



Helping Hands Developmental Learning Academy LLC **EMERGENCY ACTION PLAN**

July 2023

This emergency action plan includes the following information for Helping Hands Developmental Learning Academy LLC:

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Helping Hands Developmental Learning Academy LLC : Action Plan

Basic Information:

Facility Name:	Helpings Hands Developmental Learning Academy
Facility Address:	109 S 60th Street Philadelphia, PA 19139
Facility Phone:	(215) 307 - 3380
Facility Main Contact:	Monica Johnson
Emergency Kit Location(s):	First Aid Kit is located in a locked cabinet in the classroom.
Number of Children:	Up to 12

Emergency Contact:

	Company Name	Phone	Email/Website
Fire/Rescue (911)	Phila.Fire Dept.	(215) 686-1300	phila.gov
Fire(911)	Phila.Fire Dept.	(215) 686-1324	phila.gov
Police (911)	Phila.Pol. Dept.	(215) 686- 3180	www.phillypolice.com
Poison Control Center	Poison Control	(800) 222-1222	www.poison.org
Hospital	Mercy Phila.	(215) 748-9000	pennmedicine.org
Local Emergency Manager	O.E.M	311	phila.gov
Electric Company	PECO	(800) 949-4000	peco.com
Gas Company	P.G.W	(215) 235-1212	www.pgwworks.com
Water Company	P.W.D	(215) 686-8686	https://water.phila.gov
Insurance Provider	Lemonade	(844) 733-8666	lemonade.com

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Evacuation: In case of the need to evacuate the site, the following procedures will be followed:

<p>Evacuation Exits/Routes:</p>	<ul style="list-style-type: none"> ● Children are cared for on the main level of the building and are not permitted in the basement. ● Exits: <ul style="list-style-type: none"> ○ Main Area: Front door and Window ○ Back Area: Back door <p>(All windows and doors are checked regularly to ensure opening)</p>
<p>Evacuating children Chronic Illness/Disability:</p>	<ul style="list-style-type: none"> ● Chronic Illness/Disability Accommodations: In the event of an emergency involving children with chronic illnesses or disabilities, we will provide appropriate accommodations. These include maintaining a structured routine and familiar activities, offering guidance from a sighted person, minimizing disruptions to their routine, and managing sensory input. Also, clear communication through written instructions, sign language, or specialized methods. Adaptive physical equipment like canes, walkers, or wheelchairs may be provided, along with alternative evacuation routes. Non-verbal communication, such as hand signals, will help in aiding understanding. Continuity of medication management will be ensured. These accommodations prioritize the safety and well-being of the children during emergencies. <p>(Any Medication provided for a child by a parent, will be labeled and ready to grab in a go bag. Located in the locked cabinet in the main classroom.)</p>
<p>Evacuating Infants/Toddlers:</p>	<ul style="list-style-type: none"> ● Children will be evacuated together using portable quad stroller carts. The site owns two quad stroller carts in quick-access locations. <p>(3 months to 5 years of age (Preschoolers))</p>
<p>Notifications:</p>	<p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> ● 911 will be called ● Parents will be notified
<p>Emergency Kits/Information:</p>	<ul style="list-style-type: none"> ● Emergency kits will be taken when possible. ● Each portable quad stroller cart will have an envelope attached to it with each child’s emergency contact information.
<p>Evacuation Sites:</p>	<ul style="list-style-type: none"> ● Neighborhood (e.g., for fire, bomb threat): Fire at the main entrance, we will exit out the back entrance. Fire at the back entrance, we will exit out the main entrance. Will meet at Kim’s Pancake On the corner of S 60th & Chestnut St. where the red cone is: <p>Exiting from the back entrance: Children and staff go straight through the red back door, to the right, then another right up the alleyway. Then make another right up to the meet-up spot/location. The path from the back entrance to the front is marked with spray paint.</p> <p>Exiting from the front entrance: Children and staff go straight through the rainbow front door, to the right up the block to the meet location, accompanied across the street then making a left across the crosswalk to the meet-up spot/location.</p>

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	<p>The path from the back entrance to the front is marked with red spray paint. Near the back and front entrances, there will be line-up spots so the kids know where to stand. Staff will assist children into a personal vehicle that's big enough to fit children and staff.</p> <ul style="list-style-type: none"> ● Out-of-neighborhood (e.g., explosion, flooding): American Red Cross 2221 Chesnut St. Phila, PA 19103 ● Out-of-town (e.g., hurricane, widespread flooding): American Red Cross 601 Clifton Ave, Sharon Hill, PA 19079
<p>Transportation to Evacuation Locations:</p>	<ul style="list-style-type: none"> ● Children will be pushed in portable quad stroller carts and/or single strollers and portable playpens, to the neighborhood evacuation site. Weather permitting, the meetup location is down the street from our daycare at Kim's Pancake on the corner of S 60th & Chestnut St. near the red cone. ● In case of more severe evacuation, children will have personal truck transport to previously mentioned out-of-town and out-of-neighborhood locations.

Shelter-in-Place: In case of the need to stay put due to an intruder or notification from authorities, the following procedures will be followed:

<p>Location:</p>	<p>Children will be taken to a safe space in the back of the daycare, in the sectioned-off Play area. The front & back door will be double-checked for locked security and the lights will be turned off.</p>
<p>Emergency Supplies:</p>	<ul style="list-style-type: none"> ● Emergency kits with food (Including formula), toys, and water are stored in the back kitchen. ● A first aid kit is stored in a locked cabinet in the classroom. ● A battery-powered radio and NOAA radio is stored with the emergency supplies. ● Cell phones will be brought to the play area. ● Emergency contact sheets are kept with the supplies. ● Supplies for sealing the room are stored in the locked cabinet, in the main classroom.
<p>Notification:</p>	<ul style="list-style-type: none"> ● Parents/guardians will be notified once the immediate threat has passed.

Parent Reunification: In case of the need to evacuate or when parents/guardians are unable to get to the children. The following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parents/guardians) as soon as it's safe.

<p>Notification:</p>	<ul style="list-style-type: none"> ● Parents/guardians are provided:
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	<ul style="list-style-type: none">○ Information on each evacuation site.○ Contact information for Monica Johnson, cellular phones○ Parents will be contacted through text every 25-35 minutes until the threat ends.● Parent/guardian contact numbers are:<ul style="list-style-type: none">○ Stored in Monica Johnson's cell phone.○ Attached to portable quad stroller carts.○ Kept in emergency kits.○ Parents can not pick up children until the threat ends.
Releases:	<ul style="list-style-type: none">● Children will only be released to contacts listed on the child's form with proper identification.

Fire/ Emergency Drills will be completed every 30 days(monthly) and shelter-in-place/lockdown drills completed every 6 months and Emergency Action Plan reviewed annually. Each employee will receive training regarding the emergency plan at the time of initial employment, on an annual basis, and at the time of each plan update.

Child/Parent Information: This information will be kept with our emergency kit(s).

Child's Information

Child's Name: _____ Date of Birth: _____

Address: _____ City: _____ State: _____

Allergies, Special Instructions, Comforting Items: _____

Parent Guardian Information (1)

Parent/Guardian Name: _____

Relationship to Child: _____

Address: _____

Home #: _____ Cell #: _____ Work #: _____

Email (personal): _____ Email (work): _____

Place of Work: _____

Parent Guardian Information (2)

Parent/Guardian Name: _____

Relationship to Child: _____

Address: _____

Home #: _____ Cell #: _____ Work #: _____

Email (personal): _____ Email (work): _____

Place of Work: _____

Additional Emergency Contact (1)

Name: _____

Relationship to Child: _____

Address: _____

Home #: _____ Cell #: _____ Work #: _____

Email (personal): _____ Email (work): _____

Additional Emergency Contact (2)

Name: _____

Relationship to Child: _____

Address: _____

Home #: _____ Cell #: _____ Work #: _____

Email (personal): _____ Email (work): _____

Medical Information

Practice: _____ Name: _____

Address: _____ City: _____ Grand State: _____

Phone #: _____

Medication: _____