

EMERGENCY PREPAREDNESS, RESPONSE & CONTINUITY OF OPERATIONS PLAN

At SmartStart STEM Academy, the safety and well-being of every child is our highest priority. This plan provides clear procedures for responding to emergencies while ensuring the protection of children, staff, and visitors. Staff members receive ongoing training and conduct regular emergency drills to maintain a safe, prepared, and responsive learning environment.



1. LOCKDOWN / SHELTER-IN-PLACE

- The Director or person in charge will immediately initiate lockdown procedures.
- All children and staff will move to designated safe areas away from windows and doors.
- Classroom doors will be secured, and no one will be permitted to enter or exit the building until the emergency has ended.
- Staff will maintain attendance records and provide reassurance to children throughout the event.
- Activities will resume only after the "all clear" has been given by emergency personnel or the Director.



2. FIRE DRILL PROCEDURES

- Fire drills are conducted regularly to ensure staff and children are familiar with evacuation procedures.
- Children and staff will exit the building using the nearest safe exit.
- Attendance will be taken immediately upon evacuation.
- All children and staff will meet on **Locust Street in front of the laundromat.**
- No one may re-enter the building until authorized by emergency personnel or the Director.



3. EMERGENCY EVACUATION & RELOCATION

- If the building becomes unsafe due to fire, severe weather, utility failure, or another emergency requiring relocation, children and staff will be transported to our designated emergency relocation site:

Willows Early Learning Tree
5535 Spruce Street
Philadelphia, PA 19139
Phone: 484-649-7609

- Attendance will be verified before leaving the center, upon arrival at the relocation site, and again before children are released to authorized individuals.



4. PARENT NOTIFICATION

- Parents or guardians will be notified by telephone as soon as it is safe to do so.
- Families will receive information regarding the nature of the emergency, the safety status of their child, the relocation site (if applicable), and instructions for reunification and child pick-up.
- Only authorized individuals listed on the child's emergency contact form will be permitted to pick up a child.



5. CHILDREN REQUIRING ADDITIONAL ASSISTANCE

- Special consideration will be provided for infants, toddlers, children with disabilities, and children with chronic medical conditions.
- Staff will utilize evacuation cribs, evacuation strollers, Pack 'n Plays, or other appropriate equipment as needed to ensure every child is safely evacuated and supervised.



SmartStart STEM Academy is committed to maintaining a safe, secure, prepared, and resilient learning environment for every child, every family, and every staff member.



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6. MODIFIED OPERATIONS

- The Academy may implement modified operations during severe weather, utility outages, public health emergencies, building maintenance issues, or other emergency situations affecting normal operations.
- Families will be notified by telephone regarding delayed openings, early dismissals, temporary closures, or other operational changes.



6A. CONTINUITY OF OPERATIONS

Purpose: To ensure the continued protection of children, preservation of essential records, and timely restoration of program operations following an emergency or disaster.

LEADERSHIP RESPONSE



Following an emergency, the Director or designated person in charge will assess the facility in collaboration with emergency personnel, when applicable, before authorizing the resumption of services.

ELECTRONIC RECORDS



Essential operational records, including child files, emergency contact information, attendance records, staff records, and enrollment documentation, are maintained electronically through SmartStart STEM Academy's secure organizational cloud drive and Procure system. Authorized administrative staff have secure remote access to these records to ensure continuity of operations if the facility is inaccessible.

COMMUNICATION



The Director or designee will maintain communication with families, staff, licensing representatives, and emergency officials regarding temporary closures, relocation, modified operations, anticipated reopening, and any additional instructions necessary to ensure the health and safety of children.

OPERATIONS



If the facility cannot safely operate, SmartStart STEM Academy will implement modified operations or temporary closure until the building has been deemed safe for occupancy and all applicable licensing, health, and safety requirements have been satisfied. During an extended disruption, administrative functions—including enrollment, child records, family communication, staffing coordination, and regulatory documentation—will continue remotely to minimize interruption of essential program operations.

REOPENING

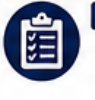


Prior to reopening, the Director or designee will verify that the facility is safe, essential utilities are operational, required supplies are available, staffing levels are sufficient, and all applicable health and licensing requirements have been met.

CONTINUOUS IMPROVEMENT



Following any emergency requiring activation of this plan, program leadership will conduct a post-incident review to evaluate the effectiveness of the response, identify opportunities for improvement, and update the Emergency Preparedness, Response, and Continuity of Operations Plan as needed.



7. STAFF TRAINING & EMERGENCY DRILLS

- Emergency procedures are reviewed with all staff annually.
- New employees receive emergency preparedness training during orientation.
- Fire and emergency evacuation drills are conducted in accordance with Pennsylvania regulations.
- The Emergency Preparedness & Response Plan is reviewed and updated annually or whenever significant operational changes occur.



8. ANNUAL REVIEW

- This plan will be reviewed at least once each year and updated as needed.
- All staff will be informed of any changes.



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