

Emergency Disaster Plan For Child Care Centers LIC 610

Halsey Schools, Inc. 21321 Costanso Street & 5319 Comercio Way, Whls, CA 91364 747-293-5985 197-407-439 & 441

Administrator – Jennifer Rice, Executive Director, VP of Operations, Licensee, Board Member

1) Assignments During an Emergency

Name	Title	Assignment
Alyssa Lao, Elenita Mercer, Felicia Peterson, Roger Lopez, Shaira Subhan	Directors, assistant or acting directors	Direct Evaluation and person count
All staff-as designated by Director	Various	Handle First Aid, as needed.
Alyssa Lao, Roger Lopez or Directors	Admin	Text/email/social messaging, phone calls
All Staff as designated by Director	Various	Incidental Medical Services Supplies Transportation & Child Transportation, if needed.

2) Emergency Names & Telephone Numbers 911 always works

Fire Station	818-756-8684	West Valley Police	818-374-7690	Pub health COVID	833-540-0473
American Red Cross	818-992-2020	Emergency Services	323-980-2260		
Agoura Med Group	818-340-3822	Poison Control	800-222-1222		
Kaiser Hospital	818-719-2000	Ambulance	818-786-8713		
Dr. Kenneth Hirsch	818-347-5124	Crisis Help Line	800-273-8255		
Child Protective Serv	805-654-3270	Ask LAPD	877-275-5273		

3. Facility Exits - At least one per room all clearly visible and marked. See maps.

4. Temporary Relocation Sites

- St. Luke's Church 5312 Comercio Way, WHLS 818-346-3070
- Halsey Schools Comercio Way or Costanso, 818-992-1942 main office
- Fire Department 84 – 21050 Burbank Blvd, WHLS 818-756-8684

5. Utility Shut off locations

- Costanso Street - Electricity Panels in Room 1, Main Panel in Garage | Water shut off Front Side yard East side. Gas Shut off Front Side yard East side.
- Comercio Way- Electricity - Back of both Buildings. | Water & Gas - in between Buildings

6. First Aid Kits

- Outside wall mounted cabinets and inside "Kitchen" areas.

7. Equipment

- Smoke Detectors - Installed in every room on the ceiling. Look up! :) | Fire extinguishers in each building, clearly visible.
- Fire Alarms & Carbon Monoxide Detectors- in all buildings.

8. Lock Down Plan

- Keep everyone inside. Lock all doors, gates & windows. Close blinds. Wait for clearance.

9. Pandemic, Epidemic, Virus: VIRUS free zone! All illnesses stay home. Self Screening. Entry Screening. Enforce the CDC, WHO, Local Health Nurse, Health Department, Government, Department of Social Services guidelines.

10. Affirmation Statement - As administrator of this facility, I assume responsibility for this plan for providing emergency services as indicated below. I shall instruct all clients/residents, age and abilities permitting, any staff and or household members as needed in their duties and responsibilities under this plan.

Jennifer Rice

Jennifer Rice, Executive Director, VP/Operations, Licensee, Board Member. Emailed & faxed to Lic 1-310-337-4360



Office/Pre 818-992-1942 818-992-1429 fax	Infant Center 818-835-1629	Tiny Tots 818-835-3403	Toddler Center 818-835-3471	Hero Eats Lunches 310-692-9641	Tax ID 95-4666027
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