

Emergency Action Plan



223 Roosevelt Trail Casco, Maine 04015

207-655-1030

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIALS

OWNER:

Naomi Nicholas 207-671-4812

EMERGENCY COORDINATORS:

Alyssa Hoyt 207-461-1471

Nichole Kilcollins 207-310-0434

AREA FLOOR MONITORS:

Area/Floor: Infant Classroom - Lindsay Jaques 207-577-7106

Area/Floor: Addition - Erika Blanchard 207-239-6085

Area/Floor: Preschool Classroom - Ashleigh Foster 207-523-9477

STAFF ASSISTANTS WITH PHYSICALLY CHALLENGED, CHILDREN WITH DISABILITIES OR SPECIAL NEEDS:

Naomi 207-671-4812

Alyssa 207-461-1471

Nichole 207-310-0434

Lindsay 207-577-7106

EMERGENCY PHONE NUMBERS

CALL 911 FIRST IN THE EVENT OF AN EMERGENCY

FIRE DEPARTMENT: 207-627-4361

EMT AND PARAMEDICS: 207-627-4361

AMBULANCE: 911

POLICE: 207-693-3365

CHILD PROTECTIVE SERVICES: 1-800-452-1999

CENTERS LICENSING SPECIALIST:

JENNIE JOHNSON 207-441-8315

SUPERVISOR: BOB GAUTHIER 207-441-5534

UTILITY COMPANY EMERGENCY CONTACTS

Electric: Central Maine Power 1-800-750-4000

Oil: Lake Region Energy 207-693-4929

Telephone and Internet: Fairpoint Communications 1-866-592-3763

Security and Video Surveillance: Western Maine Security 207-935-1159

Water Supply: drilled well

Public Water Supply: ID ME00922705

Rep: Jeremiah Haws 207-287-8402

Water Sampler: Dick McElhaney 207-242-0529

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL EVENTS
- FIRE EMERGENCY
- DISGRUNTELED PARENT OR EMPLOYEE
- SEVERE WEATHER WARNING
- BOMB THREAT
- CHEMICAL SPILL
- EXTENDED POWER LOSS
- ACTIVE SHOOTER
- OTHER (TERROSROIST ATTACK/HOSTAGE TAKING)

DRILLS PRACTICED BY CHILDREN AND STAFF:

Fire Drill

Fire drills are practiced monthly. A fire is simulated throughout different locations in the building with two means of exiting to practice and ensure staff are prepared if necessary.

Evacuation Drill

Evacuation drills are practiced twice a year. Once with the staffing team and students and second just with the staff. The plan is reviewed by all staff at an annual meeting and link on website for parents to access.

EMERGENCY PROTOCOLS:

FIRE:

In the event of a fire each supervising staff must gather their classroom and exit the building from the closest safest exit. Staff will take attendance, phone, medical emergency bag (which includes medical plans, medications and first aid) and any tools to maintain the appropriate level of care for a child with a disability or special need. Once they have safely exited the building, they are to secure the classroom walking ropes and check attendance to ensure each child and staff are accounted for. Wait for guidance from supervisor.

Fire Drill Meeting Locations:

If fire is on lower level of daycare:

- Top corner of the parking lot next to the dumpster

If fire is on upper level of daycare:

- Bottom corner of parking lot past the playground, next to Hamms Hill

Emergency Evacuation Location:

In state of an emergency where the building is to be evacuated and students must be picked up for transport. Staff will take attendance, phone, medical emergency bag (which includes medical plans, medications and first aid) and any tools to maintain the appropriate level of care for a child with a disability or special need.

Staff will walk and/or transport down to the safe space of the parking lot (which will be directed by Naomi or whom she has delegated and/or emergency personnel) Students and staff will then be picked up for transport by the MSAD 61 Transportation Department. They will bus students to the school or a safe space for parent pick up. Parents will be notified via the center's communication app and phone calls if needed.

Lockdown or shelter in place:

In the event of a lockdown or shelter in place the staff will lock their classroom door, draw all blinds on windows and doors. PARENT PICK UPS WILL BE PAUSED. The situation at hand will decide if the children will continue their scheduled day inside the classroom or additional safety measures are needed.

Moving the class inside the bathroom (away from windows) and/or moving furniture to create a barrier for staff and children.

NOTIFYING PARENTS IN THE EVENT OF AN EMERGENCY:

In the event of any emergency at the center. The staff will ensure the children are safe first. A post on the programs parent communication app will be sent out as an "emergency alert". It will alert the app and send an emergency text to all parents and guardians' phones. The notification will give the parents the information we have available and give them steps of what is expected. The program will coordinate with emergency management officials to execute a plan for parent pick up and further assistance if needed.

Childcare will be provided with the same licensing ratio until parents are able to pick up. If an early closing time is needed parents will be asked to pick their children up within the given timeframe.

