

Secret Team 7-12 Day Camp
Apex Park and Recreation District

Child Day Care

Emergency Plan

Part I

Basic Emergency Plan
Secret Teen Center

303-403-2555
6820 W 66th Ave
Arvada, CO 80003

Date: April 29, 2017

NOTE: Items in italics are for explanation and are not designed to be part of the final plan

Foreword

This emergency plan describes the procedures that will be used by Team 7-12 Day Camp to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address extraordinary 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 the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to potential criminals. For this reason, parts of the plan will not be released to the general public. Important details from the plan are sent home with parents in orientation

materials and periodic mailings. The entire plan is available for parents to review in the facility.

The plan itself is organized into three parts; the “Basic Emergency Plan”, a series of checklists and a series of supporting documents. The basic emergency plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. The detail in the attachments and checklists should be confidential. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and probably gets practiced several times each year.)

Public safety officials should be aware of the provisions of this plan. The Department of Human Services Child Care Licensing Specialist will also review the plan when inspecting the facility. The responsibility of the day care facility is to maintain and implement the plan. A current copy of the plan will be provided to the county emergency management agency.

Basic Emergency Plan

1. PURPOSE

- To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster.
- To assure coordination and cooperation with local and county government and emergency services.

2. SITUATION AND ASSUMPTIONS

- The Team 7-12 Day Camp is located at 6820 W 66th Ave, Arvada, CO 80003 and normally has 60 children and 10-15 staff. Normal operating hours for the facility are 7:00am-6:00pm, and none on weekends. The facility assumes responsibility for the health and safety of the children attending the facility.
- The facility is located in 6820 W 66th Ave, Arvada 80003 whose emergency management agency will be the primary source of governmental assistance during an emergency.
- Assistance during emergencies will be dispatched through the (Jefferson County 9-1-1 and be coordinated by the Jefferson County Emergency Management Coordinator.
- The facility may be subject to the following natural disasters and emergencies:

- Natural Disasters (e.g. flood, blizzard, etc.)

Blizzard and High Winds _____

Technological Disaster (e.g. HAZMAT spill, power outage):

Power Outages _____

Security Emergencies or Disasters: (e.g. domestic violence, intruder):

Domestic Violence and Intruder

CONCEPT OF OPERATIONS

General:

- Direction and Control – The facility director will assume responsibility for emergency actions until the arrival of emergency service personnel.
- The facility director 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 wellbeing of children and staff.
- In the absence of the facility director, the following facility person(s) will take charge:

Primary: Matt Tillman/Jack Swartz Secondary: Lynn Griffen

Regular drills on emergency plans, procedures and duties will be conducted to:

- Provide training for staff, including substitutes;
 - Orient children on emergency procedures and responsibilities; and
 - Develop skills needed for a real emergency.
 - Accountability
 - Children will be released to adult(s) designated by the parent;
 - In case of an evacuation, attendance will be taken at the assembly area, upon boarding and exiting the emergency transport vehicle(s) and upon the arrival at the relocation facility.

4. ORGANIZATION AND RESPONSIBILITIES

- Day-care facility director will:
 - Be familiar with emergency plans for the area (state, city, and 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 types of transportation needed if evacuation or relocation is required.
- Take children’s emergency records to the evacuation/relocation site.
- Staff will:
 - Review and assist in keeping plans and checklists current.
 - Maintain supervision of children until they are released to parents or guardians.
 - Perform special assignments as specified in the plan checklists (Part II).
- Parents are requested to:
 - Be familiar with plans and procedures for ensuring safety of the children.
 - Tune to designated local media for information and instructions during an emergency.

5. **AUTHORITY AND REFERENCES**

(Policy and Procedures)

6. **PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION**

- The legal entity/owner/operator of the day care facility is responsible for:
 - The development, execution and maintenance of the emergency plan. ▪ Annual review and update of the plan.
- Distribute the Emergency Plan to:
 - Jefferson County Emergency Management Coordinator
 - Other related organizations listed below:
 - *Apex Park and Recreation District*
 - *Justin Howe 303-467-7129*
 - *Lynn Griffen 303-961-4157*
 - *Police Department and Fire Department*

ATTACHMENT 1 – Disaster/Emergency Numbers

Police/Sheriff's: 911

Fire: 911

Ambulance: 911

Name/Company	Contact/Town	Telephone Number
Director		720-273-4218
Poison Control		1-800-376-4766
Local Police NonEmergency		720-898-6900
Fire Non-Emergency		
Child Care Licensing Unit		303-866-5958
Licensing Specialist	Cheryal Carpenter	303-914-6100 ext 3055
Child Abuse Hotline		1-800-482-5964
Local Health Department		
Insurance Policy	Agent: Policy Number:	
FEMA		
Local Red Cross		
Electric Company		
Gas Company		
Water Department		
Trash Removal		
National Emergency Family Registry and Locator		1-800-588-9822 https://asd.fema.gov/inter/nefrls/home.htm Missing Child-1-866-908-9570
Cleaning/Maintenance		
Locksmith		
Plumber		
Electrician		
Glass Company		
Building Inspector		
Heating/Air Conditioning		
Appliance Repair		

ATTACHMENT 2 – TRANSPORTATION ASSETS

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

Number of children/staff who will need to be moved ___65-72___

Amount of supplies/records that will need to be moved _1_portable file box_____

Vehicles that will be used. staff owned vehicles

- Owner __Laina Doyle_____ Type of vehicle Toyota Highlander

Driver Laina Doyle _____ # of passengers -- 4

Normal location of vehicle-- at site

Means of contacting owner N/A

- Owner __Staff on Hand _____ Type of vehicle Jeep Liberty

Driver __ _____ # of passengers -- 4

Normal location of vehicle-- at school

Means of contacting owner N/A

Emergency Evacuation Procedure and Acknowledgment

I have received the FEMA Evacuation and Procedure plan for Team 7-12 Day Camp. I understand them and know if I have any questions I can always refer to them or to the staff at Secrest for answers.

Child's Name

Parent/Guardian Signature