

## Emergency Response and Evacuation Plan

**Our Mission:** *“As directors of child care centers, we shall endeavor to ensure the safety and welfare of our children and staff in the event of Level I, II, or III emergencies and/or disasters.”*

In a continuing effort to, at all times, promote and ensure the safety and welfare of children entrusted to our care, we have cooperatively established a written emergency response plan. This plan is appropriate for use by all facilities charged with the care of preschool children. This document addresses every level of emergency situations from a nearby water main break, to natural disasters (tornadoes, hurricanes, floods, winter storms, etc.), to national disasters. Included in the document are:

- A mission statement - *“As directors of child care centers, we shall endeavor to ensure the safety and welfare of our children and staff in the event of Level I, II, or III emergencies and/or disasters.”*
- We shall, to the best of our ability, work within the guidelines and regulations of the Charlotte-Mecklenburg Emergency Management team, the North Carolina Division of Child Development, and other regulating agencies as the situation dictates.
- A step-by-step protocol for removing children from harm’s way in an orderly, calm, but rapid fashion
- A means of communicating to the general public and specific families information regarding the time, location, and destination of the evacuees
- Safe harbor primary and secondary partnerships
- A list of items needed in a first aid emergency evacuation pack
- A directory of local agencies designed and prepared to assist with programs when needed
- A guide to keeping all information current and compliant with state licensing guidelines
- Emergency contact information forms for students and staff that are to be updated quarterly

We hope this document will also be useful in establishing a continuing, cooperative relationship among child development centers and will reassure our families and faculties. The purpose of this document is to outline in generic format the steps necessary to ensure the safety and welfare of children and staff members if evacuation of a day care center is required.

### **Day Care Contingencies for Evacuation Plan Activation**

For each incident level day care children and staff will be moved from the facility. This action will require day care staff members to be prepared to evacuate the facility and account for all children and staff. To expedite this action, the following elements should be in place:

- Identify all entrance(s) and emergency exits to the facility.
- Identify location of first aid station(s) within the center.
- Clearly mark Administration’s office.
- Include disaster plan as part of center’s annual fire inspection and fire drill program.
- Train all center staff in levels I, II, and III procedures during staff orientation and at mandated bi-annual in-service training sessions.
- Update and review plan on a bi-annual basis or sooner if an event occurs that requires all or any part of this plan to be changed at any level.
- Provide a copy of the plan to all partners – staff, parents/guardians, relevant agencies, and partnership sites.
- Document all changes to the plan to ensure all information is current.

**Level I Evacuation** - Requires NO outside assistance; conditions warranting evacuation could include power or water outage, smoke, fire, or inclement weather.

1. Evacuation of the day care center is necessary as a result of on-site incident that occurred due to power outage, weather conditions, smoke, fire, or other type of incident that would impact the facility.
2. Level I is implemented by staff and involves moving the children to a nearby location that offers shelter and will be safe for children to wait in until they can either be returned to the center, parents can pick them up, or the incident has been resolved and normal activity can be resumed.

Primary Partners (within walking distance of the Center):

1. **Bank of America Child Development Center**  
300 North Poplar Street, Charlotte, NC 28202  
Contact: **704-386-4500**
2. **First United Methodist Child Development Center**  
501 N. Tryon Street, Charlotte, NC 28202  
Contact: **704-333-4882**

**Level II Evacuation** – Requires assistance from local government; incidents occurring with conditions that impact a wider area in the vicinity of the facility, and may require transport by police or CATS.

1. The day care center is required to evacuate due to an incident that occurred that impacts a wider area or an entire city block in the vicinity of the facility. Conditions that could warrant this action are weather, loss of power for an extended period, hazardous material incidents, or other emergency or event that requires relocation.
2. Minimum outside assistance that would be required from elements of local government for a Level II incident are defined below.
  - a) Police: Traffic control, crowd control, and control of scene access and egress
  - b) Transportation: CATS to be contacted and notified of type and degree of assistance needed and any special transportation needed
3. A day care partner would be the first location to be designated as the relocation site. A shelter would be second choice and will be defined in partnership with the Charlotte-Mecklenburg Police Department, Charlotte Fire Department, and the Charlotte-Mecklenburg Emergency Management Office.

Evacuation Location to:

1. Primary Partners (within walking distance of the Center); or
2. Secondary Partner

**Friendship Baptist Church Child Development Center**  
3301 Beatties Ford Road, Charlotte, NC 28216  
Contact: **704-392-0392**

**Level III Evacuation** – High Degree of Assistance Required by Child Development Center to Ensure Child and Staff Safety; major incidents or catastrophic events that impact a major segment of the population and/or a major geographic area, and require a declaration of emergency by local government

**\*\*\*Contact 911\*\*\***

(Or be contacted by 911)

CATS, Fire, Medic, Police and American Red Cross initiate evacuation of Center to Secondary Partner:

## Friendship Baptist Church Child Development Center

3301 Beatties Ford Road, Charlotte, NC 28216

Contact: **704-392-0392**

### Map and Directions to Secondary Partner (Beatties Ford Road Location)

**PLEASE NOTE** that in a Center City evacuation, parents and/or guardians working or living in the Center City must follow the vehicular and/or pedestrian evacuation routes as outlined in the **Center City Evacuation Plan**. We highly suggest that you pre-determine and plan for various alternate routes in order to reach the Beatties Ford Road Location.

From the Center (Total Distance: 5 miles)

1. From NORTH POPLAR ST (curbside at Center) go to 6<sup>th</sup> street, turn LEFT.
2. Cross North Graham Street, Turn RIGHT onto West 5<sup>th</sup> Street
3. Turn RIGHT onto the I-77 N/US-21 N ramp.
4. Merge onto I-77 N.
5. Take the I-85 S exit, exit number 13B, towards SPARTANBURG.
6. Merge onto I-85 S.
7. Take the BEATTIES FORD RD exit, exit number 37, towards JOHNSON C SMITH UNIV.
8. Turn LEFT onto BEATTIES FORD RD.
9. Turn LEFT onto FAIRDALE DR.

