



Program-Wide **Safety** **Plan**

2026-2027



A comprehensive framework designed to protect the physical and emotional well-being of students and staff through procedures, prevention strategies, and emergency responses.

[**www.varietyclc.org**](http://www.varietyclc.org)

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PROGRAM-WIDE EMERGENCY RESPONSE PLAN

1. Introduction & Policy Statement

The Variety Child Learning Center Program-Wide Safety Plan is an amalgamation of requirements from the New York Education Law §917-A, NYCRR section 136.4, Commissioner of Education Regulation 155.17, and OCFS Regulations 418-1 have been established to provide for the safety, health and security of both students and staff. The purpose of this plan is to provide emergency preparedness and response instructions, information, communications procedures, and guidelines to protect the safety and well-being of students, staff, and visitors at the time of an emergency.

A standardized plan has been developed for all Variety Child Learning Center (hereinafter known as "VCLC") buildings to promote coordinated preparedness measures and integrated emergency response procedures. The Program-Wide Emergency Response Plan prevents and minimizes the effects of violent incidents and emergencies while facilitating coordination with local and county resources. It addresses **prevention, mitigation, protection, response, and recovery**. The plan will be **reviewed by the program-wide safety team at least annually**.

This plan correlates with all School Building Emergency Response Plans that have been developed by the Building Level Emergency Response Planning Teams appointed by the Building Principals. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the School Building Emergency Response Team. Building-Level Emergency Response Plans will remain confidential and not be subject to disclosure.

When the School Building Emergency Response Team is activated, the Chief Executive Officer (or designee) and local emergency officials will be notified. The level of coordination with state and local agencies will depend on the specific emergency.

VCLC has zero tolerance for violence or threats on school grounds and will take all reasonable steps to prevent incidents, in line with the Code of Conduct. Appropriate authorities and resources are in place to support this effort. Violence prevention is a shared responsibility, and all members of the school community are encouraged to participate. This plan also ensures that individuals who report incidents or are affected by violence will be protected from discrimination, in accordance with the *Non-Retaliation and Non-Intimidation Policy*.

2. Chief Emergency Officer

Table 2.1- Program-Wide Chief Emergency Officer Designee

Name	Title	Email	Office	Cell
Janet Koch	Chief Executive Officer	jkoch@vcllc.org	516-921-7171 x2130	516-445-2729

- Coordinate communication with staff, law enforcement, and first responders
- Lead program-wide emergency response planning team & annual plan updates
- Ensure staff training and understanding of Program-Wide and Building-Level Emergency Response Plans
- Oversee the annual completion of building-level plan development **by September 15th of each school year**
- Assist in selection of security technology & development of procedures
- Coordinate safety, security, and emergency training for administrators and school staff
- Ensure required drills (evacuation & lockdown) by Education Law 807 and OCFS 418-1

3. Program-Wide Emergency Response Planning Team

Table 3.1- Program-Wide Emergency Response Planning Team

Name	Title	Office	Cell
Amanda Esbin	Facilities Administrative Assistant/RAVE Administrator	516-921-7171 x2144	516-884-7485
Irene Jimenez	Lead Childcare Director	516-490-3301 x2149	516-650-0007
Janet Koch	Chief Executive Officer	516-921-7171 x2130	516-445-2729
Corey Lein	Director of Programs/RAVE Administrator	—	646-784-4198
Laurie Librizzi	Healthcare Consultant	516-921-7171 x2110	516-784-0917
Sonia Puertas-Galletta	Compliance Director/RAVE Administrator	516-921-7171 x2115	516-578-1836

Responsibilities

1. Annual review of Program-Wide Emergency Response Plan by August 1st.
2. Recommend revisions post-drills/incidents
3. Maintain meeting minutes (**Appendix D**)
4. Communicating the plan to students and staff
5. Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (Incident Logs; Worker Compensation Reports; Police Reports; Grievances, etc.)
6. Making recommendations necessary for updates and changes
7. Annual security analysis including the inspection of all buildings and recommendations for improved security measures

4. Building-Level Emergency Response Planning

1. Each building has a **Building-Level Emergency Response Team** appointed by the principal.
 - The building-level emergency response team is responsible for the designation of the emergency response team and the development of the building-level emergency response plan.
 - Building-level emergency response plans are **confidential**, filed annually with local law enforcement precinct by **October 1**.
2. The **Emergency Response Team** is responsible for assisting the school community in responding to a violent incident or emergency.
3. The **Post-Incident Response Team** assists the school community in coping with the aftermath of a violent incident or emergency.

5. Prevention & Intervention Strategies

Training Programs

The Crisis Prevention Institute's Nonviolent Crisis Intervention training is used to build staff capabilities in managing challenging situations and behaviors in ways that prioritize care and minimize risk. With a focus on prevention, the training program equips staff with strategies for safely defusing anxious, hostile, or violent behavior at the earliest possible stage. The program focuses on the safe management of disruptive and assaultive behavior. It emphasizes early intervention and nonphysical methods. It also includes physical intervention techniques for managing assaultive behavior.

- Nonviolent conflict resolution
- De-escalation techniques

Behavioral Assessment

VCLC educational teams consisting of mental health professionals to identify and monitor student behaviors that could lead to someone hurting themselves or others.

- Multi-disciplinary education and behavior team to assess threat
- Annual staff training on at-risk behaviors and behavior intervention

Hazard Identification

- Annual review of potential emergency sites (e.g., chemical storage, high-traffic areas, fuel sources)
- Fuel sources: natural gas, oil

6. Emergency Response Types

Table 6.1- Emergency Response Types

Action	Description	Potential Trigger
Shelter-in-Place	Safer inside than outside (e.g., weather)	Weather/external hazard
Hold-in-Place/Missing Child	Restrict movement for short-term issues (e.g., medical, missing child)	Medical emergency, missing child
Evacuation	Building unsafe; move to rally points or relocation sites	Building unsafe → rally points
Lockout	External threat; remain inside locked building	Active threat
Lockdown	Immediate internal threat; secure in classrooms	Active threat

7. Training, Drills & Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the Program-Wide Emergency Response Planning Team and the Building-Level Emergency Response Planning Team, at a minimum, the following methods may be used:

- Trauma-informed live drill including sheltering, evacuation, hold-in-place, lock-down and secure lockout
- Trauma-informed live drill for specific responses (i.e., non-authorized release of a student, missing student)
- Tabletop exercises
- Emergency Response Team exercises
- Building pre-clearance searches

The parent/guardians will be notified of all drills within one week before each drill (at least 1 day and no more than 7 days before the drill). Notification of upcoming drills will be done through writing, email, or a mass-messaging app.

VCLC recognizes that ongoing evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, VCLC will invite local agencies to participate in and to help evaluate exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, and Local Office of Emergency Management.

Conduct of Drills, see *Table 7.1- Annual Drills*

- Drills during the school day with students present must:
 - Be trauma-informed, developmentally appropriate, and age-appropriate.
 - Exclude props, actors, simulations, or tactics that mimic violence or emergencies.
 - Students and staff must be informed at the time of the drill that it is a drill, except for evacuation drills.
- Drills shall be completed on different days of the week and during different times of the school day.

Table 7.1- Annual Drills

Type	Minimum Required Frequency	Requirements	Notification
Evacuation (SED)	8	Majority unannounced; various times; 8 between Sep 1–Dec 31; include alternate routes and barriers	☒ Alarm ☒ Walkie-talkie ☒ PA system
Lockdown (SED)	4	Trauma-informed, age-appropriate, no violence simulation	☒ Walkie-talkie ☒ PA system
Evacuation (OCFS)	12 (1/month)	—	☒ Walkie-talkie ☒ PA system
Shelter-in-Place (OCFS)	2	10–20 minutes	☒ Walkie-talkie ☒ PA system
Missing Child	0	VCLC will run 2 drills as best practice	☒ Walkie-talkie ☒ PA system

8. School Security Implementation

Appropriate school building security measures and procedures have been determined by the Program-Wide Emergency Response Planning Team and Building-Level Emergency Response Planning Team. Based on these findings, we have implemented the following security measures.

- Visitor management/badging procedures – Upon entry into the building, the visitor must show photo identification. Upon successful screening, the visitor is presented with a “visitor” badge to wear on the chest. Anyone in the building without a badge is immediately questioned by building staff, and the principal is informed.
- Video surveillance
- Other methods as deemed necessary by the Safety Team and/or First Responders

Security Personnel (Security Guards)

- VCLC contracts security guards. Their duties pertain to responding to emergency safety and security situations.
- Hiring, screening process, and training requirements for security staff are established by their employers.

Local Emergency Service Contacts

VCLC maintains a list of emergency service contacts.

Table 8.1 – Local Emergency Service Contacts (*this table will be hidden when published on website*)

MOU Requirement: VCLC maintains current contracts or memorandum of understanding.

9. Non-Medical Emergency Response Protocols

The identification of appropriate responses to emergencies, including protocols for responding to missing child and elopement.

Notification

- Internal and external communication are critical and will be outlined in the Building-Level Response Plan. Depending on the emergency, communication methods may include telephone, fax/email, the VCLC radio system, Alert Now System, intercom, local media, emergency alert systems, cellular phones, online sources such as LongIsland.News12.com, and other necessary channels. The Program-Wide Emergency Response Planning Team will determine appropriate notifications and methods.
- Chain of command for program-wide emergencies notification: **CEO → Facilities Director → Director of Programs**

Local Assistance

- We have collaborated with our partners to ensure complementary efforts. We have invited representatives from UPK partner school districts, Police Department and Fire Departments, and others to coordinate emergency responses.

Incident Command System

The Program-Wide Command Center will be at the Syosset Building at 47 Humphrey Drive, Syosset and the alternate will be virtual meetings or the Gallow Building at 72 Farmedge Road, Levittown. The Program-Wide Command Center will be activated at the direction of the Program-Wide Incident Commander. We have established our Program-Wide Incident Command Structure as follows:

Specific Threats Protocol

- See Additional Component of the Plan (Addendum A)

Recovery

- Access to mental health services (Appendix C)

ADDENDUM A: ADDITIONAL COMPONENTS OF THE PLAN

10. Violence Prevention and Weapons Policy
11. Sudden Cardiac Arrest (Desha's Law) Policy
12. Missing Child Policy
13. Elopement Policy
14. Communicable Disease Plan (Potential State of Emergency)
15. Remote Instruction Plan

10. Violence Prevention and Weapons Policy

VCLC is committed to maintaining a safe, secure, and supportive learning environment for all students, staff, and visitors. VCLC maintains a zero-tolerance policy for violence, threats, intimidation, harassment, or other disruptive conduct that may jeopardize the safety or well-being of VCLC's school community members, including employees, children, families, or visitors.

Workplace Violence Prevention and Weapons Policy

For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

Employees must immediately report any actual or threatened violence, intimidating behavior, or safety concern to a supervisor, Human Resources, the Director of Compliance, or another member of management. This includes threats towards employees, children or students, or the VCLC facilities by any employee, child or student, parent, visitor, or other outside party.

Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede VCLC's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations.

Violence Prevention and Weapons Policy cont.

VCLC prohibits the possession of weapons on its property at all times. Employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons, martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including termination.

Employees may also report concerns anonymously through the VCLC Compliance Hotline at (516) 368-8306.

VCLC strictly prohibits retaliation against any employee who, in good faith, reports a concern, requests assistance, participates in an investigation, or exercises any rights under applicable workplace safety laws.

If VCLC determines, after an appropriate good faith investigation, that someone has violated this policy, VCLC will take swift and appropriate corrective action. Additional information is available in VCLC's Workplace Violence Prevention Program and Building-Level Emergency Response Plan (BLERP).

School Violence Prevention and Weapons Policy

This policy ensures that all threats, verbal, gestural, or physical, are addressed with urgency, consistent procedures, and trauma-informed care. It aligns with Program-Wide Emergency Response Plan and Building-Level Emergency Response Plan (BLERP) commitments to prevention, mitigation, protection, response, and recovery. For purposes of this policy, **threatening language or gestures** means any statement or action indicating intent to cause death or serious harm to oneself or another person. **weapon/weapon-like item means** any item capable of causing serious harm or injury.

Any use of threatening language, threatening gestures, or possession of weapons or weapon-like objects is treated as a **serious safety incident** requiring immediate intervention, documentation (Behavior Incident Report), family communication, and administrative follow up.

Employees, children and students must immediately report any actual or threatened violence, intimidating behavior, or safety concern to a teacher, supervisor, Social Worker or Principal. This includes threats towards children or students, or the VCLC facilities by any employee or child/student.

Such report shall be documented accordingly:

- Employee to Child: Student Incident Report and follow [Child Abuse and Maltreatment Policy](#)
- Child to child: Behavior Incident Report

Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede VCLC's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations.

PROCEDURE

Immediate Response to Implied Acts of Violence/Threats

When a student makes life threatening statements, gestures, or displays/possesses a weapon to harm self or others:

A. Ensure Safety

1. Maintain visual supervision of the student
2. Remove other students from immediate danger if needed
3. Calmly remove weaponlike items if accessible and safe to do so
4. Do *not* escalate or argue

B. Immediate Notification

1. Support Personnel

- Call the **Supervisor, Social Worker, or Principal** via walkie talkie or in person

2. Parent/Guardian

- Call or schedule a meeting on the **first incident and every subsequent incident**

3. Law enforcement involvement is recommended when:

- A detailed, feasible plan of harm is disclosed.
- A real or replica weapon is found.
- A student expresses intent paired with access to weapons.

C. Documentation

1. Complete a **Behavior Incident Report (BIR)**
2. Mark **Intensity = Severe**

D. Environmental Safety Controls

1. Remove pencils, scissors, staplers, and other sharps from the student's access.
2. Ensure adult scissors are inaccessible per **OCFS regulation**

E. Backpack Check Protocol Initiation

1. Staff begin **daily backpack and lunchbox checks using the designated "Backpack Check Data" sheet**. See Appendix B every morning for one month.

Recovery & Follow-Up

- Conduct post-incident debrief with involved staff.
- Provide counseling, behavioral intervention for the student, or disciplinary action per Student Code of Conduct.
- Adjust BSP/FBA supports if needed.
- Determine whether to extend or discontinue backpack checks after 1 month.

Prevention Programs

- Multi-tiered support system for challenging and at/risk behaviors
- Law enforcement collaboration & de-escalation training
- Nonviolent conflict intervention

Reference: *Life-Threatening Language, Gestures & Weapons Protocol (05.2025)*

11. Sudden Cardiac Arrest (Desha's Law) Policy

INTRODUCTION AND PURPOSE

Desha's Law, signed on July 24, 2025, requires all New York State public, charter, and non-public schools, including VCLC, to include a Cardiac Emergency Response Plan (CERP) in both program-wide and building-level safety plans. Beginning January 20, 2026, schools must have

procedures for recognizing and responding to sudden cardiac arrest (SCA) and similar life-threatening cardiac emergencies to ensure rapid, effective intervention.

The CERP aims to:

- Ensure all VCLC staff can recognize warning signs of SCA.
- Provide clear, evidence-based steps for immediate response, including CPR and AED use.
- Identify trained responders, AED locations, and communication protocols.
- Coordinate effectively with Emergency Medical Services (EMS) and ensure appropriate follow-up support.

This plan aligns with VCLC's Program-Wide Emergency Response Plan (PWERP) and Building-Level Emergency Response Plans (BLERPs), emphasizing prevention, quick action, and recovery. Because survival depends on bystander intervention within minutes, the goal is to maximize safe, rapid response.

SCOPE

This Cardiac Emergency Response Plan applies to all VCLC locations, including:

- School buildings and indoor facilities.
- Outdoor school grounds, playgrounds, and school fields.

It covers emergencies involving students, staff, volunteers, or visitors. All personnel are provided with information on identifying cardiac arrest symptoms and how to call for emergency medical services, with new hires oriented within 30 days.

DEFINITIONS

Sudden Cardiac Arrest (SCA) means an abrupt cessation of heart function, often causing collapse and requiring immediate CPR/AED intervention.

Automated External Defibrillator (AED) means a portable device that delivers an electric shock to restore normal heart rhythm.

Cardiopulmonary Resuscitation (CPR) means manual chest compressions (and rescue breaths if trained) to circulate blood during cardiac arrest.

Emergency Medical Services (EMS) means professional first responders contacted via 911.

POLICY

Sudden Cardiac Arrest (SCA) can occur without warning anyone, stopping the heart's ability to pump blood and reducing survival by 10% each minute without help. Under Desha's Law, our plans now include a Cardiac Emergency Response Plan to ensure rapid CPR/AED action and protect our VCLC community.

- **AEDs:** Clearly labeled and stored in accessible cabinets; the Cardiac Emergency Response Protocol shall be posted adjacent to each AED
- **Number Required:** Sufficient for building interiors and outdoor play spaces/fields
- **Maintenance:** Inspected annually for readiness; batteries and pads replaced per manufacturer's guidelines
- **Annual Review:** Conducted by the Program-Wide and Building-Level Emergency Response Planning Teams; updated as needed (e.g., staff changes, new equipment)

- **Integration:** Incorporated into VCLC's Program-Wide and Building Level Emergency Response Plans
- **Compliance:** Aligns with NYSED guidelines and Desha's Law requirements
- **CPR/AED Certification:** Designated personnel maintain certification; refresher courses provided annually
- **Annual Distribution or Training of Cardiac Emergency Response Protocols:** all staff and administrators at the start of each school year

12. Missing Child Policy

PURPOSE

Supervision of children, as required by NYS Child Day Care Regulations, is a core responsibility of our program and requires continuous, competent oversight of each child's activities at all times.

POLICY

In the rare event that a child goes missing, a **CODE RED** will be immediately initiated. Each school building's Missing Child Protocols, which are developed individually and incorporated into the Building-Level Emergency Response Plan, will be activated.

Missing Child Protocols are posted in each classroom, gym, office, lunch/break room and any place deemed by the school building principal.

Two (2) drills per school year are required.

Missing Child Protocols include the following elements:

1. Emergency reporting:

- Who to notify
- How to identify the missing child: child's name, age, description of clothing, if they have a GPS, last location child was seen, and anything else that may be helpful in the search

2. Search activities:

- Staff roles and responsibilities
 - Who searches (or stays put) and where they search
- Communication requirements during the search
- Actions to be taken in the event a missing child is not located within a reasonable timeframe (3 minutes)
- Supervision and required staff-to-child ratios for the remaining children during a missing child event

3. Follow-up measures to be taken at cessation of the search:

- Assessment of the retrieved child
 - A determination of the need for treatment for any perceived injury or need for medical intervention
 - Integration of the retrieved child back into their group, when appropriate
 - Alternative means of care if a child cannot be returned to their classroom or activity
- Communication
 - To CEO; To Childcare Director; To Regulatory Agency; To parent/legal guardian
- Reporting requirements

- o Documentation of incident
 - o External regulatory agency reporting
- Internal Investigation conducted
 - o Review video footage
 - o Gather “witness” testimony
 - o Determine any outcomes or correction action that needs to be taken

13. Elopement Policy

Incidents where a student elopes or wanders may lead to a missing child incident. In these cases, the *Missing Child Protocol* goes into effect.

Students who have a tendency to elope or wander may require a Functional Behavior Assessment (FBA) which is determined by the student’s Committee on Preschool Special Education (CPSE) or Committee on Special Education (CSE).

14. Communicable Disease Plan (Potential State of Emergency)

See Communicable Diseases and Reporting Policy

- Immediate reporting to local and state department of health (DOH)
- Immediate notification to parent/guardian
- PPE Inventory: Masks and gloves are available to staff. Masks are available to students.

15. Remote Instruction Plan

See Emergency Remote Instruction Policy

- Device/Internet survey
- Provide devices
- Informs districts of student need of internet service
- Synchronous/asynchronous via Google Classroom
- Maintain IEP services
- Daily attendance tracking
- Sample schedule mirroring in-person day

APPENDICES

Appendix	Content
A	Parent/Guardian Drill Notification
B	Fire Code 808 Notifications (staff)
C	Mental Health Resources
D	Program-Wide Emergency Response Planning Team Meeting Minutes

APPENDIX A: PARENT/GUARDIAN SCHOOL SAFETY DRILL NOTIFICATION



Important Safety Notice for Families

As part of our commitment to ensuring the safety and preparedness of our students and staff, we will be conducting a safety drill within the next week. The purpose of this drill is to ensure that everyone is familiar with our emergency procedures and can respond quickly and effectively in the event of an actual emergency. All drills are conducted in a developmentally appropriate and supportive manner.

The exact time and date of drills are not provided for security reasons.

If you have any questions or concerns, please don't hesitate to reach out to your building principal.

Thank you for your continued support and partnership.



Aviso Importante de Seguridad para las Familias

Como parte de nuestro compromiso de garantizar la seguridad y preparación de nuestros estudiantes y personal, estaremos realizando un simulacro de seguridad dentro de la próxima semana. El propósito de este simulacro es asegurar que todos estén familiarizados con nuestros procedimientos de emergencia y puedan responder de manera rápida y efectiva en caso de una emergencia real. Todos los simulacros se llevan a cabo de una manera apropiada para el desarrollo y con apoyo para los estudiantes.

La fecha y hora exactas de los simulacros no se proporcionan por razones de seguridad.

Si tiene alguna pregunta o inquietud, no dude en comunicarse con el director de su escuela.

Gracias por su continuo apoyo y colaboración.

APPENDIX B: FIRE CODE 807 STAFF NOTIFICATION

Distributed in teacher binders.

EDN - Education

Title 1 - General Provisions

Article 17 - Instruction in Certain Subjects

807 - Fire and Emergency Drills.

§ 807. Fire and emergency drills. 1. It shall be the duty of the principal or other person in charge of every public or private school or educational institution within the state, other than colleges or universities, to instruct and train the pupils by means of drills, so that they may in a sudden emergency be able to respond appropriately in the shortest possible time and without confusion or panic. Such drills shall be held at least twelve times in each school year, eight of which required drills shall be held between September first and December thirty-first of each such year. Eight of all such drills shall be evacuation drills, four of which shall be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress. Four of all such required drills shall be lock-down drills. Drills shall be conducted at different times of the school day. Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly. Four additional drills shall be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations. At least two additional drills shall be held during summer school in buildings where summer school is conducted, and one of such drills shall be held during the first week of summer school.

1-a. In the case of after-school programs, events or performances which are conducted within a school building and which include persons who do not regularly attend classes in such school building, the principal or other person in charge of the building shall require the teacher or person in charge of such after-school program, event or performance to notify persons in attendance at the beginning of each such program, event or performance, of the procedures to be followed in the event of an emergency so that they may be able to respond in a timely, orderly manner.

2. It shall be the duty of the board of education or school board or other body having control of the schools in any district or city to cause a copy of this section to be printed in the manual or handbook prepared for the guidance of teachers, where such manual or handbook is in use or may hereafter come into use.

3. NA

4. Neglect by any principal or other person in charge of any public or private school or educational institution to comply with the provisions of this section shall be a misdemeanor punishable at the discretion of the court by a fine not exceeding fifty dollars; such fine to be paid to the pension fund of the local fire department where there is such a fund.

APPENDIX C: MENTAL HEALTH RESOURCES

Mental Health Support Request Form

VCLC's Social Work and Psychology Departments

APPENDIX D: PROGRAM-WIDE EMERGENCY RESPONSE TEAM MEETING MINUTES

1. Meeting Details

Meeting Date:

Meeting Time:

Meeting Location:

Meeting Called By:

Recorder:

2. Attendance

Team Members Present:

Present or Absent	CEO	Chief Emergency Officer/Facility Director	Compliance Director	Human Resources Director	Director of Programs	Lead Child Care Director	Nurse
P or A							

3. Purpose of Meeting

☐ Annual Review

☐ Building-Level Emergency Response Plans Review

☐ Incident Review

☐ Plan Update

☐ Other:

4. Review of Previous Meeting Minutes

Summary of prior action items:

Status updates:

Outstanding issues:

5. Building-Level Emergency Response Plan Review Components

A. Roles and Responsibilities

B. Preparedness and Supplies

C. Response Protocols

☐ Lockdown

☐ Lockout

☐ Shelter-in-place

☐ Evacuation: On-site and Off-Site

☐ Hold/Secure

D. Recovery Planning

☐ Reunification

☐ Mental Health Resources and Supports

6. Program-Wide Emergency Response Plan Review

☐ A. Roles and Responsibilities

☐ B. Preparedness and Supplies

☐ C. Regulatory Amendments

APPENDIX D: PROGRAM-WIDE EMERGENCY RESPONSE PLANNING TEAM MEETING MINUTES

7. Incident Review

Description of incident:

Timeline of emergency response:

What worked well:

Challenges encountered:

Recommendations:

8. Communication Systems Review

Internal communication:

Parent/community notification:

Coordination with first responders:

9. Updates from Partners

District:

Law Enforcement:

Fire/EMS:

Mental Health Providers:

Other:

10. Action Items

Action Item	Responsible Person	Timeline	Status

11. Plan Revisions

12. Compliance Notes

13. Next Meeting

Date:

Time:

Location: