



West Virginia Department of
Health and Human Resources

Emergency Plan
Child Care Center and Family Child Care Facility



| Child Care Program Information | | | | |
|--|--|----------------------------|--------------|---------------------------------|
| Name of Child Care Service/Name of Location if Different | VILLAGE SQUARE LLC / VILLAGE SQUARE LEARNING | | | |
| Physical Address | 4137 HEDGESVILLE ROAD | | | |
| | Street address | | | |
| | HEDGESVILLE | WV | 25427 | 304-279-8556 |
| | City | State | Zip Code | Telephone Number |
| Primary Emergency Contact at Child Care Program | | | | |
| Name | CHINELLE G DUNCAN | | Position | DIRECTOR |
| Telephone Number | 304-279-8556 | Alternate Telephone Number | 304-820-4451 | |
| Email Address: | CHINELLE@THEVILLAGESQUARE.US | | | |
| Staff Assignments During an Emergency | | | | |
| Assignment | Name of Staff | | | Title |
| Direct Evacuation Manager | Chinelle G. Duncan | | | Director |
| Alternate Direct Evacuation Manager | LEIGHTON DUNCAN & MORIAH FERGUSON | | | Assistants |
| Person Count | 15 (3 staff + 12 children) | | | |
| First Aid | Emergency First Aid Kit is mounted under nearest window to diapering station#1, on kitchen wall, and over sink near the back door | | | All Staff |
| Telephone Emergency Numbers | 304-433-8040 304-279-8556 304-283-4209 | | | |
| Transportation | Provider Bus | | | Ford E350 Turtle top bus |
| Other: _____ | | | | |
| Other: _____ | | | | |

| Emergency Telephone Numbers | | |
|--|--|-------------------------------------|
| Name/Company | Contact Person's Name | Telephone Number |
| Fire / EMS / (911) | Hedgesville Volunteer Fire Department 4217 Hedgesville Rd; Hedgesville, WV 25427 | 911 (304) 264-2111 |
| Police | Martinsburg Police Department (Major/Deputy Chief Tim Catlett) | 911 (304) 264-2100 |
| Ambulance | Berkeley County Emergency Ambulance Authority 400 W Stephen St #207, Martinsburg, WV 25401 | 911 (304) 264-1921 |
| Poison Control | National Poison Control Center http://www.aapcc.org http://www.poison.org | (800) 222-1222 |
| Health Consultant | | |
| Gas Company | N/A | |
| Electric Company | Potomac Energy | (800) 686-0011 |
| Water Company | Berkeley County Water and Sewer | (304) 267-4600 |
| Electrician | | |
| Plumber | | |
| Child Protective Services | 433 Mid-Atlantic Park, Martinsburg, WV 25402 | 304-267-0100 |
| Licensing / Child Care Regulatory Specialist | Melanie Lane | 304-724-2600 ext 2025 |
| Relocation Site #1 (See Page 6 for details) | Village Square Learning - Hedgesville (100 feet from the rear of building near apple orchard) | 304-279-8556 |
| Relocation Site #2 (See Page 6 for details) | Hedgesville Volunteer Fire Department | (304) 264-2111 |
| Red Cross | 1948 Wiltshire Rd # 2, Kearneysville, WV 25430 | (304) 725-5015 |
| Physician (s) | | |
| Dentist (s) | | |
| Hospital (s) | 2500 Hospital Drive, Martinsburg, WV 25401 | (304) 264-1000 |
| FIRE MARSHAL | Berkeley, WV Office of State Marshal: Nevin Kleemer | (304) 671-2666 |

| | | |
|--------------|--|--|
| Other: _____ | | |
|--------------|--|--|

| Types of Disasters Most Likely to Occur In or Around the Program Area | |
|---|--|
| Disaster Type | Describe how each disaster might affect the child care program |
| Fire | <p>The program would be interrupted by a FIRE: CODE ORANGE ALERT</p> <p>Response: Children are cared for on the lower level (basement) of the house only. Evacuation exit is available through the walk-out basement doors, and through the garage exits. Children may exit via the front door, but are not permitted on the second level.</p> <p>Exits: (all windows and doors are checked regularly to ensure opening):</p> <ul style="list-style-type: none"> ○ Foyer: Front door and windows. ○ Kitchen: Sliding doors and windows ○ Dining room/family room: Front door and windows ○ Basement doors (3) ○ Basement windows (9) <p>Basement windows (9 windows) children will be evacuated together using evacuation crib and portable play cart with wheels.</p> <p>The site owns one evacuation crib and two portable play carts each of which remain placed near each of the three (3) exits (front and back doors).</p> <p>In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.</p> |
| Flood | <p>The program would be interrupted by a FLOOD: CODE ORANGE ALERT</p> <p>Response: Children are cared for on the lower level (basement) of the house only. Evacuation exit is available through the walk-out basement doors, and through the garage exits. Children may exit via the front door, but are not permitted on the second level.</p> <p>Exits: (all windows and doors are checked regularly to ensure opening):</p> <ul style="list-style-type: none"> ○ Foyer: Front door and windows. ○ Kitchen: Sliding doors and windows ○ Dining room/family room: Front door and windows ○ Basement doors (3) ○ Basement windows (9) <p>Basement windows (9 windows) children will be evacuated to high ground through the first level together using a portable play cart with wheels.</p> |

| | |
|-----------------------|---|
| | <p>The site owns two portable play carts each of which remain placed near each of the three (3) exits (front and back doors).</p> <p>In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.</p> |
| Wildfire | <p>The program would be interrupted by a WILDFIRE: CODE ORANGE ALERT</p> <p>Response: Children are cared for on the lower level (basement) of the house only. Evacuation exit available through the walk-out basement doors, and through the garage exits. Children may exit via the front door, but are not permitted on the second level.</p> <p>Exits: (all windows and doors are checked regularly to ensure opening):</p> <ul style="list-style-type: none"> ○ Foyer: Front door and windows. ○ Kitchen: Sliding doors and windows ○ Dining room/family room: Front door and windows ○ Basement doors (3) ○ Basement windows (9) <p>Basement windows (9 windows) children will be evacuated to high ground through the first level together using a portable play cart with wheels.</p> <p>The site owns two portable play carts each of which remain placed near each of the three (3) exits (front and back doors).</p> <p>In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.</p> |
| Severe Winter Weather | <p>The program would be interrupted by severe WINTER WEATHER: CODE WHITE ALERT</p> <p>Response: Children are cared for on the lower level (basement) of the house only. Evacuation exit available through the walk-out basement doors, and through the garage exits. Children may exit via the front door, but are not permitted on the second level.</p> <p>Exits: (all windows and doors are checked regularly to ensure opening):</p> <ul style="list-style-type: none"> ○ Foyer: Front door and windows. ○ Kitchen: Sliding doors and windows ○ Dining room/family room: Front door and windows ○ Basement doors (3) ○ Basement windows (9) <p>The site has/maintains snow-shovels, salt, and has retained a plowing service to clear snow from all accesses, driveways, and walkways.</p> |

| | |
|--------------------------|---|
| Hazardous Material Spill | If it occurs on premises, or in the immediate vicinity of our program site, The program would be interrupted by a HAZARDOUS MATERIAL SPILL: CODE YELLOW ALERT. Response: <i>(Listen for Emergency System on evacuation or shelter in place instruction)</i> |
| Hostage/Active Shooter | If it occurs on premises, or in the immediate vicinity of our program site, The program would be interrupted by a HOSTAGE/ACTIVE SHOOTER: CODE RED ALERT. Response: <i>(Listen for Law Enforcement instruction)</i> |
| Other: | |
| Other: | |

Exit Locations

| | | |
|--|-----------------------------------|--|
| Post a floor plan showing exit path at each room exit. Attach a copy(ies) to this plan. | Exit path copies attached? | Circle one: Yes No |
|--|-----------------------------------|--|

Utility Shut-off locations

| Name of Utility | Location | Name of Utility | Location |
|-----------------|---|-----------------|----------|
| Electricity | LOWER LEVEL: BLUE ROOM: LONG WALL (In cabinet) | Gas | N/A |
| Water | LOWER LEVEL: Panel Under the Stairs | Other: | N/A |

**Disaster Plan Coordination
Name and Phone Number**

If the program regularly picks up children from other locations (schools, church programs etc.,) or needs assistance with transporting children in an emergency, please list phone numbers and contact names at the pick-up locations or agency(ies) assisting with transportation.

| | |
|--------------------------------------|-----|
| Local Emergency Management Officials | N/A |
| Businesses | N/A |

| | | | |
|---|-------------------------|--|-----------------------|
| | | | |
| Schools | Location | Address | Phone |
| | Tuscarora Elem | 2000 Tavern Rd, Martinsburg, WV 25401 | (304) 267-3565 |
| | Rosemont Elem | 301 S Alabama Ave, Martinsburg, WV 25401 | (304) 267-3560 |
| | Hedgesville Elem | 88 School House Dr, Hedgesville, WV 25427 | (304)754-3341 |
| Churches | N/A | | |
| Child Care Resource and Referral Agency | N/A | | |
| Others | N/A | | |

| Communications | |
|--|--|
| Describe how program staff will be trained on disaster plan procedures. | Staff and partners engage in monthly emergency preparedness training and exercises. |
| | Staff will be trained on disaster plan procedure via FEMA (IS00036) Multi-Hazard Planning for Childcare, and by overseen by Leighton Duncan or other qualified 3rd-Party vendor |
| | |
| | |
| | |
| Describe how parents will be notified of the emergency or relocation. Include plans for reunifying parents and children. | |
| | Parents and Families have continual access with all Village Square Team members through our Brightwheel Application. Through this App we have two-way text and voice communications. |

| | |
|--|---|
| <p>(A copy of page 6 of this plan must be provided to parents annually)</p> | <p>Parents/guardians are also provided:</p> <ul style="list-style-type: none"> ● Information on each evacuation site. ● Contact information for: <ul style="list-style-type: none"> ○ Chinelle Duncan: mobile: (304) 279-8556 ○ Leighton Duncan: mobile: (304) 433-8040 ● Parent/guardian contact numbers are: <ul style="list-style-type: none"> ○ Available via Brightwheel App ○ Stored in Chinelle Duncan’s cell phone ○ Attached to portable play carts ○ Kept in All First Aid kits <p>Children will only be released to contacts listed on each child’s Emergency Contact Form with valid/proper identification</p> |
| <p>Describe how the program will coordinate with local emergency management officials.</p> | <p>Village Square Learning will coordinate with local emergency management officials via published phone numbers, email, text, and as directed by said officials.</p> |
| <p>Describe disaster plan procedures to address the needs of individual children, including children with special needs, infants, etc.</p> | <p>In addition to General Information and Supplies, for Special Needs Children we keep:</p> <ul style="list-style-type: none"> ● A current copy of each child’s Care Plan, + the “In Case of Emergency” Form. ● Current medical info/records via Brightwheel App + waterproof paper copy) ● Batteries for hearing aids and communication devices. ● Special dietary foods and supplies, and Items that calm or entertain each child. ● Identification to be carried by each child in case we become separated. |
| <p>Completion Date and Annual Review</p> | |
| <p>Date the Emergency plan was completed</p> | |

| | |
|--|-------------------|
| | 03/10/2019 |
| Date the emergency plan will be reviewed and updated | 09/10/2019 |

Relocation Sites- Please copy for parents upon request.

| | | | | |
|----------------------------|--|--|--|--|
| Facility/Center Name | VILLAGE SQUARE LLC/ VILLAGE SQUARE LEARNING | | | |
| Address of Facility/Center | 4137 HEDGESVILLE ROAD. HEDGESVILLE, WV 25427 | | | |
| Phone Number | 304-279-8556 | | | |

In the event the facility must be evacuated because of an emergency in the immediate area the children and staff will be transported by **Village Square Learning Team** to one of the locations listed below:

Relocation Site#1 for Disaster or Emergencies

Location to which the program will evacuate nearby – Include simple map of route as well as directions.

| | | | | |
|------------------|--|--|--|--|
| Name of facility | Village Square Learning - Hedgesville | | | |
| Facility Address | 4137 Hedgesville Rd | | | |
| | Street address | | | |
| | Hedgesville, WV 25427 | | | |
| | City | | | |

Directions to facility **On Premise: Move 100 feet to the back of our building towards the apple orchard.**

Relocation Site#2 for Disaster or Emergencies

Location to which the program will evacuate out of the immediate area– Include simple map of route as well as directions.
Relocation Site #2 needs to be a further distance away than Site #1.

| | | | | |
|------------------|--|--|--|--|
| Name of facility | Hedgesville Volunteer Fire Department | | | |
| Facility Address | 4217 Hedgesville Rd | | | |
| | Street address | | | |
| | Hedgesville, WV 25427 | | | |
| | City | | | |

Directions to facility
Turn Left at end of driveway to travel Westward on Rt 9 (Hedgesville Rd)
Travel ½ Mile Westward on Rt9
Hedgesville Volunteer Fire Department is on the Left.
Park in the parking lot.

If necessary, children will be transported to this health care facility:

| | | | | |
|------------------------|--|-------|----------|------------------|
| Facility Address | Berkeley Medical Center | | | |
| | 2500 Hospital Drive | | | |
| | Street address | | | |
| | Martinsburg, WV 25401 | | | |
| | City | State | Zip Code | Telephone Number |
| Directions to facility | Travel East on WV Rt-9 (Hedgesville Rd) to I-81. Use the Southbound on-ramp to travel South on I-81 Exit at Exit-14 to traffic signal at the end of the off-ramp | | | |

| | |
|--|---|
| | Turn Left onto Rt-13 (Tavern Road) Travel East on Tavern Road for a ½ mile. Turn Right into the Berkeley Medical Center |
|--|---|