

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Family Child Care Home Template

PLAN DEVELOPED BY: _____ DATE: _____

PROGRAM INFORMATION:

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: _____

2. 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: _____

3. 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: _____

4. 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? _____

5. 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: _____
- _____
- _____
- _____

6. 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:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> infant formula | <input type="checkbox"/> bottled water | <input type="checkbox"/> weather radio with batteries | <input type="checkbox"/> parent contact information |
| <input type="checkbox"/> toilet paper | <input type="checkbox"/> paper towels | <input type="checkbox"/> relocation site agreements | <input type="checkbox"/> hand sanitizers |
| <input type="checkbox"/> disposable cups | <input type="checkbox"/> first aid kit | <input type="checkbox"/> non-perishable food items | <input type="checkbox"/> flashlight and batteries |
| <input type="checkbox"/> diapers and wipes | <input type="checkbox"/> plastic bags | <input type="checkbox"/> extra children's clothing | <input type="checkbox"/> medical releases for children |

7. 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: _____

8. 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): _____

9. REUNIFICATION OF CHILDREN WITH FAMILIES

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

10. 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: _____

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