

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

For Six or Fewer and License-Exempt Child Care Programs



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This emergency action plan includes the following information for:

(Name of Program)

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Date Created: _____

Date(s) Revised: _____

Types, Dates, and Times of Emergency Drill:

Type of Drill	Date of Drill	Time of Drill

BASIC PROGRAM INFORMATION

PROGRAM NAME	
PROGRAM ADDRESS	
MAIN CONTACT	
TELEPHONE NUMBER	
NUMBER OF CHILDREN IN CARE	
HOURS CHILD CARE IS PROVIDED	
DAYS CHILD CARE IS PROVIDED	
EMERGENCY KIT LOCATION(S)	

DRIVING DIRECTIONS TO THE FACILITY	

ALTERNATE ROUTE TO THE FACILITY	

EMERGENCY CONTACTS

Identify contact information for emergencies and post in easily accessible locations.

	Contact Name	Telephone	Email/Website
Police/Sheriff			
Fire/Emergency Medical Services (EMS)			
Poison Control		1-800-222-1212	www.poison.org
Child Abuse & Neglect		1-800-392-3738	
Animal Control			
Utilities: - Electric - Water - Gas - Telephone - Waste Disposal			
Facility Insurance Policy Provider			
Auto Insurance Policy Provider			
Nearest Hospital			
Local Emergency Management			
Other:			
Other:			
Other:			



IDENTIFICATION OF TYPES OF EMERGENCIES AND DISASTERS:

- | | |
|--|---|
| <input type="checkbox"/> Fire /Smoke | <input type="checkbox"/> Biological, Chemical, or Nuclear Release or Attack |
| <input type="checkbox"/> Structure | <input type="checkbox"/> Random Acts of Violence |
| <input type="checkbox"/> Wildland | <input type="checkbox"/> Prohibited Access to Your Program |
| <input type="checkbox"/> Tornado | <input type="checkbox"/> Missing Child or Kidnapping of a Child |
| <input type="checkbox"/> Severe Storm (Thunder, Ice, Snow) | <input type="checkbox"/> Medical Emergencies |
| <input type="checkbox"/> Flooding | <input type="checkbox"/> Outbreak, Epidemic, Other Infectious Disease |
| <input type="checkbox"/> Earthquake | <input type="checkbox"/> Dangerous or Disgruntled Parents/Guardians |
| <input type="checkbox"/> Carbon Monoxide or other Hazardous Materials Exposure | <input type="checkbox"/> Intruder or Hostage Situation |
| <input type="checkbox"/> Power Failure/Loss of Utilities (Water or Heat) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Gas Leak | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Water Line Disturbance | |
| <input type="checkbox"/> Bomb Threat | |

EVACUATION

The purpose of evacuation is to move children and staff out of the building affected by an emergency and relocating them to a safer area.

ONSITE EVACUATION is a designated safe area at the location of the program, such as a playground.

OFFSITE EVACUATION is moving off the premises of the program to a designated safe area. Transportation is needed for this type of evacuation.

In case of the need to evacuate our site, the following procedures will be followed:

- ☐ Call local emergency services (e.g., 911).
- ☐ Begin moving all children and staff to a designated safe area away from the building.
- ☐ Before leaving the program, account for all children and staff.
- ☐ Bring attendance list and other child and staff records to the evacuation site.
- ☐ Evacuate the children as follows:
 - *Infants:* Place up to four infants in an evacuation crib or two infants in rescue packs carried over shoulders of staff, or place infants in carriers.
 - *Toddlers and Preschoolers:* Gather children in a group and supervise evacuation.
 - *Children with special needs:* These children will be assisted by specific staff members who have been training in their role to evacuate children with special needs.
- ☐ Carry out emergency disaster packs/first-aid kits.
- ☐ Account for all children and staff again after reaching the evacuation site.

- ☐ Notify parents and guardians of the situation and the pick-up locations for their children.

EVACUATION FACILITY ROUTES/EXITS:

Describe how children and adults will leave from any room in facility:

Describe procedures needed for evacuating infants/toddlers:

Describe procedures needed for evacuating children with special needs:

NOTIFICATION

Emergency responders will be notified when: _____

Parents/Guardians will be notified when: _____

EVACUATION/RELOCATION ON-SITE LOCATION: _____

EVACUATION/RELOCATION OFF-SITE LOCATION – NEIGHBORHOOD (WITHIN WALKING DISTANCE)

Building Name	Address
City	Telephone Number
State & Zip Code	
Method of Transportation	Other Details

EVACUATION/RELOCATION OFF-SITE LOCATION – OUT-OF-NEIGHBORHOOD (FARTHER DISTANCE)**Transportation #1**

Building Name	Address
City	Telephone Number
State & Zip Code	
Method of Transportation	Driver & Telephone Number
Number of Passengers (including driver)	Normal Location of Vehicle

Transportation #2

Building Name	Address
City	Telephone Number
State & Zip Code	
Method of Transportation	Driver & Telephone Number
Number of Passengers (including driver)	Normal Location of Vehicle

SHELTER-IN-PLACE

The purpose of shelter-in-place is to keep children and staff safe inside the building when a threat creates a hazardous condition outside of the program, or if it is not safe or there is not enough time to move to a designated area or secondary relocation site.

- ☐ Bring children and staff to a predetermined area within the building, preferably an interior room (below ground is best) with the fewest windows or vents.
- ☐ Stay away from corners, windows, doors, and outside walls.
- ☐ Close and lock all windows.
- ☐ As applicable, shut off the building's utilities.
- ☐ Gather emergency supplies.
- ☐ Seal cracks around doors and vents (e.g., with duct tape).
- ☐ Account for all children and staff.
- ☐ Communicate necessary information to parents and guardians.

- ☐ Notify off-site emergency contact to inform of situation, report the names of children and staff present.
- ☐ Listen for announcements from local officials.
- ☐ Continue to shelter-in-place until told it is safe.
- ☐ Communicates “all clear” to children, staff, and parents and guardians.

Lock-Down

The purpose of lock-down is to keep children and staff safe inside the building in situations involving dangerous intruders or other incidents that may harm persons inside the program.

- ☐ Notify local law enforcement (e.g., 911) and begin lock-down procedures by announcing the warning - this may be a codeword or phrase.
- ☐ Direct all children and staff to a designated safe area.
- ☐ Silence all cell phones and pagers.
- ☐ Close and lock door(s) from inside the room, turn off lights, and cover windows.
- ☐ Move everyone away from windows and doors, and, if possible, keep children out of sight and hide under large pieces of furniture.
- ☐ Account for all of the children.
- ☐ Stay calm and engage children in quiet story time activities.
- ☐ Remain in the area until notified it is safe to leave.
- ☐ Contact parents/guardians when danger has passed.

WARNING AND NOTIFICATION

The codeword or phrase used to notify staff to begin a lock-down procedure is:

LOST OR MISSING CHILD

Follow the steps below in response to a lost or missing child.

- ☐ Provider responsible for child will search premise (inside and outside), including areas where child could potentially hide.
- ☐ Provider will check with others at the program.
- ☐ If the child is not located within three minutes, begin lock-down procedures and, if applicable, notify the director.
- ☐ Provider responsible for child calls law enforcement and begins documentation, including:
 - Child’s name, age, height, weight, date of birth, and hair color.
 - Child’s clothing that he or she was wearing, along with other identifying features.
 - Time at which child was noticed missing.
 - If child abduction is suspected, describe any suspicious person or vehicles and the locations.
- ☐ Provider or director will inform the parent(s) or guardian(s) and remain at the program.
- ☐ Continue to search for the child until law enforcement arrives.
- ☐ Provider or director will request to activate Amber Alert.

MEDICAL OR DENTAL CARE

- ☐ For minor injuries, evaluate the situation and follow the program's policy and procedure(s).
- ☐ If medical attention is required immediately:
 - Protect yourself, the children, and other staff.
 - Call local emergency services (e.g., 911).
 - Inform emergency dispatcher that you are calling about a child in a child care program.
 - Answer the emergency dispatcher's questions.
 - Stay on the telephone until told by the dispatcher to hang up.
 - Follow all directions given by emergency response personnel.
- ☐ If the illness or injury does not require immediate medical attention but does require a doctor's care:
 - The provider or designated staff member will arrange transportation to the emergency room, doctor's office, or clinic, following the program's policy and instructions of the parent or guardian.
 - The provider or designated staff will notify the parent or guardian of the situation and what care has been provided.
 - The provider responsible for the child will document all actions taken due to the injury or illness.

MENTAL HEALTH AND EMOTIONAL NEEDS

Children who have experienced an emergency may suffer trauma. To help children cope, keep in mind the following:

- Everyone who experiences an emergency is affected by it in some way.
- Everyone has different needs and ways of coping.
- It is normal to feel anxious, fearful, sad, angry, or grief.
- Loud noises, weather events, or news stories may trigger difficult memories from the emergency.

To help children cope and feel secure, comfort them when they need you. Consider also the following helpful tips:

- Allow children to express their feelings, letting them know it's okay to feel scared, mad, etc.
- Help the children focus on positive things.
- Give the children more choices when possible, to restore their sense of control.
- Stick to a routine and prepare children early if something needs to change.
- Inform parents or guardians if a child shows stress in extreme or inappropriate ways.

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PLAN FOR SHELTER-IN-PLACE (in case of violent storms/weather conditions such as tornadoes, ice or snow storm, explosion, or hazardous materials outside of program).

A large, empty rectangular box with a thin black border, intended for a plan or drawing. It occupies the majority of the page below the header.

PLAN FOR EVACUATION (in case of fire, flooding, chemical spill, bomb threat, etc. inside or very near program).