



Program Number P-169675

Early Childhood Director: Susan Novak 978-430-7202 susann@nsjcc.org

Executive Director: Susan Callum 781-983-6767 suec@nsjcc.org

Hours of Operation: Monday thru Friday-7:00am-6:00pm

Communication with Authorities
606 CMR 7.11(7)(f) Emergency Preparedness

Always call 911 first

You are calling from:

The North Suburban Jewish Community Center 240 Lynnfield Street, Peabody MA. 978-471-5520

When calling Police or Fire Departments always tell them that there are children in the building.

Call Peabody Police Department: 911/978-531-1212

Call Peabody Fire Department: 911/978-531-3444

Fire Chief (John Dowling) Emergency Management Director: 978-531-2200

Police Chief (Thomas Griffin): 978-538-6308

In the event of an emergency regarding Fire, Police, Evacuation, Lockdown, Shelter in Place, Loss of Electrical Service or other, NSJCC staff should immediately notify as it applies:

Designated person in charge at the time of the emergency.

Susan Novak, Director 978-430-7202

Susan Callum, Executive Director, 781-983-6767

Hernando Rodriguez, Chelsea Jewish Life Care Director of Environmental Services 781-771-4833

Kevin Black, Chelsea Jewish Life Care Environmental Services 978-257-4976

Emergency Contacts to Remember:

Fire (Dispatch):	911 or 978-531-3444
Fire Chief/Emergency Management Director (John Dowling)	978-531-2200
Police (Dispatch)	911 or 978-531-1212
Police Chief (Thomas Griffin)	978-538-6308
Mass. General for Children @ N.S Medical Center, Salem, MA.	978-745-2100
State Police Barracks (Danvers)	978-538-6161
Mass. Emergency Management Agency	508-820-2000
Peabody Health Department	978-538-5926
Poison Prevention Center	800-222-1222
Peabody Municipal Light Plant	978-531-5975
Public Works Department	978-536-7126
Building Inspector (Thomas St. Pierre)	978-538-5790
Nicole Rodgers, EEC Licenser	978-826-1316



Lockdown-Human Threat, Active Shooter or Violent Threat

General Actions Applicable to All Staff

- The first employee to identify an active threat inside or outside of the NSJCC will activate the *SILENT ALARM* located at the front desk or the preschool hallway located next to the staff kitchen. Police will respond by phone asking for a code word. You will respond, AVIV. Do not answer the phone. If you are unable to answer the phone the police will respond immediately.
- Have one person call 911/978-531-1212 Peabody Police and/or State Police. “This is (your name) calling from the North Suburban Jewish Community Center 240 Lynnfield Street Peabody MA. We have an active shooter in the building. Tell them there are children in the building. Let them know if gun shots are fired. Give the exact location.
- **Do not pull the fire alarm unless there is an actual FIRE! This will cause chaos within the building.**
- Do not notify parents until instructed to by authorities.
- Follow immediate instructions given by officer on the phone.

Notify the director in charge who will then announce CODE Silver through the ASCOM system. This means she will contact:

- **Hernando Rodriguez, Property Director of Environmental Services 781-771-4833**
- **Kevin Black 978-257-4976 ASCOM 7152**

If you are inside the building:

- Provide Peabody Police 911/978-531-1212 authorities with all pertinent details including the location of the incident and a description of the person(s) with the weapon or type of weapon if known.
- Evacuate children, visitors and staff from immediate area if safe to do so.
- Assign one person per classroom to keep your evacuation bag with classroom attendance, supplies, emergency medication and emergency parent/guardian contact information.
- If an active shooter enters the area where you are and enters your classroom or activity are you should:
- Try to remain calm. Try not to do anything that will provoke the shooter.
- If the active shooter(s) leaves the area, barricade the area or go to a safer location.
- Warn other staff and visitors to take immediate shelter, protect the children.
- Go to a room that can be locked or barricaded. Lock or barricaded windows and turn off the lights.
- Turn off 2-way radios or other devices that emit sound. Silence cell phones.
- Keep yourself out of sight and take adequate cover/protection.

- If you are in an outside area and encounter an active shooter, you should:
- Try to remain calm.
- Move away from the active shooter or the sound of gunshot(s) and/or explosion(s). Look for appropriate locations for cover/protection. Brick walls, retaining walls or vehicles.
- Police arrival:
- Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as soon as possible. Do exactly what the team of officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought to the aid of the injured.

How to react when police arrive:

- Remain calm and follow officer's instruction.
- Put down anything you have in your hands.
- Immediately put your hands over your head, keep hands visible at all times.
- Avoid making quick movements toward officers
- Do not stop to ask officers for help or direction when evacuating, just proceed to the direction from which officers are leading you to.

Returning to normal operations/recovery:

- Ensure accountability of children and staff to determine if anyone is missing
- Provide for an assessment of psychological state of individuals at the scene.
- Resume classrooms and secure accountable attendance of all children and staff/reunite children with their parents/guardian.

Incident will be immediately reported to our licensor by:

Susan Novak, Early Childhood Director

Susan Callum, Executive Director

EEC Licensor: Nicole Rodgers 978-965-1316

EEC Regional Licensing Office 978-681-9684



Shelter in Place-A Safety Procedure for Hazardous Outdoor Threat

General Actions Applicable to All Staff

- The first employee to identify an active threat inside or outside of the NSJCC will activate the *SILENT ALARM* located at the front desk or the preschool hallway located next to the staff kitchen. Police will respond by phone asking for a code word. You will respond, AVIV. If you do unable to answer the phone the police will respond immediately.
- Assign one person per classroom to keep your evacuation bag with classroom attendance, supplies, emergency medication and emergency parent/guardian contact information.
- Do not notify parents until instructed to by authorities.
- Call 911/978-531-1212 to report the emergency. Let them know there are children in the building.

Notify the director in charge who will then announce Shelter in Place through the ASCOM system. This means she will contact:

- *Hernando Rodriguez, Property Director of Environmental Services 781-771-4833*
- *Kevin Black, Environmental Services 978-257-4976 ASCOM 7152*

The first employee to identify an emergency, be it natural or deliberate hazardous condition inside or *outside* of the NSJCC will act immediately by sheltering the children and staff in a safe place within the immediate area.

- Provide authorities with all pertinent details including the location, ***inside or outside*** of the incident area, and a description of the emergency and/or hazardous conditions.
- Emergency authorities will advise you as to what to do immediately and when they respond to the call.
- Close all doors and windows. Seal them with tape or fabric to block any fumes for entering the room.
- Try to remain calm.

How to react when police arrive:

- Remain calm and follow officer's instruction.
- Do not stop to ask officers for help or direction when evacuating, just proceed to the direction from which officers are leading you to.

Returning to normal operations/recovery:

- Ensure accountability of children and staff to determine if anyone is missing
- Provide for an assessment of psychological state of individuals at the scene.
- Resume classrooms and secure accountable attendance of all children and staff/reunite children with their parents/guardian.

Incident will be immediately reported to our licenser by:

Susan Novak, Early Childhood Director

Susan Callum, Executive Director

EEC Licenser: Nicole Rodgers 978-965-1316/EEC Regional Licensing Office 978-681-9684



Sudden Loss of Power and Heat

Notify the director in charge who will then announce emergency/issue through the ASCOM system.

This means she will contact:

Hernando Rodriguez, Property Director of Environmental Services 781-771-4833

Kevin Black 978-257-4976 ASCOM 7152

- Give your name, location and nature of the electrical or heat emergency. Someone from maintenance will be dispatched immediately to assess the situation and provide emergency service.
- Emergency power circuits are identified by **red socket covers**.
- The emergency generator will power on and run until the issue is resolved.
- Emergency lighting will stay on as long as the generator is running.

When on Generator Power Maintenance will:

- Attempt to determine expected duration of electrical outage.
- Ensure Peabody Municipal Light Plant 978-531-5975 is aware of the we are childcare/healthcare facility and request priority restoral of power.
- Check communications, IT, Fire, and Security Systems, Exit Alarms. Electronic Locks to determine what is functioning.
- Check the generator periodically throughout the incident.

Immediately notify:

Hernando Rodriguez, Property Director of Environmental Services 781-771-4833

Kevin Black 978-257-4976 ASCOM 7152

Peabody Municipal Light Plant-978-531-5975

Dean Fantini Electric & HVAC 978-465-4633

Incident will be immediately reported to our licensor by:

Susan Novak, Early Childhood Director

Susan Callum, Executive Director

EEC Licensor: Nicole Rodgers 978-965-1316/EEC Regional Licensing Office 978-681-9684



Sudden Loss of Water

In the event of an emergency issue or problem involving any portion of loss of water or flooding staff will:

Immediately notify:

Susan Novak, Director 978-430-7202

Susan Callum, Executive Director 781-983-6767

Hernando Rodriguez, Property Director of Environmental Services

781-771-4833 and Kevin Black 978-257-4976 ASCOM 7152

- Give your name, location and nature of the loss of water emergency. Someone from maintenance will be dispatched immediately to assess the situation and provide emergency service.
- Move to a safe area if needed.
- Identify the source of the water loss and report it immediately.
- Implement a water conservation plan to minimize usage during the emergency.
- Ensure all staff are trained on emergency procedures related to water loss.
- Establish communication with local water authorities for updates and support.
- Create a plan for activities that does not require water, such as handwashing and meal preparation.
- Stockpile essential supplies, including bottled water for drinking and sanitation in each classroom and kitchen area.
- Unopened bottled water typically has a shelf life from production date. Check the expiration date before storing and note the date in your emergency/evacuation folder. Store bottled water in a cool, dark place to maintain quality. Avoid any exposure to sunlight. Rotate the water regularly to ensure freshness and safety.

Toilet and Diapering

As always, use disposable gloves to change diapers. Wash the children's hands with bottled water. Wash your hands with water and then rub with hand sanitizer.

Water to Flush Toilets

- Create an emergency toilet room
- Flush the toilet by dumping a bucket of water into the toilet bowl all at one time. This will clear the bowl.

Immediately notify:

Hernando Rodriguez, Property Director of Environmental Services 781-771-4833

Kevin Black 978-257-4976 ASCOM 7152

Ruderman Plumbing-617-286-6028

Peabody Public Works Department 978-536-7126

Incident will be immediately reported to our licensor by:

Susan Novak, Early Childhood Director

Susan Callum, Executive Director

EEC Licensor: Nicole Rodgers 978-965-1316/EEC Regional Licensing Office 978-681-9684



Missing Child

When a child is missing or suspected of fleeing the NSJCC Early Childhood Program, staff should respond by:

Immediately notifying Peabody Police Department: *911 or 978-531-1212*. Be prepared to give a complete description on of the child.

Notify the child's parents when advised to by Peabody Police Department.

Remember the Address: 240 Lynnfield Street, Peabody, MA 01960 - 978-471-5520 1. Notify all on campus teaching staff and administrative staff.

Immediately notify to monitor all campus security cameras:

Hernando Rodriguez, Property Director of Environmental Services 781-771-4833

Kevin Black 978-257-4976 ASCOM 7152

- Call ext. 5100 and have them announce the "NSJCC Childcare" has a CODE John/Jane (missing child)
- Assign one person to monitor interior security cameras and doors. (Cameras are only used in the halls doors)
- Securing the facility by monitoring doors and windows.
- Notifying the Early Childhood Director and/or person in charge.
- Taking attendance of all children and initiating search teams while remaining in compliance with EEC regulations.
- Remain calm. Children in the program need to continue with their day without upset. If classrooms need to be combined we must observe all ratios to remain in compliance as required by the Department of Early Education on and Care.
- Notify the child's parents, remain calm and give specific details when advised by Peabody Police Department.

Emergency Phone Numbers:

Peabody Police 911/978-531-1212

Incident will be immediately reported to our licensor by:

Susan Novak, Early Childhood Director

Susan Callum, Executive Director

EEC Licensor: Nicole Rodgers 978-965-1316/EEC Regional Licensing Office 978-681-9684



Communication and Reunification with Families

Dear Parents,

In the event of an emergency situation, The North Suburban Jewish Community Center has outlined the below response plan. Please know that, The North Suburban Jewish Community has outlined that they will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation

1. If an emergency is confined to the immediate area at the, The North Suburban Jewish Community Center such as a fire, and the children cannot stay in the Center, the children will be taken to **Peabody/Lynnfield YMCA, 259 Lynnfield Street, Peabody, MA. 01960, phone 978-977-9622**. The children and staff will remain at this location while you or your emergency contact is notified of the situation. Proper identification will be required at the time of pick up.
2. If an emergency is wider spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to **The Peabody Marriott, 8A Centennial Drive, Peabody, MA. 01960, phone 978-977-9700**. The children and staff will remain at this location while you or your emergency contact is notified of the situation. Proper identification will be required at the time of pick up.

Notification to parents:

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency. Proper identification must be present at time of pick up.
2. Class Dojo
3. Information about the event can be obtained through radio stations.
4. Fox 25 News: www.myfoxboston.com
Channel 7: www.whdh.com
Channel 5: www.thebostonchannel.com
5. Via classroom e-mail

Please be assured that The North Suburban Jewish Community Center staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Susan Novak
Early Childhood Director
978-471-5520
978-471-5519



Evacuation

General Actions Applicable to All Staff

The first employee to identify an active emergency inside or outside of the NSJCC will activate the *SILENT ALARM* located at the front desk or the preschool hallway located next to the staff kitchen.

- Assign one person per classroom to keep your evacuation bag with classroom attendance, supplies, emergency medication and emergency parent/guardian contact information.
- Do not notify parents until instructed to by authorities.
- Call 911/978-531-1212 and notify the director in charge who will then notify announce
- The emergency through the ASCOM system.

This means she will contact:

- *Hernando Rodriguez, Property Director of Environmental Services 781-771-4833 or*
- *Extension 5151 and Kevin Black 978-257-4976 ASCOM 7152*

When the decision is made that the NSJCC needs to evacuate for fire or other reasons off of the property at 240 Lynnfield Street, Peabody, MA during an emergency, staff will follow the following procedure:

- Fire exit routes are posted at both exits in every classroom as required by our licensor, the Department of Early Education & Care and Peabody Fire Department. One exit leads to outside of the school. The main fire exits are located at, but not limited to the front and rear entrance connecting to the main hall connecting both buildings. Reminder, the NSJCC is located on the first floor with windows 24 inches off of the ground. Children can be passed out the windows to another person receiving them.
- Know the source of the emergency.
- Confirm if the emergency is in our immediate area, out in the main hall connecting both buildings or outside.
- Count your children and exit the building.
- Stay calm.
- Classroom attendance must be current and with you at all times during all transitions.
- Count heads and count often. Check each child off as you say their name out loud.
- Assign one teacher to the child that may run, wander or panic.
- Always be prepared knowing that your evacuation bag is in the same place at all times.
- Evacuation bags contain full school attendance, parents/caregiver's emergency contact information and your accurate daily attendance, child's emergency medication packet with the medication. (Epi Pens and Antihistamine) or inhaler if applicable. Also, a first aid kit.

- Attendance and family contacts are updated by the director as needed and changed out in the evacuation bags.
- Cribs used for infants and toddlers are actual evacuation with red metal support bars to ensure full safety for the child(ren). Each evacuation crib can transport 4 small children. All wheels are strong and made for an evacuation crib. Carriages will also be used as needed.
- Children with special needs will have an evacuation bag of their own with items necessary for daily needs in the same location as the classroom bag. (This has implemented in the past with a child with a feeding tube.
- Landline telephones are located on the wall in every classroom and on desktops at the front reception desk and director's office. All staff are required to keep their 2-way radios on and their cell phones at a close by location for use in the event the landlines go out of service. Cell phones and 2-way radios must be with all staff when classrooms are outside in the playground or going for walks around the building inside or outside.
- Well lit **EXIT** signs are located at all exits in the classrooms and NSJCC hallways.
- For routine monthly fire drills supervised by Chelsea Jewish Life Care Environmental Services Department and Peabody Fire Department drills and building alarms that PFD response to, the NSJCC meeting place is outside at the island outside of the Chelsea Jewish Life Care employee entrance. Always be prepared with classroom emergency bags to move to another location on the property when authorities direct us to that place or off of campus.

Peabody Fire Department and Police Department will provide a source to transportation the children and staff off of the property.

Teachers and staff will move the children to the lower parking lot to be away from emergency vehicles and while waiting for transportation.

Incident will be immediately reported to our licensor by:

Susan Novak, Early Childhood Director

Susan Callum, Executive Director

EEC Licensor: Nicole Rodgers 978-965-1316

EEC Regional Licensing Office 978-681-9684



Staff Training and Practice Drills

Emergency Preparedness Plan Training

Full fire and police staff training is conducted when new staff join our team and every August during our staff orientation week. Staff discuss several scenarios of how and where to escape to and safely remove the children from place to place. This is also discussed at monthly staff meetings as well. This includes inside and outside of the building. Staff trainings have also been conducted by, Combined Jewish Philanthropies (CJP) Director of Security, Jeremy Yamin, Anti-Defamation (ADL) Regional Director, Daniel Levenson and Peabody Police N.E.M.L.E.C. SWAT team leader Mark Saia.

*The NSJCC Early Childhood Program has upgraded many emergency safety features. Bullet Resistant Film has been applied to all exterior windows and doors, more surveillance cameras and monitors have been added to improve visibility at the exterior doors, parking lot and playgrounds, silent alarms are located in the front and back of the school, iPad's have an app installed so the teachers can monitor the doors and hallways. Cameras are **not** in any of the classrooms. Every classroom has 2-way radios for the playgrounds and going for walks on the property,*

Practice Drills

The NSJCC is located in our own space, at 240 Lynnfield Street, Peabody MA. 01960 on the same Campus as Chelsea Jewish life Care (Assisted Living, Medical Rehab, Adult Day and Geriatrics. With that said we have, unannounced fire drills and building alarms at least once a month. Every drill and alarm are practiced as an actual fire alarm with the children filing in an orderly manner with their teachers.

Teachers are required to perform accordingly bringing their classroom evacuation bag and classroom daily attendance. Children and staff are accounted for by daily classroom attendance. The director or person in charge does a final "swoop" of the school for stragglers and secure all of the doors. Children are then guided to the planned gathering place to take individual classroom attendance and count the children as well. All drills inspections are posted and stored in the City of Peabody Fire, Police and Board of Health Book located at the front reception desk for easy access. The information from every drill is documented in a drill log with the date and temperature, classrooms participating in the drill, start and end times, effectiveness of the drill and assessment made by sign off person. Example: NSJCC Director or person in charge and Peabody Fire or Chelsea Jewish Life Care Environmental person. Building drills are done monthly on 3 nursing shifts. 7-3, 3-11, 11-7.



Immediate Continuity of Operations

- If the event of the NSJCC needing to relocate from 240 Lynnfield Street, Peabody MA. For reasons such as flooding, destruction or other to the property interfering with daily operations, Susan Novak, Director and Susan Callum will immediately notify our EEC Licenser, Nicole Rodgers and our NSJCC Board of Directors to inform them about the need of the closure.
- Notify and keep open communication with parents/guardians and staff.
- Immediately meeting with our Board of Directors, Finance Department, Accountant and Attorney it will be decided if this is financially feasible to keep the current property and do renovations necessary and move to and set up at a temporary location.
- Knowing that our current capacity total is 57 children, a temporary relocation will require a minimum of 2189 square feet interior footage. A written plan will be submitted stating the length of time expected to be in the temporary location.
- Once a location is acquired the NSJCC will apply for a Temporary Emergency Relocation License. (Not to exceed 10 weeks)

Required documentation will be submitted to our Licenser, Nicole Rodgers.

- Application for new location
- Financial Documentation
- New address location
- Health Department Inspection
- Fire Department Inspection
- IPM plan
- Designation of Authority
- Indoor/Outdoor Space Sketch
- Necessary changes to the Health Care policy
- Necessary changes to the Health Care Agreement
- Staff Schedule
- Staff Records are secure and documented on the director and assistant directors' laptop.
- Children's records are secure in Procure Solutions app on the director and assistant directors' laptop.
- New staff signed BRC Compliance Forms by Director

Any other documentation will be provided as requested.

Wait for approval of all required inspections and the approval of our licenser, Nicole Rodgers, Department of Early Education & Care.



Relocation

Notify the director in charge who will then will announce the emergency/issue through the ASCOM system.

This means she will contact:

- *Hernando Rodriguez, Property Director of Environmental Services 781-771-4833 or*
- *Extension 5151 and Kevin Black 978-257-4976 ASCOM 7152*
- Call 911/978-531-1212 to report the emergency. Let them know there are children in the building.

General Actions Applicable to all Staff

- If an emergency is confined to the immediate area at the, The North Suburban Jewish Community Center such as a fire, and the children cannot stay in the Center, the children will be taken to **Peabody/Lynnfield YMCA, 259 Lynnfield Street, Peabody, MA. 01960, phone 978-977-9622**. The children and staff will remain at this location while you or your emergency contact is notified of the situation. Proper identification will be required at the time of pick up.
- If an emergency is wider spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to **The Peabody Marriott, 8A Centennial Drive, Peabody, MA. 01960, phone 978-977-9700**. The children and staff will remain at this location while you or your emergency contact is notified of the situation. Proper identification will be required at the time of pick up.

Peabody Fire Department and Police Department will provide a source to transportation the children and staff off of the property.

Teachers and staff will move the children to the lower parking lot to be away from emergency vehicles and while waiting for transportation.

- When evacuating the building and property count heads and count often.
- Check each child off on daily attendance by face and name.

Evacuation Bag Contains

- Disaster and Evacuation Plan,
- School parent/guardian pick up list and attendance packet.
- Staff schedule and phone list
- Allergy list with a packet of information about any child with severe allergies and their Individual Health Care Plan (IHCP)

- The classroom(s) with the child with severe allergies has their Individual Health Care Plan (IHCP) Epi Pen, Antihistamine, Enrollment Packet and Current Physical in their evacuation bag at all times.
- The classroom(s) with inhalers or other lifesaving medication has their Individual Health Care Plan (IHCP) Epi Pen, Antihistamine, Enrollment Packet and Current Physical in their evacuation bag at all times.
- First Aid kit
- City of Peabody Emergency Phone list

Incident will be immediately reported to our licensor by:

Susan Novak, Early Childhood Director

Susan Callum, Executive Director

EEC Licensor: Nicole Rodgers 978-965-1316

EEC Regional Licensing Office 978-681-9684