



Emergency Health and Safety Plan
Fire Drill Procedures
Disaster Plan Procedures
Positive Cases of Covid 19 Procedures
Shelter In Place Procedures
Lockdown Procedures
Emergency Transportation Procedures
Special Medical, Physical or Behavior Needs Procedures
Continuity Plan

Located at:

Tiffany's Grow and Glow Family Childcare, 130 N. Wanamaker Street Philadelphia, PA., 19139
Grow and Glow Academy, 3328 North 5th Street, Philadelphia PA., 19140

Initial Date: 8/5/2020

Annual update: 10/23/2024

RECORD OF CHANGES AND REVIEW

Date of Change	Summary of Change and Person Making Change	Date Change Distributed
12/23/24	Changed format	
n/a		

SIGNATURE OF RESPONSIBLE PARTY

I have reviewed this plan, and the procedures outlined in it. These procedures will be followed in case there is an emergency affecting the facility.

Signature of facility/owner/operator Tiffany Tucker Title Owner and Operator Date 10/23/2024



Foreword

This emergency plan describes the procedures that will be used by Tiffany's Grow and Glow FCC and Grow and Glow Academy to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address 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 people 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 what is needed to implement a plan like this one should be treated as sensitive information. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to someone with ulterior motives. For this reason, parts of the plan will not be released to the general public. Key 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 excessive amounts of detail. The details 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. Public safety officials should be aware of the provisions of this plan. The Office of Child Development and Early Learning (OCDEL) certification representative will also review the plan when inspecting the facility. The responsibility of the Child Care facility is to develop, maintain, and conduct drills in accordance with state licensing policy, and implement the plan. A current copy of the plan will be provided to the local municipality and county emergency management agency.



Emergency Plan

1. PURPOSE AND SCOPE

- To provide for the protection of children and staff in the event of a natural or human caused emergency or disaster.
 - To assure coordination and cooperation with local and county government and emergency services.
 - The provisions of this plan are designed for situations involving groups of children or the entire facility.
- This plan is not designed to address emergency situations involving individual children or staff members.

2. SITUATION AND ASSUMPTIONS

- The Tiffany's Grow and Glow Family Childcare is located at 130 N. Wanamaker Street Philadelphia, PA., 19139 and Grow and Glow Academy is located at 3328 N. 5th Street Philadelphia, PA., 19140 and will normally have 6-8 on Wanamaker Street and 12 children on 5th Street and two staff. Normal operating hours for the facility will be 6am to 6pm on weekdays. The facility assumes responsibility for the health and safety of the children attending the facility.
- The facility is located in Philadelphia, Pennsylvania whose emergency management agency will be the primary source of governmental assistance during an emergency.
- Assistance during emergencies will be dispatched through the Philadelphia County 9-1-1 and be coordinated by the Philadelphia County Emergency Management Agency

The facility may be subject to the following natural disasters and emergencies:

- Natural Disasters
- Drought
- Earthquake
- Flood
- Hurricanes
 - Hurricane/Tropical Storm
- Tornado and Windstorms
- Winter Weather/Blizzard



Human Caused Emergencies:

- Active Shooter
- Carbon Monoxide
- Hazardous Materials
- Explosion
- Fire
- Infectious Disease
- Nuclear or Radiation Incident
- Terrorism
- Lead Exposure

3. CONCEPT OF OPERATIONS

General:

- Direction and Control – The senior on-site facility person (Tiffany Tucker or Thomas Jeffcoat Jr.) will assume responsibility for emergency actions until the arrival of emergency service personnel.
- The senior on-site facility person will gather and record information necessary to determine appropriate emergency actions.
- In an emergency, childcare staff and resources will be focused on providing for the safety and wellbeing of children and staff.
- In the absence of the senior on-site facility person, the following facility person(s) will take charge:

Primary: n/a still hiring staff but temporarily Tiffany Tucker and Thomas Jeffcoat

- Annual 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.
 - New staff will be trained in compliance with state licensing regulations



4. Special Medical, Physical or Behavioral Needs

- The childcare facility will maintain a current listing of any children or staff who have a condition that may require special accommodation or action to allow that person to take appropriate protective measures during an emergency
- The special accommodations listing will include infants, toddlers, children with disabilities and children with chronic medical conditions. Tiffany's Grow and Glow and Grow -Wanamaker Street and Glow Academy – 5th Street does not enroll Infants. This plan will be followed in the event that infants are on-site.
- A staff member will be assigned responsibility to ensure that those individuals take the appropriate protective measures (evacuate or shelter in place.)
 - If special needs include medications or any physical equipment, a staff member will be assigned responsibility to ensure that the medications or equipment accompany the individual with special needs.
 - If the necessary specialized equipment requires batteries or supplies, those will be stocked and moved as well.
- The listing of special needs personnel and medicine/equipment will be provided to local and county EMA along with the annual plan review.
- Accountability
- Children will only be released to a parent or to an individual designated in writing by the parent. In an emergency, a child may be released to an individual upon verbal approval by the parent if a staff person can verify the individual's identity.
- In case of an evacuation, attendance will be taken at the assembly area, upon boarding and exiting the emergency transport vehicle(s) (if used) and upon the arrival at the relocation facility. Staff: child ratio and supervision requirements must be met during an evacuation



5. ORGANIZATION AND RESPONSIBILITIES

Child Care on-site facility person will:

- Be familiar with emergency plans for the municipality (borough, city, township, and county).
- Ensure agreements are current with relocation facilities and transportation providers (if applicable).
- Determine a course of action to be taken during an emergency.
- Determine a lock down procedure.
- Maintain, review, practice and update the plan in accordance with state licensing requirements.
- Develop communication procedures to keep parents informed during an emergency.
- Encourage parents to tune to local media for information during an 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.
- Ensure children's emergency records are taken to the evacuation/relocation site.
- When emergency services arrive, locate the Incident Commander, and provide information about the status of the children, staff, and the facility.
 - Retain responsibility for the children and staff while the responders are dealing with the emergency.
 - Stay available to responders to provide information about the facility.

Staff will:

- Participate in the review process, receive training at the time of hire and when plan is updated, practice drills consistent with state licensing requirements and implement drills when necessary.
- Maintain supervision of children until they are released to parents or guardians.
- Perform special assignments as specified in the plan checklists.

Parents are requested to:

- Be familiar with plans and procedures for ensuring the safety of the children.
- Tune to designated local media for information and instructions during an emergency.
- Maintain up to date contact information for children and emergency contact information.



6. AUTHORITY AND REFERENCES

Chapter 3290 Family Child Care Home Regulations – Tiffany's Grow and Glow FCC

<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3290/chap3290toc.html&d=>

Chapter 3270 Child Care Center Regulations – Grow and Glow Academy

<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html&d=>

7. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

The legal entity/owner/operator of the childcare facility is responsible for:

- The development, execution, maintenance, and training of staff of the emergency plan.
- Annual review and update of the plan.
- Documenting the review on the Record of Changes and Review (page ii)
- Making sure that copies of the plan are distributed
- Distribute the Emergency Plan to:
 - X Philadelphia Emergency Management Agency (Office of Emergency Management)
 - X Philadelphia Police, 19th District (Wanamaker Street), 25th District (5th Street)
 - X Local Fire Department, Engine 41, Medic 23 (Wanamaker Street), Engine 50, Battalion 8/Medic 22 & 57 (5th Street)

8. SUPERCESSION

This plan supersedes any and all previously developed emergency plans.



Fire Drill Procedures

Policy

Regular fire and emergency drills/ simulations are an important safety practice that will be conducted once a month, at various times of the day. The routine practice of conducting these drills will enable Tiffany's Grow and Glow FCC and Grow and Glow Academy to foster a calm, competent response to a natural or human generated disaster, should these types of emergency situations occur. Our policy is to incorporate fire safety education into our curriculum in addition to conducting regular fire drill simulations to help children be better prepared for a real emergency. A professional fire inspection company maintains maintenance of all the fire safety equipment.

Responsibility & Accountability

The Director shall be responsible for initiating and conducting the drill. He or she shall:

1. Make sure all children are accounted for.
2. Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there.
3. Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space area.

Procedure

1. The Director informs the staff and the local Fire Marshal/ fire department that there will be a fire drill later in the day/week.
2. Familiarize the children with the fire drill. Teachers talk to the children in their classroom (as age appropriate) about the bell/alarm, rules, and procedures for vacating the building.
3. Evacuate the building. The Director will sound the alarm, and the center will be evacuated.
 - a) Evacuating Infants and Toddlers: The designated member of the management team goes to the infant/toddler area.
 - b) Children in the Infant Nursery are placed in an evacuation crib and the crib is wheeled outside by the Infant Nursery Supervisor to the designated area.
 - c) Toddlers (walkers) proceed immediately with Thomas Jeffcoat Jr to the outside designated area.
 - d) Tiffany Tucker will count their children and take attendance sheets, emergency information, and cell phones with them.
 - e) The Director or designee checks bathrooms, closets, and "hiding places" for "lost children" and for possible sources of smoke or fire during a real alarm.
 - f) The Director retrieves the official daily sign-in sheets and cell phone.
4. Time for the drill. The Director monitors and records how long it took to vacate the building.



5. Verify accurate recount of all people. The Director or designee checks with each group to verify an accurate recount of all people.
6. Return to the building. The Director or designee gives approval to re-enter the building. The Director or designee helps with infants and toddlers.
7. Document the completed fire drill. The Director completes written documentation that contains the specifics of the drill: date, time, number of children and staff, weather conditions and the length of time required to vacate the building.
8. The Fire Marshal or emergency personnel will complete and review with the Director a post-drill assessment and will review the fire drill log during inspections.

CHECKLIST B: PROTECTIVE ACTIONS

Director will sound an alarm “Red Alert” to lock all doors & shelter children at the facility. _____

All staff will implement lockdown procedures: _____

The director will ensure that all doors are locked and when possible, all curtains are closed. _____

Children and staff gather in safe places: far back corner (basement area), infants/toddlers on the matted/carpet floor, all other children to gather around. _____

No one will be admitted or released until we get all clear from authorities. _____

Director will notify 9-1-1. Tiffany’s Grow and Glow FCC and Grow and Glow Academy – Center does not enroll Infants. _____

This plan will be followed in the event that infants are on-site. _____

Police will search the building to find an intruder _____

Director will notify parents. Director will sound the “All-Safe” signal (yell, “ALL CLEAR”) _____



Positive Cases of Covid 19 Procedures:

EFFECTIVE 10/23/24

Tiffany's Grow and Glow FCC and Grow and Glow Childcare Academy will follow CDC Guidelines when addressing Covid-19 Procedures.

[Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning | CDC](#)

Shelter-in-Place Procedure

- All the children/staff and family members will go inside the basement area at 130 N. Wanamaker Street and 3328 N 5th Street.
- In the basement there is a container with water, canned food, batteries, an electric free radio, flashlight, emergency contact lists and bring my cell phone as well!
- Call 911 if and listen to the radio.
- Staff will turn off all fans, heating, cooling or ventilation systems and clothes dryers.
- Staff will close and lock windows and doors and close as many interior doors as possible.
- Staff will seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, stove, and dryer with duct tape.
- Once the incident is over; inform parents, take down plastic, turn the ventilation system back on.
- Director/Designee will report the incident to licenser at earliest convenience.
- Director/Designee will complete a written incident report at that earliest opportunity.

Incident reports are stored *in the DHS paperwork*.

Lock Down

If there is a dangerous person inside or immediately outside the facility, the best procedure may be to lock all interior doors and to protect the staff and children in their rooms.

Doing this requires immediate action on the part of staff and should be done quietly and in an orderly fashion.

- A coded signal to all staff should tell them that there is danger, and that all rooms should be locked.
- Children should be kept inside the rooms, away from doors or windows where they can be seen
- The senior onsite person should summon police assistance, then try to get the dangerous person(s) to leave the facility.
- Staff should only unlock the doors to their rooms if they hear a previously agreed-upon "all-clear" signal.



Steps to Take During a Disaster

Building and Site Evacuation

Building Evacuation:

- Staff will assess the situation in the classroom and of any injuries to the children or adults.
- Staff will evaluate the evacuation route to be sure that it appears clear of obstructions.
- Staff will give instructions to evacuate.

If we have time, we will get our jackets and coats.

Staff should take the following items:

disaster supplies which are stored **in the basement**.

-Directors and staff will take their cell phones

-Staff will take attendance; if safe, the last staff member will make sure there are no other children left behind!

-If it is a gas leak or other incident that requires us to be located further away from the childcare occurs, we will move the children to the pre-designated area or no less than one block. The pre-designated location is **Tiffany's Grow and Glow – John Barry Elementary School 5900 Race Street 19139 – Grow and Glow Academy Munoz-Marin Luis Elementary 3300 N. 3rd Street 19140**

- Staff will evaluate the situation with the help of responding agencies (fire, police, etc.) and we will determine if it is safe to enter the building. If not, determine if it is necessary to move to the alternate site location (follow Site Evacuation procedure in this plan), or to stay put until it is safe to re-enter the building.

-Director/Designee will notify parents immediately and if children are moved to alternate site location; parents will be notified (**how – note on the door, note left in a designated spot, call to out-of-area contact, other**).

-Director/Designee will report the incident to licenser at earliest convenience.

-Director/Designee will complete a written incident report at the earliest opportunity; incident reports are stored (**in children files and a copy will be given to parents**)



Special Medical, Physical or Behavioral Needs

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- A staff member will be assigned responsibility to ensure that those individuals take the appropriate protective measures (evacuation or shelter in place.)
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TRANSPORTATION PROCEDURE DURING EMERGENCY CARE

IF CHILD NEEDS TRANSPORTATION TO A HOSPITAL DURING OUR CARE

- DEPENDING ON EMERGENCY WE WILL CALL PARENT FIRST
- IF ITS A THREATENING EMERGENCY WE WILL CALL 911 AND HAVE THEM SEND AN AMBULANCE FIRST AND PARENTS WILL BE NOTIFIED
- IF IT'S NOT A THREATENING EMERGENCY WE WILL CALL PARENTS FIRST AND THEN CALL 911 AND HAVE THEM SEND AN AMBULANCE
- THE DIRECTOR WILL GO IN AMBULANCE WITH THE CHILD AND THE AND THE 2ND IN CHARGE WILL STAY WITH THE OTHER CHILDREN.
- AFTER EMERGENCY, THE DIRECTOR WILL THEN FILL OUT AN INCIDENT REPORT.



Continuity Plan / Disaster Relief

Effective 10/23/24

To support continuity of operations during an emergency, Tiffany's Grow and Glow FCC and Grow and Glow Academy are required to have an operation plan in place. In an emergency disaster or epidemic, Tiffany's Grow and Glow FCC and Grow and Glow Academy, owners (Tiffany Tucker and Thomas Jeffcoat) will continue to offer parent and staff resources available to the public. If students or staff must be displaced, all students and staff files are kept on the premises and in an electronic hard drive for emergency purposes in case of a natural In the case of a natural disaster Tiffany's Grow and Glow, owners (Tiffany Tucker and Thomas Jeffcoat) will notify OCDEL via phone & email within 24-48 hours. Resources That Will Be Utilized for Disaster Relief (Provider) DisasterAssistance.gov, <http://www.disasterassistance.gov/disaster-assistance>. Resources That Will Be Utilized for Disaster Relief (Families) The aftermath of an emergency or disaster can be equally as devastating as the disaster or emergency itself.

Communities may be so devastated that access to basic resources (such as water, food, shelter, and clothing) may be limited. Families may also need to apply for disaster assistance or other assistance programs to help supplement any losses they have experienced.

DisasterAssistance.gov, <http://www.disasterassistance.gov/>; Disaster Recovery Guide, by the American Red Cross, <http://www.redcross.org/findhelp/disaster-recover>

Signature: _____ Date: _____