



Emergency Operations Plan

Educational Building Blocks, Inc.

2094 Carlisle Road

York, Pa 17408

November 16th, 2019

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QUICK GUIDE – EMERGENCY EVACUATION OR QUARANTINE

1. Teachers are responsible to evacuate the children that are assigned to them (i.e. whose photo IDs are on the lanyard that they carry) Teachers must take the emergency contact book, first aid kit, photo ID cards and daily attendance sheet when evacuating the building.
2. Count all children before leaving the building and again at evacuation assembly point.
3. Early Learning Center Executive Director takes the emergency contacts folder, first aid kit, medicine, and is the leadership point of contact. In the absence of the Childcare Executive Director, the Executive Assistant Director takes these items and all responsibilities. In the absence of both the Executive Director and Executive Assistant Director, the lead designated teacher takes on these and all responsibilities.
4. Assigned personnel begin final sweep of rooms and building:
 - A. Exit Monitor (Lower Level Exits): Mikki Miller
 - B. Exit Monitor (Upper Level Exits): Sara Weir and Brandy Kemper
 - C. Infant Room: Mikki Miller
 - D. Young Toddler Room: Mikki Miller
 - E. Older Toddler Room: Mikki Miller
 - F. Older Infant Room: Sara Weir
 - G. PK1 Preschool Room: Sara Weir
 - H. PK2 Preschool Room: Brandy Kemper
 - I. PK3 Preschool Room: Brandy Kemper
 - J. School Age Room: Sara Weir
 - K. Final Sweep of Center: Lower Level (Mikki Miller)
Upper Level (Sara Weir and Brandy Kemper)

THREAT	SHELTER/ ASSEMBLY POINT	SPECIAL INSTRUCTIONS
FIRE	<ul style="list-style-type: none"> • Infants and Older Toddlers will exit through the playground entrance to furthest end of playground • Young Toddlers will exit through the classroom playground entrance to furthest end of playground • Young Preschool will exit out front entrance, walk around building and assemble at the furthest end of the rear parking lot. • Older Preschool and School Age will exit through the upper level exit, down the outside staircase and assemble at the furthest end of the rear parking lot. 	<ul style="list-style-type: none"> • If exits are blocked, then move to room furthest away. • Director to carry out emergency contact folder, first aid kit, and medicine. • Take as many coats as possible without pausing on the way out. • Shelter children in vehicles if the weather is bad. • If fire is in area of building closest to playground, children and staff must exit to playground area and continue outside of fenced in area.
BOMB THREAT	At Director’s order evacuate children to designated away site.	Try to gather as much information as possible (See Checklist). Remain calm and notify 911.
TORNADO/HIGH WINDS/ HURRICANE	Interior hallways or basement away from glass.	Dismissal of students will not take place until warning is lifted.

NUCLEAR/ AIRBORNE	Arrange for parent pickup, or when needed transport children/staff to designated site outside York County	Follow York County Emergency Management instructions.
INTRUDER	Remain in classrooms unless and until evacuation is ordered.	Lock doors, stay away from doors and windows. Turn off lights. DO NOT sound fire alarm
HEALTH RELATED	Remain in classrooms.	Follow Department of Health Instructions.

CHAIN of COMMAND and DIRECTION

Educational Building Blocks, Inc. Early Learning Center Executive Director will assume responsibility for emergency actions until the arrival of emergency service personnel.

- Educational Building Blocks, Inc. Director, Sara Weir, will gather and record information necessary to determine appropriate emergency actions.
- In an emergency, day care staff and resources will be focused on providing for the safety and well-being of children and staff.
- In the absence of the Educational Building Blocks, Inc. Early Learning Center Executive Director the following facility positions will take charge:
 - Primary: Executive Assistant Director Brandy Kemper
 - Secondary: Assistant Director Mikki Miller

ORGANIZATION AND RESPONSIBILITIES:

The Educational Building Blocks, Inc. Early Learning Center Executive Director will:

- Be familiar with emergency plans for the township; West Manchester, York County
- Ensure agreements of assistance 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
- Notify parents to tune to local media for information during the 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 transportation needed if evacuation or relocation is required.
- Take children’s emergency records to the evacuation/relocation site.

The Educational Building Blocks, Inc. Staff will:

- Review and assist in keeping emergency plans and checklists current.
- Maintain supervision of children until they are released to the parents or guardians
- Evacuate children directly assigned to them and know their whereabouts/count at all times.
- Tune to designated local media for information and instructions during area-wide.

Training and Distribution

Communicating the Plan

All staff are to be aware of policies and procedures listed in this emergency operations plan. Staff are should also become familiar with their responsibilities. If any staff members feel that he/she is unable to complete tasks listed in plan, please contact your supervisor immediately. An overview of the plan will be conducted to staff yearly.

Training

It is a mandatory part of the orientation process for all new staff members/volunteers to read and be familiar with emergency procedures outlines in this plan. All staff members are required to become pediatric CPR-certified. The whole organization should practice the emergency operations procedures. Educational Building Blocks will conduct drills every 60 days. Scheduling these in advance and consider bringing in an emergency response expert from the community, so they can observe the drill and recommend potential improvements.

This Emergency Operation Plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

Media Procedures

- The Executive Director is the spokesperson for Educational Building Blocks, Inc. No one should speak to the media without the pre-authorization of the Executive Director.
 - Executive Assistant Director is the spokesperson only in the absence of the Executive Director.
- Don't release names of victims or persons involved or any other information to the media.
- If contacted by the media, inform them you are not authorized to comment and direct them to the office of the Executive Director.
 - If contacted by the media by telephone, explain that once information can be released, their call will be returned by the Executive Director. Ask for their name, phone number, company name and press deadline.

Important Employee Contact Information

Employee Name	Contact Information
Melissa Smith - Owner	717-676-3250
Sara Weir - Director	717-514-7683
Brandy Kemper – Asst. Director	717-578-5613
Mikki Miller - Asst. Director	717-353-0084
Frankie Looks - YI	717-714-4645
Cierra Jacques - OI	717-357-5693
Jenna Godfrey – YT	717-676-9783
Gerri Elicker - YT	717-659-4180
Olivia Downs – OT	717-817-6496
Heather Krebs - OT	717-542-8686
Gabrielle Hench – PK 1	717-683-6445
Shelby Quigley – PK 2	717-883-1304

Patricia Miller – PK 3	717-480-8939
Samantha Soss – Floater	631-925-8006
Alyssa Inners – Floater	717-434-2906
Ashley Catron – Floater	717-719-3324
Danielle Travers - Floater	717-654-9118
Casey Boone-Cook	717-881-9548

Important Community Contact Information

Emergency Management:

York County Emergency Management.....717-840-2990
 Pennsylvania Emergency Management Agency.....800-272-7362
 Federal Emergency Management Agency.....800-621-3362

Law Enforcement:

West Manchester Police Department.....717-792-9514
 Pennsylvania State Police.....717-783-5599

Fire Department:

Shiloh Fire Company.....717-764-3920
 Lincolnway Fire Company.....717-792-0116

Medical:

Memorial Hospital.....717-843-8623
 York Hospital.....717-851-5320
 Poison Control.....800-222-1222

Community Emergency:

Red Cross.....717-845-2751

Utilities:

Columbia Gas.....717-849-0100
 MetEd.....717-848-7100
 Shipley Energy.....717-848-4100

Other:

York County Office of Bureau of Health.....711-849-2252
 Pennsylvania Department of Health.....877-724-3258

Outside Contractors:

Revisions

- Revisions should occur annually.
- Revisions should occur after a drill/or actual emergency.

Keep a history of revisions:

Original Date:	02/2013
Revision Date:	12/2014
Revision Date:	12/2015
Revision Date:	12/2016
Revision Date:	6/2017
Revision Date:	12/2017
Revision Date:	11/2018
Revision Date:	11/2019

Review Your Plans Regularly

Reviewing your evacuation strategies annually is one way to ensure that your plan is still the safest and most effective course of action. Obviously, whenever you change something significant (renovating the building, relocating a nursery, etc.), you will want to reevaluate your evacuation strategies immediately. Consider revising your emergency evacuation plans based on the feedback you receive from those participating in emergency drills.

Evaluation

After a drill or actual emergency, it is important to evaluate the current Emergency Operations Plan. This will allow Educational Building Blocks to make suitable changes to become more prepared for the next drill or emergency. Please have employees throughout the organization involved in the drill (major role) or actual emergency (all employees involved) fill out the following assessment.

❖ **Strengths:**

❖ **Weaknesses:**

❖ **Areas of Improvement:**

❖ **Other Comments:**

Part 2

Emergency Situations

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Medical Emergencies

If a medical emergency is reported, dial 911 and request an ambulance.

Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained employee(s) to respond to the victim's location and bring a first aid kit or AED.

Procedures:

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to blood borne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

If necessary, contact the Department of Health to report illness at 1-877-724-3258

Location of First Aid Kit(s): 1 kit located in each classroom (total of 8 kits); 1 located in Director's office (total of 1kit)

Location of AED: N/A

Medication Policy

The Director (Sara Weir) will only administer medication that is prescribed by your child's doctor and in the original container with a safety cap. The container must be labeled with the child's name, the name and number of the pharmacy, the name and number of the doctor, the name of the medication and the instructions for administration. In addition, the parent or guardian must give written consent by signing the medication log located in the Director's office.

Non-prescription medication will not be administered to a child. Tylenol will be administered to a child under the age of two (for teething pain) if we have signed statement from the child's doctor stating exact dosage and time medication is to be administered. Medication may only be administered once a day by a staff member.

This includes diaper creams, sunscreen, and bug repellent. If medicine is administered it will be logged by the administering staff member. All medicine must be kept in the locked box in the Director's office.

Evacuation Plan

Evacuation may be required if there is a fire in the building or other hazards. The evacuation will be led by a staff member, who will facilitate the evacuation and account for all the employees/visitors outside at a safe location.

Infants and Older Toddlers will exit through the playground entrance (adjacent to the infant room) to furthest end of playground

Young Toddlers will exit through the classroom playground entrance to furthest end of playground

Preschool 1 and 2 will exit out front entrance, walk around building and assemble at the furthest end of the rear parking lot.

Preschool 3 and School Age will exit through the upper level exit, down the outside staircase and assemble at the furthest end of the rear parking lot.

Transitional Toddlers will exit through the front doors of the school age and assemble at the furthest end of the rear parking lot.

The Executive Director will conduct a walk through/sweep of all lower level classrooms (infants, young, older toddlers) and bathrooms to ensure that no staff or children are remaining in the building. The Executive Assistant Director will conduct a walk through/sweep of all upper level classrooms (preschool, transitional young toddler and school age) and bathrooms to ensure that no staff or children are remaining in the building.

If an offsite evacuation is necessary, once all children and staff have exited the building and are accounted for at the rally point (safe location) the Executive Director or Executive Assistant Director will advise staff to move the children to the relocation site. The emergency relocation site is Shiloh Fire Company located at 2190 Carlisle Road, York, Pa 17408. Signs will be posted to inform parents of the relocation.

**If needed, staff will move children outside of the fenced in playground area out of harm's way.

Rally Point (safe location): **Rear Parking Lot/Rear Play Area**

Evacuation Map

Fire

- The first person to notice the fire should pull the fire alarm and call 911 to give the severity and location of the fire.
- The evacuation will be led by a staff member, who will facilitate the evacuation and account for all the employees/visitors outside at a safe location.
 - All staff and children should proceed outside using the nearest exit to assigned rally point (safe area) designated for regular monthly drills.
 - Infants and Older Toddlers will exit through the playground entrance to furthest end of playground
 - Young Toddlers will exit through the classroom playground entrance to furthest end of playground
 - Preschool 1 and 2 will exit out front entrance, walk around building and assemble at the furthest end of the rear parking lot.
 - Preschool 3 and School Age will exit through the upper level exit, down the outside staircase and assemble at the furthest end of the rear parking lot.
 - Transitional Toddlers will exit through the front doors of the school age and assemble at the furthest end of the rear parking lot.
 - The Executive Director will conduct a walk through/sweep of all lower level classrooms (infants, young toddlers and older toddlers) and bathrooms to ensure that no staff or children are remaining in the building. The Executive Assistant Director will conduct a walk through/sweep of all upper level (preschool and school age) and bathrooms to ensure that no staff or children are remaining in the building. Turn out all lights and close windows and doors after rooms are cleared.
 - The Executive Director or Executive Assistant Director should give information to fire police upon arrival. A copy of the floor plan should be given to the fire police to locate individuals trapped in building.
 - A copy of employees files and emergency contact information should be readily available.

During a Fire:


- Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.
- When the smoke alarm sounds, get out fast. You may have only seconds to escape safely.
- If there is smoke blocking your door or first way out, use your second way out.
- Smoke is toxic. If you must escape through smoke, get low and go under the smoke to your way out.
- Before opening a door, feel the doorknob and door. If either is hot, leave the door closed and use your second way out.
- If there is smoke coming around the door, leave the door closed and use your second way out.
- If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
- If you can't get to someone needing assistance, leave the home and call 911 or the fire department. Tell the emergency operator where the person is located.
- If you can't get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. Call 911 or your fire department. Say where you are and signal for help at the window with a light-colored cloth or a flashlight.
- If your clothes catch fire, stop, drop, and roll – stop immediately, drop to the ground, and cover your face with your hands. Roll over and over or back and forth until the fire is out. If you or someone else cannot stop, drop and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes. Cover with a clean, dry cloth. Get medical help right away by calling 911 or the fire department.

How to Operate a Fire Extinguisher

Only use a fire extinguisher for small contained fires (about the size of a student's desk) or if you have had additional training. Make sure you always have an exit available in case of rekindle.


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OPERATING YOUR EXTINGUISHER




P

PULL THE PIN




A

AIM AT THE BASE OF THE FIRE



S

SQUEEZE THE LEVER



S

SWEEP FROM SIDE TO SIDE

IN ADDITION

- TEST EXTINGUISHER PRIOR TO APPROACHING FIRE.
- KEEP LOW & APPROACH WITH WIND AT YOUR BACK.
- BACK AWAY, WATCHING FOR REKINDLE.

Tornado/Immediate Sheltering

If a tornado warning is issued, broadcast a warning throughout all buildings instructing everyone to move to a shelter. A tornado warning is an alert issued by weather services to warn that severe thunderstorms with tornadoes may be imminent. It can be issued after a tornado or funnel cloud has been spotted by the eye or more commonly if there are radar indications of tornado formation.

During a Tornado

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.
- In a high-rise building, go to a small interior room or hallway on the lowest floor possible.
- Put on sturdy shoes.
- Do not open windows.
- Dismissal of students should not take place until the warning is lifted.

Shelter-In-Place Plan

One of the instructions given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep individuals safe while remaining indoors. This is not the same thing as going to a shelter in case of a storm. Shelter-in-place means selecting a small interior room, with no or few windows, and taking refuge there.

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations. This will alert staff to follow instructions provided by local authorities.

All staff will be given 5 minutes to decide if they would like to shelter-in-place or leave the building. If staff should choose to exit the building against the orders of local authorities they will not be permitted to re-enter the building under any circumstances, as this could potentially endanger the lives of all individuals remaining inside the building.

If a shelter-in-place situation should occur the following list of activities will need to be completed by the following staff members:

1. Staff will hear the shelter-in-place advisory on the weather radio or television.
2. Notify all staff that they should report to designated area for a shelter-in-place emergency.
3. Designated staff will take all necessary steps to close the office. All exterior doors will be locked.
4. Designated staff will place signs on the main entrance and handicap doors notifying individuals that the building is closed and that staff are sheltering-in-place.
5. If there are visitors in the building, staff will provide for their safety by asking them to stay and not leave the building. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
6. Designated staff should turn off the building's mechanical systems. This includes all fans and heating and air conditioning systems.
7. All staff will be briefed on the emergency situation. This will be staff's last opportunity to leave the building.
8. Once everyone who is staying is accounted for, the staff will shut and lock the doors.
9. Staff/visitors will be asked to call their emergency contact to let them know where they are and that they are safe.
10. Staff will continue listening to the radio until they are told all is safe or are asked to evacuate.

Winter Storm/Extreme Weather

Closures will be announced through several media outlets and parents/guardians will be contacted via phone.

During Winter Storms and Extreme Cold

- Stay indoors during the storm.
- Walk carefully on snowy, icy, walkways.
- Avoid overexertion when shoveling snow. Overexertion can bring on a heart attack—a major cause of death in the winter. If you must shovel snow, stretch before going outside.
- Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- Watch for signs of frostbite. These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- Watch for signs of hypothermia. These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. If symptoms of hypothermia are detected, get the victim to a warm location, remove wet clothing, warm the center of the body first and give warm, non-alcoholic beverages if the victim is conscious. Get medical help as soon as possible.
- Drive only if it is absolutely necessary. If you must drive: travel in the day; don't travel alone; keep others informed of your schedule; stay on main roads and avoid back road shortcuts.
- Let someone know your destination, your route, and when you expect to arrive. If your car gets stuck along the way, help can be sent along your predetermined route.
- If the pipes freeze, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).
- Maintain ventilation when using kerosene heaters to avoid build-up of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.
- Conserve fuel, if necessary, by keeping your residence cooler than normal. Temporarily close off heat to some rooms.
- If you will be going away during cold weather, leave the heat on in your home, set to a temperature no lower than 55°F.

Lockdown

Intruder/Active Shooter Emergency Action Plan

*******EDUCATIONAL BUILDING BLOCKS INC. IS A GUN and VIOLENCE FREE ZONE*******

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity. If communication is available, call 911 or other appropriate emergency numbers.
- Staff should not leave their designated classrooms until further instruction is given. Do not be a hero!
- Don't stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what actions to take.
 - You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
 - If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
 - If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
 - The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.
 - If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
 - Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

Severe Weather/Flooding

During a Flood

If a flood is likely in your area, you should:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of stream, drainage channels, canyons and other areas known to flood suddenly. Flash floods can occur in these areas with or without typical warnings such as rain clouds or heavy rain.
- If flooding is due to mechanical failure, notify the Director or Assistant Director so that the proper utilities can be shut off
- If flooding is due to weather conditions, continually monitor the weather for updates.

If you must prepare to evacuate, you should do the following:

- Secure your organization. If you have time, bring in outdoor furniture. Move essential items to an upper floor.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.
- Dismissals are determined by the safety level, after a full assessment by the proper authorities.

If you have to leave your current location, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be swept away quickly.
- Do not camp or park your vehicle along streams, rivers or creeks, particularly during threatening conditions.

Earthquake

During an Earthquake

Drop, cover and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- DO NOT use the elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If Outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If Trapped Under Debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.

- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Civil Disturbance

Educational Building Blocks Inc. is a non-violent early learning center. Harmful or threatening behaviors towards children, staff, parents or other adults on the property will not be tolerated.

Fight/Disturbance/Assault/Demonstration/Vandalism

- Ensure safety of all staff.
- Alert the Executive Director or Executive Assistant Director.
- If necessary, call 911. Keep everyone away from the area until help arrives.
- If anyone is injured initiate the medical emergency plan.

Bomb Threat Protocol

Bombings are very rare. Even though bomb threats may be frightening we must remain calm and professional. Our first priority is to safeguard staff and building occupants. We must investigate and respond to every bomb threat we receive. To respond properly and consistently, we have created a bomb threat response plan. We must stick to the protocol to ensure that panic does not occur.

Bomb Threat Phone Call

The majority of bomb threats that are called into targets are made with the intent of disrupting normal business. Normally the call will be very brief, but if you do get a call attempt to keep the caller on the line:

- Try to get as much information as possible by using the attached bomb threat checklist (see attached)
- Upon hanging up, immediately call 911 and give specific details. If possible, use a confidential manner of communication to reduce the possibility of panic.
- Next, notify the organizational leader or designee that a bomb threat has been received.
- The organization leader or designee makes the decision whether to evacuate the building.
- An announcement will be made over the phone system stating: "May I have your attention please? An emergency has been reported. Please evacuate the building by proceeding to the nearest exit." If a phone paging system is unavailable, the organizational leader will determine the best suitable way to calmly notify staff of evacuation.

Bomb Threat Checklist

Please ask the following questions in this order:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why are you doing this?
8. What is your address?
9. What is your name?

Exact wording of the threat:

Sex of caller: _____ Race: _____

Age of caller: _____ Length of Call: _____

Time: _____ Date: _____

Number at which call was received: _____

COMMENTS:

Continued Bomb Threat Checklist

Caller's voice:

- | | | | |
|---|--|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Slow | <input type="checkbox"/> Lisp | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep | <input type="checkbox"/> Soft | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Laughter | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Normal | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Distinct | <input type="checkbox"/> Familiar | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Whispered | | | |

If the voice is familiar, who did it sound like? _____

Background Sounds:

- | | | |
|--|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Static | <input type="checkbox"/> Music |
| <input type="checkbox"/> Local | <input type="checkbox"/> House noises | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Other | | |

Threat Language:

- | | | |
|--------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Foul |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read |

Suspicious Packages

As part of our incident prevention effort, all staff must be alert for suspicious items. Staff knows what belongs in the building and what does not. If you see an item that you feel does not belong or makes you suspicious in any way:

- DO NOT TOUCH IT!
- If possible, secure the area (such as locking the door to the room where the item is)
- Notify the Executive Director or Assistant Executive Director immediately
- Using caution, clear the immediate area surrounding the suspicious package

Many bombs are mailed to a target. All staff who receives mail should be aware of the possible signs of a suspicious package.

The presence of a few or many of these items should activate the suspicious item protocol:

- Foreign postmark, airmail, or special delivery markings
- Postage irregularities, including excessive postage, no postage, or unusual stamps
- Return address irregularities, including no return address, a return address that does not match the postmark, or a return address that is not familiar to the person the package is addressed to
- Delivery address irregularities, including a title with no name, the wrong title with a name
- Badly typed or poorly written addresses
- Misspelled words
- Restrictive markings or special handling instructions
- Visual distractions on the package such as drawings, statements, or handmade postage
 - A rigid or bulky envelope
 - An oddly shaped, unevenly-weighted, lopsided or lumpy package
 - A strange odor coming from the package
 - Oily stains or discoloration on the package
 - Protruding wires or tinfoil
 - Over wrapping with excessive securing material such as tape or string
 - A package that is not expected by addressee
 - A package left by an unknown person

Although the presence of one of these conditions does not mean, for certain, that there is a bomb in the package, check further if any of these indicators are present. Find out if the recipient is expecting the package, recognizes the return address, and if the package is the right size for the item expected. Verify the return address. If any of these items come up a “no” investigate further and alert the police. Most importantly DO NOT OPEN ANY SUSPICIOUS PACKAGES. Many mail bombs are triggered by the act of opening the box or envelope. Leave the package where it is, evacuate the area, and call the police.

Explosions

- If there is an explosion, call 911.
- Take cover.
- Remain where you are unless you are in immediate danger.
- If you are in immediate danger go quickly to the nearest safe location. Notify the police and the Director or Assistant Executive Director if someone you are with is injured or if you are injured. Also notify the officials if you have any information about the explosion or what might have caused it.
- If you are trained, render emergency assistance to injured persons in the area.
- The Director or Assistant Executive Director should communicate instructions to staff as quickly as possible and assess what exploded, where, and what injuries were caused. They should determine if an evacuation is needed.
- If evacuation is necessary, evacuate through the closest exit and meet at the predetermined rally point (safe location).

Part 3

Forms

Notice of Relocation

Educational Building Blocks

HAVE RELOCATED TO

Shiloh Fire Company

NOTE: This facility is located at:

2190 Carlisle Road

York, Pa 17408

717-764-3920

Damage Assessment Form

Date of Assessment: _____

Date of Damaging Incident: _____

Type of Incident: _____

Person Completing this Report: _____

Please provide as detailed description as possible of the damaged property:

Please Circle the level to which you think the property has been damaged:

Affected

Minor

Major

Destroyed

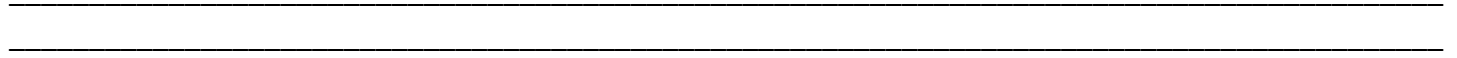
Management's Action:

Is the facility insured? Yes _____ No _____

Name of Insurance Company: _____

Phone # of Insurance Company: _____

Notes:



Incident Report Form

Date: _____ **Time:** _____ **Reported By:** _____

Location: _____

What type of Incident are you reporting?

With an individual A situation A Near Miss

NAME OF INDIVIDUAL(S) INVOLVED: _____ **or**

DESCRIPTION OF INDIVIDUAL(S):

Race: _____ **Height:** _____ **Weight:** _____ **Age:** _____

Eye Color: _____ **Hair Color:** _____ **Texture/Length:** _____

Distinguishing Features (scars, tattoos, glasses, injuries, accents, clothing description, etc.):

DETAILS OF INCIDENT:

POLICE NOTIFIED: Yes No **Time Called:** _____ **Who Called Police:** _____

Reporting Officer Name: _____ **Badge #:** _____

Please detail police response, instructions, or any other comments:

Reviewed By: _____

Corrective Action Taken:



October 16th, 2019

Dear Parents:

This letter is to assure you of our concern for the safety and welfare of children attending the Educational Building Blocks, Inc. Early Learning Center. Our Emergency Operations 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: Children are evacuated to a safe area on the grounds of the Early Learning Center in the event of a fire, etc.
- In-Place Sheltering/Quarantine: Sudden occurrences, weather or hazardous materials related, may dictate that cover inside the building is the best immediate response.
- Relocation Evacuation: Total evacuation of the Educational Building Blocks, Inc. Child Development Center may become necessary if there is a danger in the area. In this case, children will be taken to the relocation facility, which is Shiloh Fire Company, 2190 Carlisle Road, York, Pa 17408
- Modified Operation: Parents will be contacted in the event of an emergency cancellation or postponement directly by telephone during the school day and/or by television (FOX News, WGAL News 8) and radio (WHVR 1280, 98.5 The Peak, KISS 99.3) before opening and in the event of early closures. Our website will also have any early or full day closures listed.

Please listen to the above listed radio or television stations for announcements relating to any of the emergency actions listed above. In the event that an emergency occurs you will be contacted once the children are all safe and relocated if necessary. At the time of contact you will be made aware if relocation was necessary and when and where you can pick up your children.

Emergency contact forms are required at enrollment and are updated periodically as is appropriate. This form is used every time a child is released. Please ensure that only those persons you list on the form attempt to pick up your child. As we want to be prepared for any emergency it is essential that you keep your emergency contact current.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have any additional questions regarding our emergency operating procedures contact the Childcare Center Director, at (717) 764-1744.

Sincerely,

Melissa McClane, M.Ed.
Owner
Educational Building Blocks, Inc.

2094 Carlisle Road
York, Pa 17408
717-764-1744
www.EDUbuildingblocks.com

CHILD PICK-UP AUTHORIZATION

I, _____, authorize, Educational Building Blocks, Inc. Early Learning Center to release my child(ren) to the person(s) designated below. This is in consonance with the Educational Building Blocks, Inc. Early Learning Center Emergency Operations Plan.

Child's Name

Designated Custodian(s) Name & Relationship

_____	_____
_____	_____
_____	_____
_____	_____

Signature

Relationship

Date

Print Name

Address

Address

Home Phone

Work Phone

Cell

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

PLEASE PRINT CLEARLY