

School Age Adventures Emergency Operations Plan

(Parent Copy)

2023

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Scope and Responsibilities

Response action procedures outline steps to be taken by staff and children in order to mitigate injury during an incident. Designated staff members (with the help of the School Age Care and Camp Coordinators) are required to participate in the development, implementation and evaluation of the School Age Adventures Emergency Operations Plan as it relates to each annex.

Responsibilities:

- Staff will undergo incident management training and participate in emergency preparedness training and drills.
- Children will participate in designated drills.
- Staff will review all EOP response actions throughout the year.
- Staff assigned to work with functional needs children will undergo training, which pertains to the needs of their child.
- Emergency management and response personnel will review and provide input into the plan and the activation of the response actions.

Emergency Backpack:

The Site Director will check the backpack periodically and will update program attendance, Child Reunification forms and supplies.

In Case of a Camp emergency

You will be contacted with updates as soon as possible via text message. Messages will go to main phone numbers on your account.

Please help by:

- Remain Calm.
- Cooperate with Authorities and staff members.
- Have ID ready during reunification.
- Do not call camp/staff/or children. It is important to keep lines open for emergency officials.
- Listen for official instructions for reunification with your child.
- Do not rush to 4 Lake St (reunification site). Allow us and first responders to manage the situation.
- Follow posted signs.
- Promptly leave once reunited with your child.

Evacuation Areas

(Evacuation areas are specific to each program. For more information about each evacuation site, ask your program Site Director).

1. If conditions in building are such that we need to evacuate, all children and staff will exit the building together and walk to another area on the property. Attendance will be taken and further directions will be given.

On- Site Evacuation Area:

2. If conditions are such that we need to evacuate the area away from the building, we will relocate to a nearby destination. Children and staff will walk in a single file line with close supervision. Attendance will be taken and further directions will be given.

Off-Site Evacuation:

3. If conditions are such that we need to evacuate and seek alternative shelter, we will relocate to a nearby area to wait for bus transportation to be relocated to our **reunification location**. Children and staff will walk in a single file with close supervision. First Student Bus Company will be called by the Incident Commander to take all children and staff to the **Nashua Adult Learning Center at 4 Lake St. in Nashua.**

Transportation Location:

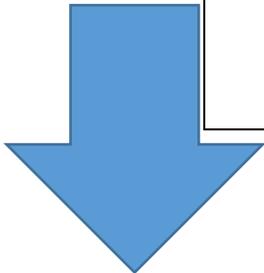
4. If conditions are such (or in an emergency) that everyone must exit the building at different times, a safe space location or emergency evacuation meeting spot will be used. Staff and children know this location as "safe space". All children will run right to this spot if exiting the building without the guidance of staff.

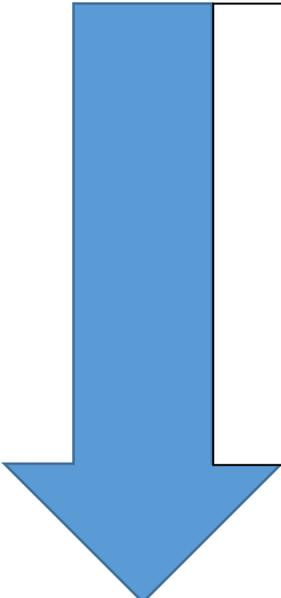
Safe Space Location:

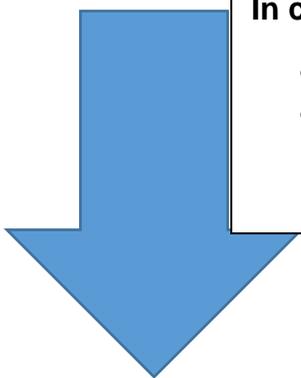
****No children will be dismissed at any point while traveling along a route to a new location. All children will be dismissed under controlled conditions where a sign out and confirmation of appropriate dismissal will be carried out.**

Evacuation

This Response Action may be implemented when it is necessary for staff and children to exit the building quickly in order to avoid an unsafe environment

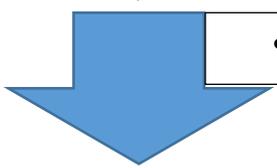
- 
- Staff observe a threat.
 - When an alarm sounds.
 - Before a drill, staff may or may not notify

- 
- Exit the building by the nearest and safest exits (Do not stop to pick up coats and belongings)
 - Specific staff trained in their role will assist children with disabilities or access and functional needs.
 - Incident Commander will grab attendance book/emergency paperwork and emergency backpack with medications.
 - Gather at the designated meeting area.
 - Staff will take attendance to make sure all children and staff are accounted for.
 - Remain quiet at designated meeting area and wait for further instructions.



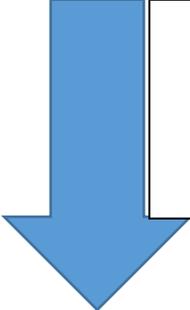
In case of fire:

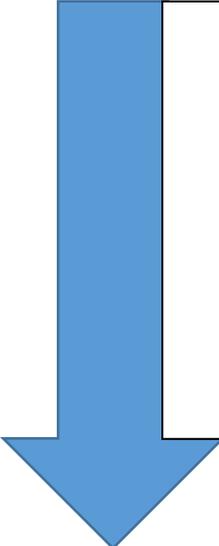
- Call 911 to confirm that the fire department has been notified.
- Staff will observe children for signs of heat or cold exposure and other possible issues: any issues should be reported to the Incident Commander.

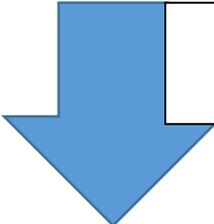
- 
- In the event of actual fire, plan for relocation.

Reverse Evacuation

This Response Action may be implemented when it is necessary for staff and children to enter the building quickly in order to avoid a dangerous or potentially dangerous situation outside the building. (Such as wild animal, smoke, severe weather, hazardous material, etc.)

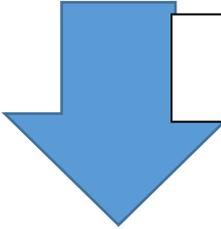
- 
- Emergency services may notify by electronic notification or in person.
 - Staff may observe a potential threat and activate the Response Action.
 - May be informed by office staff.

- 
- Quickly walk to the nearest entrance.
 - Specific staff trained in their role will assist children with disabilities or access and functional needs.
 - Incident Commander will grab attendance book/emergency paperwork and emergency backpack with medications.
 - Report to the designated meeting area.
 - Staff will take attendance to make sure all children and staff are accounted for.
 - Remain quiet at designated meeting area and wait for further instructions.

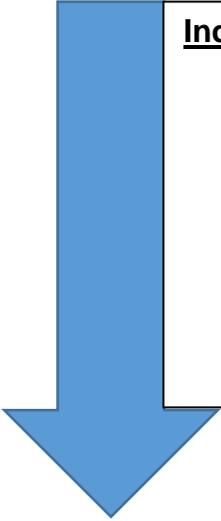
- 
- Prepare for other Response Actions if necessary.
 - Notify emergency services if needed.

Drop, Cover and Hold

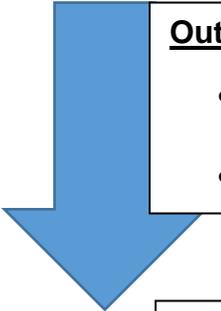
This Response Action may be used in order to protect children and staff from falling objects, or items that may become “projectiles”. Activation of this response may include, but not limited to explosions, earthquakes, tornados, and unannounced severe wind events.

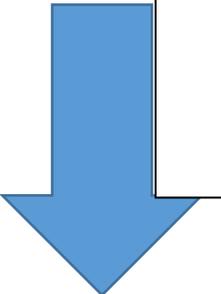
- 
- If planned, tell staff and children.
 - Say, (Earthquake or Tornado) Drop, cover and hold.

Indoor:

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- Face away from windows.
 - Drop to the floor.
 - Take cover by getting under a sturdy table, desk, or other piece of furniture.
 - If no suitable furniture, cover your face and head with your arms. If possible, face an interior wall.
 - For children in wheelchairs, keep child in chair, set chair locks, have the child cover his/her face and head with arms.

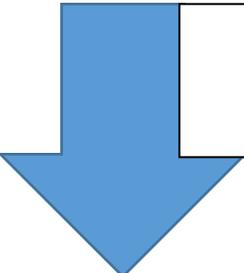
Outdoor:

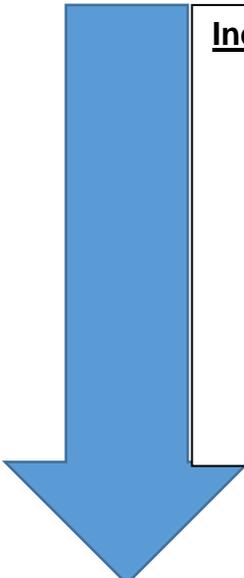
- 
- Move children into the open away from buildings, fences, trees, tall playground equipment, utility wire, and streetlights.
 - Have children face away from windows.

- 
- Stay put until directed to get up.
 - Remain quiet and listen for further instructions.
 - Immediately following incident, take attendance and make sure all children and staff are accounted for.
 - Prepare to activate another Response Action if needed.

Shelter in Place

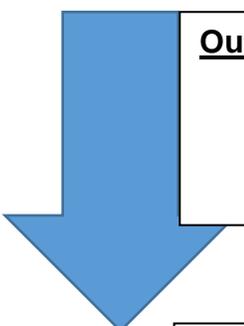
This Response Action may be used in the event of outside of the building threat. When necessary to protect children from airborne hazardous material, toxic smoke, or nuclear material. Shelter in place may be activated when there is not sufficient time to evacuate the building safely to an off-site location, or as precautionary measure while awaiting transportation.

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- Emergency services may notify by electronic notification or in person.
 - Staff may observe a potential threat and activate the Response Action.
 - May be informed by office staff.



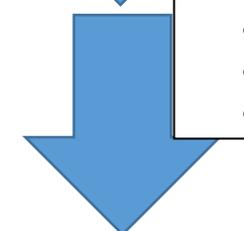
Indoor:

- Gather all children and staff to a secure room. This area should be an interior room with the fewest windows and vents.
- Bring emergency backpack/attendance.
- Check that all exterior doors are closed and locked.
- Close all interior doors and windows. Seal any openings if necessary, close all blinds, curtains, etc.
- Close all vents. Vents that cannot be secured, cover by utilizing duct tape and plastic.
- Stay away from all doors and windows.



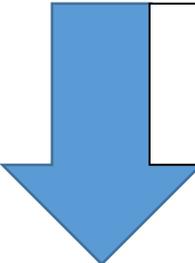
Outdoor:

- If children and staff are outdoors, activate the Reverse Evacuation Response Action.
- Go into indoor actions for Shelter-in-Place.

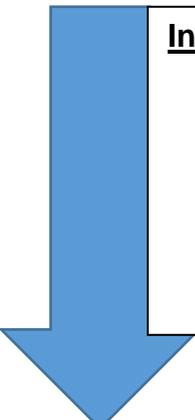
- 
- Stay until told "all clear".
 - Make sure all children and staff are accounted for.
 - Prepare to evacuate or activate another Response Action.

Secure Campus

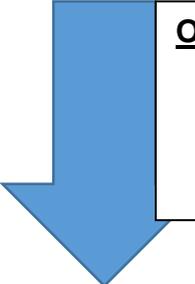
This Response Action may be used if necessary to protect staff and children from a threat outside the building. Incidents that may require the activation of this response action include but are not limited to; police chase near, direct or indirect threat to the building.

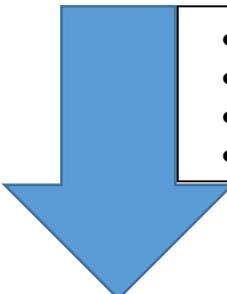
- 
- Emergency services may notify by electronic notification or in person.
 - Staff may observe a potential threat and activate the response action.
 - May be informed by office staff.

Indoor:

- 
- Staff should close all windows and curtains.
 - Close and lock all exterior doors.
 - If necessary, assigned staff will monitor all exits.
 - No one should be allowed in or out of the building.
 - Continue normal program functions unless informed to take another response action or “all clear” is given.

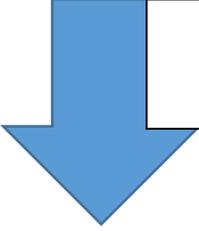
Outdoor:

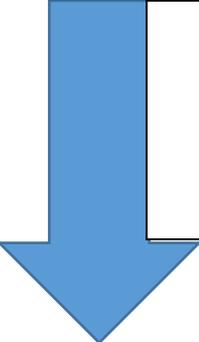
- 
- If children and staff are outdoors, activate the Reverse Evacuation Response Action.
 - Go into indoor actions for Shelter-in-Place.

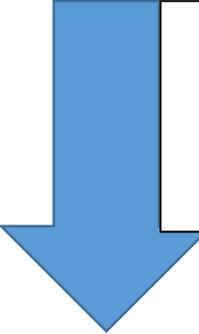
- 
- Stay until told “all clear”.
 - Make sure all children and staff are accounted for.
 - Cancel all outdoor activities.
 - Prepare to evacuate or activate another Response Action.

Scan

This Response Action is activated when it is necessary for staff to look around their area for any items, which do not belong there. Scan will be activated primarily in the case of bomb threat, but could be utilized for any situation where staff are required to look for items or something which may cause harm.

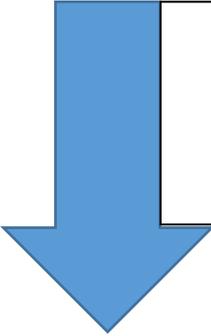
- 
- See or hear something that may cause harm.
 - Receive a threat of any type.

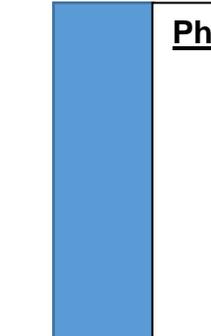
- 
- Look around the room for anything you are unable to identify.
 - Scan: High, Middle, and Low.
 - Do not move, open, or touch a suspicious object.
 - Do not use radios or cell phones if incident is a bomb threat.
 - If something is found, activate Evacuation Response Action.

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- Notify the police and describe the suspicious item.
 - Make sure all children are accounted for.
 - Remain quiet and await further instructions.
 - Prepare to active another Response Action (Bomb Threat).

Bomb Threat

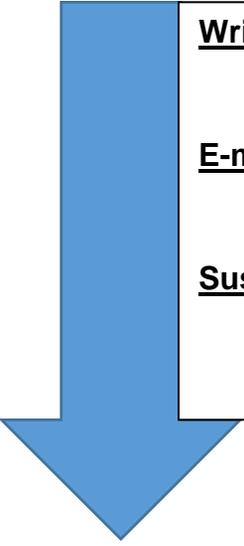
This Response Action is activated when necessary to protect children and staff from a potential bomb threat.

- 
- If staff receive phone call or written note of threat, dial 911
 - Remain calm.
 - Emergency services may notify by electronic notification or in person. If advised, staff may need to activate one or more Response Actions.
 - Alert other staff of the threat currently being made.



Phone call threat:

- Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does. If possible, report to authorities on different phone.
- Listen carefully, be polite and show interest.
- Record as much information as possible (fill out Bomb Threat Checklist)
- Try to keep the caller talking to learn more information.
- Record call if possible.



Written Threat:

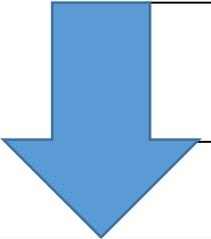
- Call police; handle the note as minimally as possible.

E-mail threat:

- Call the police; **DO NOT** delete the message.

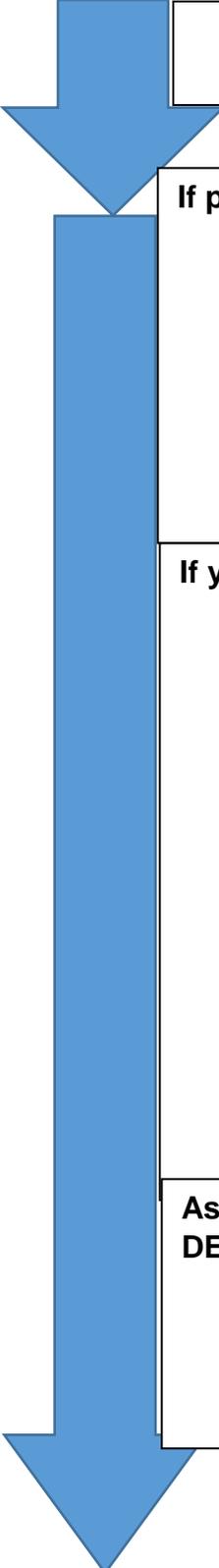
Suspicious item:

- Remain calm.
- Do not touch, tamper, or move the package bag or item.

- 
- Wait for further instructions/be prepared to activate another Response Action.
 - Make sure all children and staff are accounted for.

Avoid, Deny, Defend

This response is activated when it is necessary to protect staff and children from a violent intruder or in cases of an incident requiring the lockdown response action.

- 
- Staff may observe a potential threat.
 - Dial 911 immediately to report the threat. (when safe to do so)

If possible, children and staff should try to AVOID the situation:

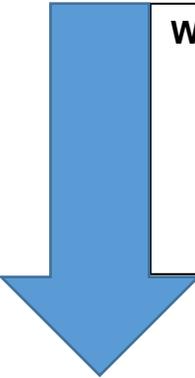
- Determine an escape route based on where the threat may be located.
- Move away from the threat as quickly as possible.
- Exit the building via the closest and safest exterior door/window.
- Advise all children and staff to meet at “safe space” if safe.
- Leave all belongings behind.
- Do not re-enter the building and wait for instructions from emergency personnel.

If you are unable to avoid, DENY access to your location:

- Report to the nearest room or area of refuge, keeping distance between you and the threat.
- Close and lock all doors and window, pull blinds, shut off lights.
- Barricade entryways, create barriers to prevent or slow down a threat.
- Hide behind large objects in an area that is out of eyesight.
- Stay quiet!
- Silence cell phone, dim screen and text 911 with information.
- Do NOT evacuate if the fire alarm sounds, but staff should be alert in case there is smoke/fire and may have to take action such as Evacuation.
- If you can, lock the door and do NOT open the door for anyone unless police identify themselves with ID under the door.
- Wait for further instructions from emergency personnel.
- Be prepared to protect yourself!

As a last resort and only when your life is in imminent danger, DEFEND yourself:

- Attempt to incapacitate the intruder.
- Be aggressive and committed to your actions. DO NOT FIGHT FAIRLY.
- Improvise weapons using scissors and throwing heavy objects.



When law enforcement Arrives:

- Remain calm.
- Put away items in hand/raise hands, spread finger, and keep visible.
- Avoid quick movements.
- Do not stop to ask officer for help or direction when evacuating.

****When outdoors:**

- Staff and students should not re-enter the building, go immediately to a safe place far away from the shooter and take cover.
- Report your location to 911 once safe.

Reunification

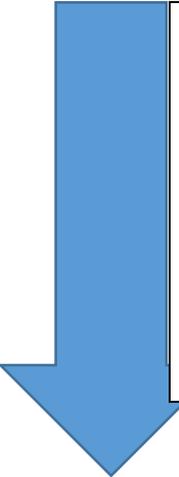
The family reunification protocol is used to ensure a safe and secure means of accounting for children and reuniting parents/guardians with their children whenever the facility or grounds is rendered unsafe and a relocation and a controlled release of children is needed.

IC= Incident Commander **CR/RT:** Child Release/Reunification Team

CC= Child Care Team **FA-** First Aid Team **OC-** Operation Chief (SAC Office Staff)

Before disaster:

- Ensure all reunification paperwork is filled out completely with updated photo of child.
- Make sure your emergency backpack is replenished and is ready to go.



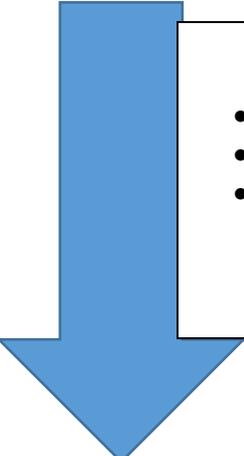
During disaster - (Transportation):

IC- Request for emergency personnel.

- Grab emergency backpack, medications, emergency paperwork/attendance.
- Arrange for bus company or emergency services for transportation when safely at the transportation location or from a safe location.
- Make sure all children are accounted for.

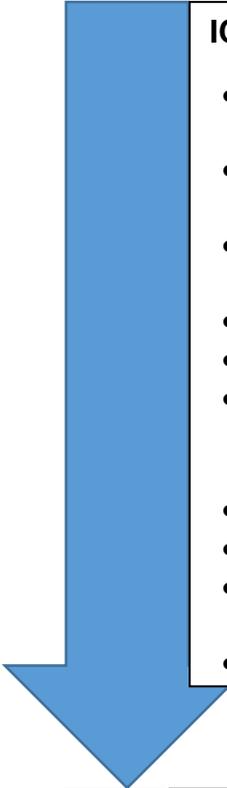
FA- Help any children with injuries/disabilities.

Other staff: Help keep children calm/accounted for.



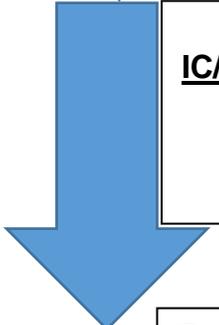
During disaster - (ALC Building Logistics):

- **IC** will call Lois, Christina, Casey when safe to do so.
- Brief them on the incident.
- Operations Chief will call Bob (head of maintenance) to alert for the preparation of arrival for reunification. Carol Baldwin (Executive Director) will also be notified.



IC – Once access is gained into the building:

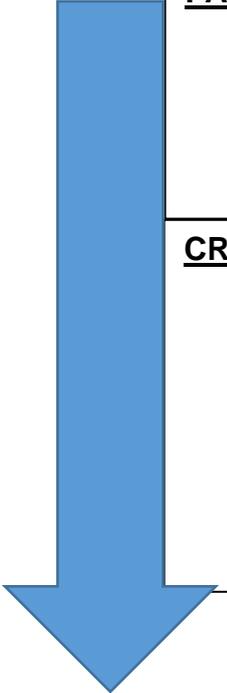
- Retrieve keys from the lock box located outside of the School Age Care office door on the right side wall.
- Unlock the gym door then open the front door (Lake St. entrance) to let in the children and staff.
- Staff will walk the children up to room 303 and wait until the Operations Chief arrives.
- While waiting for the OC, take a count of all children and staff.
- Assess any injuries and have the FA team set up a First Aid area.
- Keep children calm and attend to non-emergency needs (bathroom, hydration, etc.). Bathrooms are located across the hall from room 302.
- Gather and organize all Emergency paperwork for children.
- Child Care Team will keep Reunification paperwork
- Child Release/Reunification Team will take the Emergency paperwork down to the Parent Check In area.
- Once the OC arrives, the Reunification Response starts.



During disaster – Arriving at ALC Building at 4 Lake St. Nashua:

IC/OC:

- Set up signage.
- Communicate to families through phone, text, etc.
- Oversee all operations.

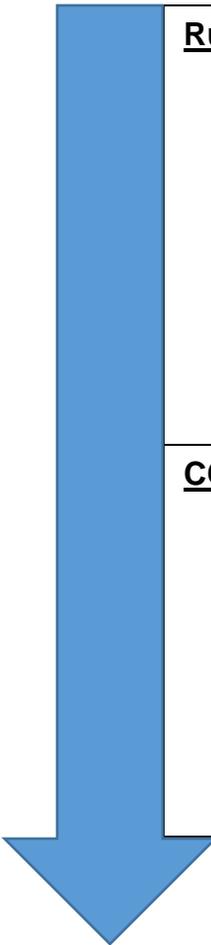


FA:

- Set up a First Aid area in the gym for children.
- Establish triage/ assess injuries to determine the need for medical assistance/prepare for transport.
- Administer any scheduled medications as well as emergency medication if needed.

CR/RT:

- Collect Emergency paperwork from IC.
- Set up outside of SAC office a table for child pick up person to fill out a "Reunification Information sheet. In SAC office, set up AL-MZ and for ID verification.
- Verify IDs for authorized release of child.
- Send authorized pick up person to room 106 with bottom half of "Reunification Information" sheet. Tell them to keep this slip/ID out ready to give to a reunification site staff in room 106.



Runner:

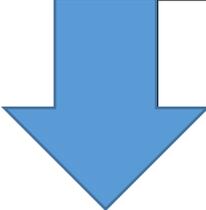
- Set up childcare area, parent waiting room, police and counseling area and reunification spot.
- Runner will retrieve slip and ID from authorized pick up person, go up to room 303 and match ID/ Slip with reunification paper.
- Bring child and paperwork to reunification spot.
- Walkie-Talkie to the staff helping in room 106 to send parent of child being reunified to the reunification spot.
- Fill out Reunification sheet and double check that child and parent match. (If child is not located or injured, bring slip to room 107 for police or counseling)

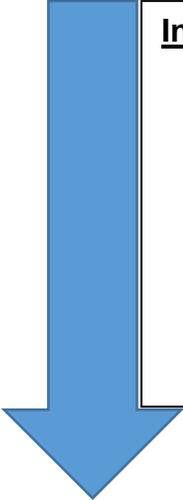
CC:

- Provide list of evacuated children to the Reunification site staff upon arrival.
- Ensure special needs students and staff are assisted. Request help if needed (emergency personnel, other staff, etc.).
- Help keep children calm/ attended to their non-emergency needs.
- (hydration, feeding, bathroom)
- Coordinate with the CR/RT with release of children. As children are retrieved from your care, sign them out on the attendance sheet.

Missing Child

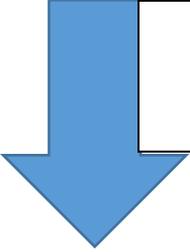
Activated when a child in our care in the program is not accounted for or goes missing.

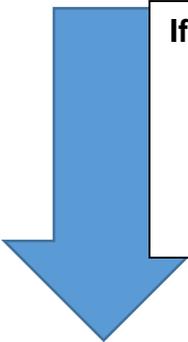
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- The first person aware of situation informs the site director and alert other staff immediately.



Incident Commander:

- Gather all children accounted for and stay in a safe location accompanied by the Child Care Team. They should stay put until situation is resolved.
- All other staff will immediately conduct a search of area/surrounding area. Ensuring to check all other locations that were visited during program time.
- If you are in a location where exits are able to be sealed off, do so as soon as possible.

- 
- Child Care Team and children stay put, all other staff keep searching until told to stop by IC, child is located or law-enforcement takes over.



If search is unsuccessful: (Incident Commander)

- Contact local law-enforcement agency as soon as you have determined your child is missing or (has been abducted).
- Call the parent or emergency contact.
- Area should continue to be searched.

Pandemic

Purpose – The purpose of this highly infectious disease preparedness plan is to increase the communication to our School Age Adventures families. The plan would serve as a resource guide for planning and responding to a sudden pandemic. Highly infectious illnesses may have a short incubation period, spread easily and cause severe illness or possible death, and may have no possible existing vaccine or treatment. In the event of a pandemic, the school will work closely with the local and state health officials to determine the best course of action to reduce the risk of infection.

Scope – School Age Adventures will have plans and procedures to support the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), smaller group sizes and cleaning/disinfecting.

Procedure - This guidance stresses that essential functions can be maintained during a pandemic through mitigation strategies, such as social distancing, increased hygiene, the vaccination of staff, children and their families, and similar approaches. School Age Adventures will encourage children and staff to engage in health-promoting behaviors that prevent illnesses including but not limited to:

- Keep immune systems strong with regular exercise, nutritious foods, sufficient sleep and plenty of fluids.
- Wash hands frequently with soap and water and avoid touching your eyes, nose or mouth.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Stay home from work/program if sick with a fever or actively coughing.
- Avoid close contact with people who are sick.

Specialized Procedures –The ALC Reopening Task Force Coordinator will oversee a Reopen Task Force Team to anticipate the impacts of a pandemic on the programs and to assist with developing strategies to manage the effects of a pandemic. An Assessment Team will also help in the management of staff health and safety. All staff will be trained around safe practices such as cleaning and disinfecting effectively as well as other healthy hygiene practices. School Age Adventures will implement several risk-reduction strategies in order to reduce the spread of illnesses.

The School Age Care Director will:

- Develop/revise the Pandemic Plan/Return to Work Guide with the help of the School Age Care Coordinator and ALC Reopen Taskforce.
- Work with the ALC Reopen Taskforce and local agencies.
- Establish procedures to ensure children and staff who become sick at the program or arrive to the program sick, are sent home as soon as possible.

- Communicate the importance of staying home when sick to staff and parents until they have been without a fever for 24 hours to help prevent spreading the illness to others.
- Provide information to educate staff, children and parents on preventative measures.
- Monitor current information from health officials.
- Have a plan in place for substitutes or alternative staff.
- Communicate with staff, children, and parents before, during and after a pandemic.
- Notices containing information regarding hand hygiene, covering coughs and sneezes, and student spacing will be placed around the building
- Invoke School Age Adventures policy about staying home and returning to work/school.

School Age Adventures staff will:

- All staff will self-screen / self-monitor before arriving to the program each day.
- Designated staff will screen all children as they arrive to the program each morning.
- Routinely clean and disinfect frequently touched surfaces.
- Create social distancing strategies such as spacing out children at tables, etc.
- Limit group activities.

Health and Safety Protocols:

Face Coverings (School Age Adventures will follow their school policy regarding face coverings):

- All staff will be required to wear a face covering over their nose and mouth at all times.
- All children will be required to wear a face covering over their nose and mouth at all times.
- All adults dropping children off at the program will be required to wear a face covering over their nose and mouth.

Screening:

- Children will be screened daily upon arrival to the Before School program.
- Staff will self-screen / self-monitor before arriving to the program each day.
- Anyone with symptoms of an illness will not be allowed into the program. Current State/ALC policy criteria must be met in order to return to the program.

Healthy Hygiene:

- Staff will encourage children to practice frequent hand hygiene.
- Hand washing stations will be available at the programs. If soap and water are not available, hand sanitizer with a concentration of at least 60% alcohol will be available.
- Hand sanitizers will be set up throughout the program.
- Signs will be posted in the program regarding healthy hygiene practices to help reduce the spread of germs.

Cleaning/Disinfecting:

- Staff will routinely clean and disinfect frequently touched surfaces and objects including toys and games, door handles, light switches, countertops, etc. Tables will be wiped down before and after each use. Staff will follow the disinfectant manufacturer's instructions.
- If a child becomes sick at the program, he/she will be isolated from the other children and staff, given a clean mask to wear, and the parent/legal guardian will be called and asked to pick up immediately.
- Staff will clean and disinfect all surfaces in the isolated room/area as well as all areas used by the sick child or staff after the sick child/staff has gone home or up to 24 hours if possible.
- If there is a confirmed case of illness at the program, the school, parents and local health agencies will be notified.

Social Distancing:

- Children will be divided into small groups to help stop the spread of germs.
- Increased outside time.
- The same group of staff and children will be kept together whenever possible.
- Different groups may use the same indoor/outdoor space when space is large enough, but groups will be kept separate and not allowed to interact.
- Children and staff will be reminded to maintain a distance of at least 6 feet from others when possible.
- Games and activities will be designed to allow for social distancing and child safety.
- Children will have their own case of art supplies.
- Each child's backpack will be separated each day.
- All equipment/supplies will be cleaned and disinfected frequently.
- Food, drink and utensils will not be shared.
- During breakfast, snack or table activities, children will be spaced 6 feet apart from one another whenever possible.

Drop off/Pick up:

- To ensure the health and safety of our children and staff, parents are asked to remain outside and ring a buzzer for drop off/pick up procedures.
- For morning programs, a staff member will greet you at the door and screen your child following our screening procedure. Staff will sign your child in and escort them into the program.
- For afternoon programs, a staff member will greet you at the door, check your ID, and then escort your child out to you. We will sign your child out.