# EMERGENCY PREPAREDNESS AND RESPONSE PLAN

**Child Care Center Template**

PLAN DEVELOPED BY:

### PROGRAM INFORMATION:

DATE:

PROVIDER NAME: REGISTRATION NUMBER: PROGRAM ADDRESS: PROGRAM PHONE NUMBER: EMAIL: EMERGENCY CONTACT NAME: PHONE NUMBER: NUMBER OF CHILDREN ENROLLED: NUMBER OF HELPERS EMPLOYED:

### EMERGENCY CONTACT INFORMATION:

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **Name** | **Phone** | **E-mail** |
| **Medical Emergency** |  | **911** |  |
| **Police** |  | **911** |  |
| **Fire** |  | **911** |  |
| **Hospital** |  |  |  |
| **Poison Control** |  |  |  |
| **Insurance** |  |  |  |
| **Out-of-area contact person** |  |  |  |
| **Near evacuation site contact** |  |  |  |
| **Far evacuation site contact** |  |  |  |
| **Child Care licensing specialist** |  |  |  |
| **Child Protection Services** |  |  |  |
| **Local Emergency Management** |  |  |  |
| **Electric/gas company** |  |  |  |
| **Water company** |  |  |  |
| **Building inspector** |  |  |  |
| **Plumber** |  |  |  |

1. **LOCATION OF EMERGENCY ITEMS**
	* Daily list of children attending the program:
	* Children’s emergency contact information:
	* Emergency supplies:
	* Location of home water shut off:
	* Location of home electrical/gas shut off:

### CHILD CARE EVACUATION PLAN

A child care evacuation plan is developed to assist providers and helpers in evacuating in an efficient manner and should include:

* + Roles and responsibilities of providers and helpers in evacuating children and keeping them safe
	+ Location of exit doors
	+ Directions for exiting the building
	+ Items that should be taken when evacuating (emergency phone numbers; list of children present; etc.)
	+ Location where providers, helpers and children are to meet once outside

The Child Care Evacuation Plan includes the following:

### ACCOMMODATIONS OF VULNERABLE PERSONS

A child care business is responsible for many persons who may not be able to evacuate on their own. Preplanning for more vulnerable persons helps ensure everyone is evacuated safely. Special consideration should be pre- planned for:

Infants and toddlers:

Children or helpers with a disability:

Children or helpers with a chronic medical condition:

### ALTERNATIVE LOCATIONS

A major piece of a child care emergency plan is having a safe place to take the children should the child care home become unsafe. Choose two alternative locations; one location should be within the day care community that children and staff can walk to. The other should be outside the day care community should that immediate area be unsafe.

1. Evacuation Site – Near (within walking distance of the day care):
	* Name of facility
	* Address or location of facility
	* Contact person(s)
	* Site phone number Cell phone number
	* Have you reviewed the monitoring checklist to ensure the facility is safe for children?
2. Evacuation Site – Far (outside the day care community)
	* Name of facility
	* Address or location of facility
	* Contact person(s)
	* Phone number Cell phone number
	* Have you reviewed the monitoring checklist to ensure it’s safe for children?

### SHELTER-IN-PLACE

At times when children are unable to leave the home, such as a tornado, the provider needs a plan to shelter-in-place. The space used for shelter-in-place should have access to a restroom; limited access to the outside; locks on all windows and doors; protection over windows; and access to emergency supplies.

* + The shelter-in-place room is located:
	+ Emergency supplies are located:
	+ The process for sheltering-in-place is:

### EMERGENCY SUPPLIES

Child care programs will need to be prepared to accommodate several children in a small space that is often away from the items used in their care on a daily basis, such as diapers. The day care emergency supplies are kept in the following location \_, and include, but may not be limited to, the following suggested items:

|  |  |  |  |
| --- | --- | --- | --- |
| * infant formula
 | * bottled water
 | * weather radio with batteries
 | * parent contact information
 |
| * toilet paper
 | * paper towels
 | * relocation site agreements
 | * hand sanitizers
 |
| * disposable cups
 | * first aid kit
 | * non-perishable food items
 | * flashlight and batteries
 |
| * diapers and wipes
 | * plastic bags
 | * extra children’s clothing
 | * medical releases for children
 |

### LOCK-DOWN PROCEDURES

In the event of a situation that may result in harm to persons inside the home, including but not limited to a shooting, hostage incident, intruder, trespassing, disturbance, or any situation deemed harmful at the discretion of the provider or public safety personnel, the provider is to have plans for a lock-down. A lockdown drill means a drill in which the occupants of a home are restricted to the interior of the home and the doors and windows are secured to ensure no one enters or leaves until it is safe to do so.

The day care procedures for lock-down include:

### COMMUNICATION PLAN

During an emergency, accommodating the needs of the children in care is the priority for a provider or helpers. Communicating the emergency plan to parents, helpers, and local emergency managers prior to an emergency; and pre-planning how to notify parents when an emergency arrives, allows providers to concentrate on the children during an emergency.

* Parents will be notified by (phone tree, social media, an auto text or email, etc.):
* The emergency plan is shared with parents (how, when, how often):
* All helpers are trained on the emergency plan (how, when, how often):
* The emergency plan is practiced with helpers and children (how, when, how often):
* Plan is shared with: (local emergency managers, fire department or local Red Cross):

### REUNIFICATION OF CHILDREN WITH FAMILIES

After an emergency, the day care will do the following to assist in reuniting children and their parents:

### RE-OPENING AFTER AN EMERGENCY

Items to consider or actions taken prior to re-opening the day care business after an emergency include:

* Have a professional inspection of the home and repair any damage.
* Restore meal service
* If the home was impacted, contact the licensing specialist to conduct a review of the home to ensure all regulations are met.

The day care plan for re-opening after an emergency includes:

# Documentation of Emergency Preparedness Drills and Helper Training/Review of Plan

## Current Year

**Emergency Preparedness Plan Annual Review Date: Four Fire Drill Dates:**

**Annual Tornado Drill Date:**

**Current Year**

**Emergency Preparedness Plan Annual Review Date: Four Fire Drill Dates:**

**Annual Tornado Drill Date: July 2016**