

## **Pelham School Age Child Care Emergency Operations Plan**

Pelham School Age Child Care has capacity for 185 children between the ages of 5-15. The types of child care services provided include: before care, after care, half day program on early release days and full day program during Teacher Workshops and school vacations.

The program may have children and/or staff with disabilities or chronic medical conditions and are accounted for in the response action plans and procedures. Staff members will be trained to assist children and/or staff with disabilities and others with access and functional needs during drills, exercises, and incidents.

Incident Commander: Program Director

If Program Director is not on site, the Site Supervisor will be the Incident Commander

### **Building Information**

Pelham School Age Child Care operates inside of Pelham Elementary School, a two-story building, located at:

61 Marsh Road  
Pelham, NH 03076

Pelham School Age Child Care, P.S.A.C.C, utilizes the cafeteria, library, gymnasium and playground at Pelham Elementary.

### **Hours of Operation**

School Year

6:30 AM – 8:40 AM

2:20 PM - 6:00 PM

Early Release Days

Memorial 11:15 AM – 6:00 PM

PES 12:15 PM – 6:00 PM

Full Days (Teacher Workshops, school vacations, summer camp)

6:30 AM - 6:00 PM

### **Contact Information**

635-9733

[info@psacc-nh.org](mailto:info@psacc-nh.org)

## **Evacuation**

### **Fire/Bomb Threat/Explosion/Gas Leak**

If the alarm sounds or an announcement is made to evacuate the building do the following;

1. Supervisor on duty take the emergency backpack, attendance books and head count log
2. Child Care Workers and Child Care Assistants, take med bags, med kit and lead your group of children you are assigned to at the given time, to the nearest exit
3. Cross the road
4. Line up your children on playground if area is safe
  - a. If area is unsafe proceed to fields next to the SAU.
5. Take a head count
6. Raise your hand once the head count is completed.
7. Make sure children remain in line and quiet.
8. Wait for instruction

### **Evacuation-Off Site**

In the event of an offsite evacuation we will go to Sherbrune Hall, located at;

Pelham Town Hall- Sherbrune Hall  
6 Village Green  
Pelham, NH 03076

(Pelham Police Department & Town Hall)

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3. Cross the road
4. Line up your children on playground if area is safe
  - a. If area is unsafe proceed to fields next to the SAU.
5. Take a head count
6. Raise your hand once the head count is completed.
7. Make sure children remain in line and quiet.
8. Once head counts are completed Incident Commander will instruct staff to walk the children from Pelham Elementary to Sherbrune Hall.
9. When all children and staff have arrived, another head count will be completed.

## **Reunification**

Incident Commander and available staff will begin phone calls to parents.

If available, emails, text messages and announcements (Via WMUR) may also be made.

Parents may pick up children in the lobby of Pelham Tow Hall located at;

6 Village Green  
Pelham, NH 03076

A designated staff will be assigned to greet parents/guardians/designated pickup person picking up a child in the town hall lobby.

Any individual not known to program staff will be required to show ID. ID's will be cross checked with the approved pick up list. Approved pick up list is located in the emergency binder in emergency backpack.

Parents/Guardian/Designated Pick Up Person will be required to sign out their child from the PSACC attendance logs.

## **Reverse Evacuation**

### **Outdoor Emergency Situation-Secure Campus**

If an announcement is made to leave the outside or playground area, do the following;

1. Supervisor on duty take the emergency backpack, attendance books and head count log
2. Child Care Workers and Child Care Assistants take med bags, ed kit and lead the children in your care to the gymnasium, quickly and quietly, shut doors behind you.
3. Line up your children and have them sit quietly
4. Take a head count
5. Shut window blinds and secure all doors
6. Raise your hand once the head count is completed
7. Wait for instruction

## **Shelter in Place Hazardous Spill-Outside**

If an announcement is made for a Shelter in Place, all groups will leave their areas and report to the gymnasium.

1. Custodian to turn off air and close all windows
2. Supervisor on duty take the emergency backpack, attendance books and head count log
3. Child Care Workers and Child Care Assistants, take med bags, med kit and lead the children in your care to the gymnasium, quickly and quietly
4. Line up your children and have them sit quietly
5. Take a head count
6. Raise your hand once the head count is completed
7. Wait for instruction

## **Lockdown Intruder**

When an announcement is made to go into lockdown;

1. Child Care Workers and Child Care Assistants take med bags, med kit and lead your children to the nearest room.
2. Close all doors and windows, close blinds, cover windows with posters
3. Stay away from doors and windows, move children to interior walls and drop.
4. Turn off all lights
5. In the event the fire alarm sounds, do not leave unless there are signs of a fire. Wait for an emergency official.
6. Be Quiet
7. Wait for instruction

## **Gunfire**

If gunfire is heard, go into lockdown

Wait for further instruction.

## **Drop, Cover and Hold Tornado/Natural Disaster**

When the ground begins shaking and /or a loud explosion is heard or felt do the following

DROP: take cover under a nearby desk or table

COVER: your eyes by leaning your face against your arm

HOLD: on to the table or desk legs

WAIT: for further instructions

- If you are in the hallway, take the drop position along the side walls away from unsecured hazards.
- If you are outdoors, move away from the building; stay clear of power lines, and anything that may fall. Assume the drop position or sit down.
- Remain in place until the event has passed.

If a tornado warning is in place, proceed to the hallway (leading to the east or west wing) have children sit along the wall and wait for further instruction.

## **Continuity of Operations**

All efforts will be made to resume normal operations. Staff will work with school and town officials.

## **Additional Employee Responsibilities**

- Maintain accurate group list
- Identify any children in your group that may need additional direction, medical attention or assistance. Assist as needed, if one on one supervision is needed speak with Site Supervisor
- You are responsible to know the number of children in your care at all times
- Keep your radio with you at all times

## **Site Supervisor on Duty**

Always bring;

- Emergency backpack, attendance books & head count log
- Maintain accurate head count at all times

Emergency Backpack: located in PSACC in room 529

Backpack includes:

Child Emergency Information & Parent Contact Information

Radio

Batteries

First Aid Supplies

Fruit Snacks

First Aid Supplies: Located in PSACC office-Room 592

Child Care Registration & Emergency Forms: Located in child files in PSACC office (room 592) and in binder in emergency backpack.