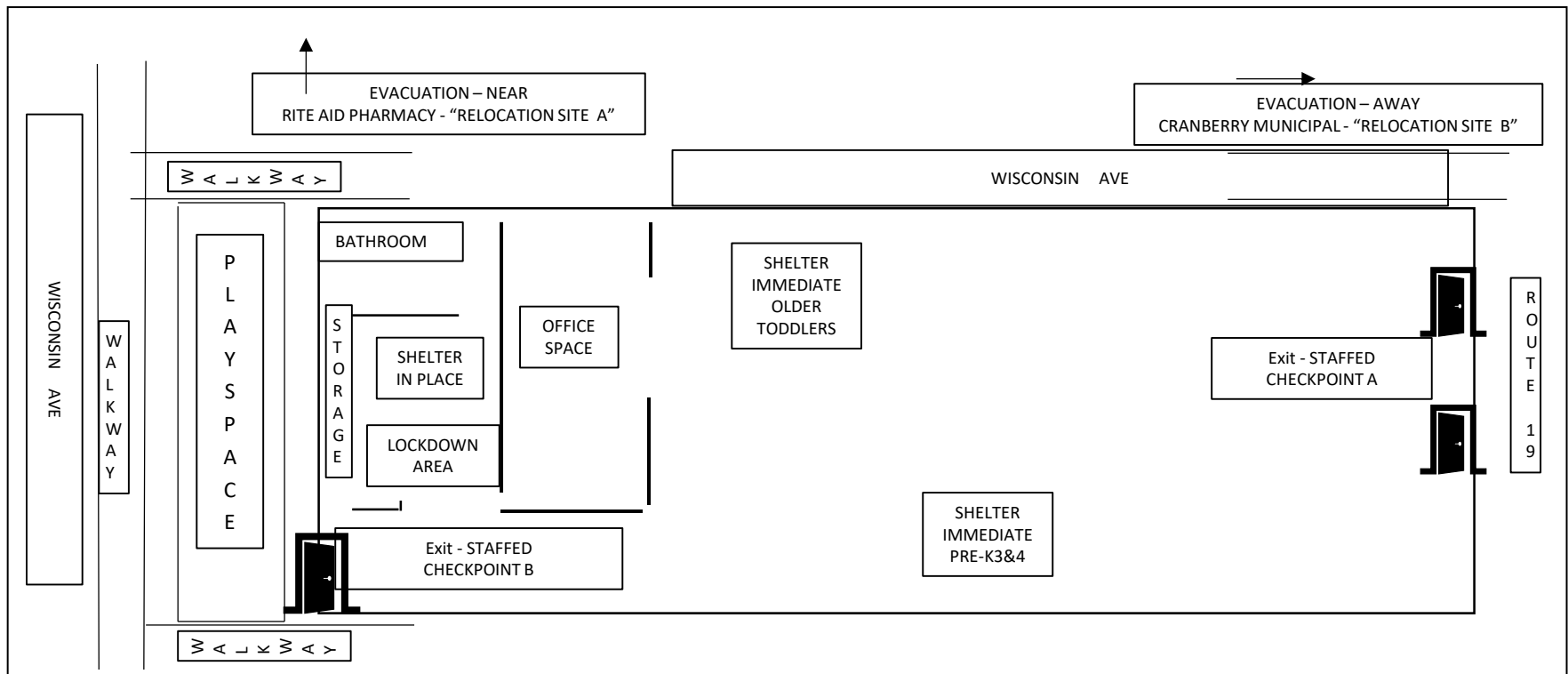


## 6. SUPPORTING DOCUMENTS

### 6.1 Attachment 1 – Facility Layout and Assembly Area

READY ROOS EARLY LEARNING ACADEMY CHILDCARE FACILITY

*(Sketch of facility floorplan and internal shelter areas, staffed checkpoints and assembly areas.)*



Ready Roos Early Learning Academy  
Emergency Plan



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**6.2 Attachment 2 – Communication Letter For Parents/Guardians**

**Page 1 of 2**

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 Ready Roos Early Learning Academy. Our Emergency Plan provides for a response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

**Modify Operation**

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.

- a. EARLY DISMISSAL: Parents will be contacted to collect children. Staff will have a modified schedule.
- b. CLOSURE: Will be posted to website. Email and text communication will be sent to a parent.
- c. DELAYED START: Will be posted to website. Email and text communication will be sent to a parent.

**Evacuate**

- a. ASSEMBLY AREA: Students are evacuated to a safe area on the grounds of the facility for emergencies such as fire.
- b. NEARBY: Students are evacuated to a safe area nearby (relocation site A) in cases such as inclement weather.
- c. AWAY: Students are evacuated to a safe area by transportation (relocation area B)

**Shelter**

- a. IN PLACE – Students and staff will take cover in the safest spot in the facility for emergencies such as weather storms.
- b. IMMEDIATE – Students and staff will take cover at the center of their classrooms to ensure they are away from windows and door for emergencies that are sudden occurrences.

Emergency Relocation **Facility A** - NEARBY

**RITE AID PHARMACY**

**PRIMARY RELOCATION SITE:** 20480 Route 19 Cranberry Township, PA 16066

Emergency Relocation **Facility B** - AWAY

**CRANBERRY TOWNSHIP MUNICIPAL BUILDING**

Ready Roos Early Learning Academy  
Emergency Plan



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**SECONDARY RELOCATION SITE:** 2525 Rochester Road, Suite 400, Cranberry Township, PA 16066

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If it ever becomes necessary to relocate, a sign will be posted on the front door indicating which facility we have relocated to. **If you're not sure how to get there, please ask for directions before there is an emergency.**

Communications which may provide helpful information regarding an emergency includes:

- The Cranberry Township 'ALERT CENTER' – sign up in advance at <https://www.cranberrytownship.org/List.aspx>
- LOCAL Radio – KDKA Newsradio 100.1 FM
- WPXI TV – Channel 11

We ask that you **do not** call the center during an emergency. This will keep the main telephone line free to make emergency calls and relay information.

Every parent is required to provide the learning academy with current information regarding each emergency pick-up contact. Please ensure that only those people you have designated as emergency pick-ups are those that 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 our Center Director, Marsha Karanikos at 724-591-8882.

Yours sincerely,

Ready Roos Administration



6.3 Attachment 3 – Sign For Front Door

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**IN THE EVENT OF AN EMERGENCY WHICH REQUIRES US  
TO RELOCATE, THE SITE SELECTED BELOW WILL  
INDICATE THE PICKUP LOCATION**



**CHILDREN & STAFF HAVE RELOCATED TO:**

**PRIMARY RELOCATION SITE**

**OR**

**SECONDARY RELOCATION SITE**

Ready Roos Early Learning Academy  
Emergency Plan

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# Ready Roos Early Learning Academy Emergency Plan



## 6.4 Attachment 4 - Important Information to Provide To 9-1-1

### 6.4.1. What is the Emergency?

- Police
- Fire
- Medical

### 6.4.2. What is the location/center particulars?

LOCATION:	20510 Route 19 SUITE 106 Cranberry Township, PA 16066 724-591-8882
HOURS:	Monday through Friday 7:30am – 6:30pm
MAX CAPACITY (CHILDREN):	21
REGULAR STAFF:	5

### 6.4.3. Detailed Information about the 911 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 the 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.

# Ready Roos Early Learning Academy

## Emergency Plan

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### 6.4.4. Stay connected until help arrives

- Do not 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.

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**6.5 Attachment 5 - Persons With Special Needs** ★

A list of persons (children or staff) who may need help in evacuating, or who may have special medical needs that need to be addressed at a host facility, or while in transit will be generated through our facility Procure App and included with copies of the emergency plan and emergency contact lists.

In particular, this list of persons will be sent to Local and County Emergency Management Agencies.

Specific information to be included for a student needing special accommodations:

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? \_\_\_\_\_

\_\_\_\_\_

★ At the time of printing this initial plan, there are \_\_ZERO\_\_ students needing special accommodations (including infants, toddlers, children with disabilities and chronic medical conditions).



Ready Roos Early Learning Academy  
Emergency Plan

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6.6 Attachment 6 - Emergency Drill Log ([CD 356](#))

6.7 Attachment 7 - Emergency Plan Delivery ([CD355](#))