

Emergency Preparedness and Response Plan Template

Plan Developed By: _____ Date: _____

Provider Information

Provider Name: _____

Provider Address: _____

Provider Phone Number: _____

Email: _____

Director Name, if applicable: _____ Director Phone Number: _____

Other Emergency Contact: _____ Contact Phone Number: _____

Licensed Capacity: _____

Emergency Contact Information

Program	Name	Phone
Medical Emergency		911
Police		911
Fire		911
Hospital		
Poison Control		
Insurance		
Child care licensing specialist		
Local Emergency Management		
Electric company		
Gas company		
Water company		
Building inspector		
Plumber		

Location of Emergency Items

- Attendance list for children and staff: _____
- Children's emergency contact information: _____
- Emergency supplies: _____
- Emergency radio with batteries: _____
- Flashlight with batteries: _____
- Location of water shut-off: _____
- Location of electrical /gas shut-off: _____

Evacuation Plan

Evacuation may be necessary in the event of a fire or gas or carbon monoxide leak.

- Who is responsible for taking the sign-in lists and emergency contact information?

- Check rooms and bathrooms and close the door behind you after you are sure that everyone has exited.
- Ensure that the exit route is not obstructed. Use the nearest clear exit to evacuate the building or home.
Location of exit doors: _____
- Calmly walk to the outside meeting area located at _____ unless the wind is blowing smoke or other hazards in that direction. Be cautious and yield for emergency vehicles entering the property.
- At the meeting area, take a head count of each group to ensure that everyone is present.
- Use emergency contact information to notify parents of the situation.
- Do not re-enter the building or home until it has been verified as safe.
- Notify DSS Licensing within 24 hours of the incident if there is damage to the structure that may affect the care of children.

Accommodations of Vulnerable Persons

Preplanning for vulnerable persons helps ensure that everyone is evacuated safely.

1. Infants and toddlers (as applicable):
 - Follow established procedures for evacuating infants and toddlers including awareness of all exits and routes away from the building.
 - If evacuation equipment such as an evacuation crib, a stroller with multiple seats, or a wagon that are easy to move and fit through designated fire exits are used, they are located at :

2. Children or staff with a special need, disability, or chronic medical condition:
 - Children with special needs are assisted by specific providers who are trained in their role to evacuate specific children.
 - Bring medications, care plans, and assistive devices for communication and mobility.

Alternative Location

If children cannot return to the building, the following temporary location will be used. Alternative locations can be public facilities like a school, church, library, or a neighbor's home.

Name of alternate location _____

Address or location of facility _____

Contact person(s) _____

Phone number _____ Cell phone number _____

Have you confirmed that the location is safe for children? _____

Shelter-in-Place

Shelter-in-place may be necessary when children and staff are unable to leave the building or home, such as a tornado, severe weather, chemical spill, etc. The space used for sheltering-in-place should have access to a restroom; limited access to the outside; protection over windows; and access to emergency supplies.

- The shelter-in-place room should be an interior room without windows or vents that has adequate space to accommodate children and staff:
- Listen to the local radio and TV stations for updated storm information.
- Bring children and providers to the predetermined area within the building or home.
- Who is responsible for taking the attendance forms, emergency contact information, and emergency supplies to the room? _____
- Check attendance forms to ensure everyone is present in the area. Record when a parent picks their child up early so that is considered when counting children.
- Close and lock any windows; locked windows seal better.
- Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
- Providers will keep children calm by reading books and singing songs.
- If possible, contact parents to let them know of the situation.

Lock-Down Procedures

Lock-down may be necessary in a situation that may result in harm to persons inside the building or home, including but not limited to a shooting, hostage incident, intruder, trespassing, or disturbance.

- If children are playing outdoors, bring them inside.
- Lock outside doors and windows.
- Go to the nearest room or the designated location away from danger: _____
- Close and secure interior doors, using tables or other heavy furniture to block the door or as a shield.
- Close any curtains or blinds, turn off the lights and audio equipment, turn cell phones on silent or vibrate.
- Keep children sitting on the floor, away from doors and windows, and preferably out of sight.
- Maintain calm atmosphere by reading or talking quietly to children or offering pacifiers to infants.
- Tell staff and families outside the building that they cannot enter and to find a safe location.
- Remain in lock-down until the situation is resolved and police give the all clear.
- Notify parents about the lock-down and notify DSS licensing within 24 hours of the incident.

Emergency Supplies

The emergency supplies include:

- All emergency phone numbers and family contact information
- Attendance forms
- Flashlights with extra batteries
- Battery-operated radio and extra batteries
- First aid supplies, gloves, tissues, and toilet paper
- Hand-sanitizer and cleansing agent/disinfectant
- Wet wipes
- Diapers, wipes, and formula

- Plastic bags
- Bottled water and disposable cups
- Non-perishable food items
- Charged cell phone and car charger
- Supplies of critical medication such as insulin, epi-pens, etc. for children and providers

Communication Plan

During an emergency, accommodating the needs of the children in care is the priority for providers. Communicating the emergency plan to parents, providers, 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.):
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- The emergency plan is shared with parents (how, when, how often):
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- All staff are trained on the emergency plan (how, when, how often):
-

- The emergency plan is practiced with staff and children (how, when, how often):
-

- Plan is shared with: (local emergency managers, fire department or local Red Cross):
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Reunification of Children with Families

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

- Notify parents when it's safe to pick up their children and the location.
- Anticipate that some parents affected by the emergency might be unable to pick children up in a timely manner.
- Document when children are picked up.
- Reassure parents and children that they are safe and any plans for continuity of care.

Continuity of Operations

A plan for re-opening after an emergency includes the following:

- Have a back-up system to retrieve financial and administrative records.
- Have a professional inspection of the facility and repair any damage.
- Contact the insurance agent about coverage.
- Contact the licensing specialist to conduct a review of the child care location to ensure all regulations are met.

Other: _____
