

Emergency Preparedness Plan for Family Child Care Providers and Child Care Centers

Full Name:	Name of Home Daycare or Center:
OCC License/ Registration Number/ or In-Progress:	Type of Child Care Center. Please check one: <input type="checkbox"/> Home Daycare <input type="checkbox"/> Daycare Center
Business Street Address:	Town/City:
County:	Zip Code:
Position Title:	Email:
Telephone (home):	Telephone (work):

1. Below fill in the names of the following position(s) at the child care site who are responsible for the listed actions. Examples might include Director, Assistant Director, Owner, Self, Spouse, Teacher, and so forth. Note: It is understood that the answer for the majority of the positions listed above might be "self" for Family and Informal Providers.

Action	Position Responsible	Action	Position Responsible
Person responsible to declare that there is an emergency		Person carrying the Disaster Supply Kit	
Person who is going to call for assistance		Person who carries needed medications	
Person(s) who are going to contact and notify the children's families		Person implementing transportation arrangements for children and staff	
Person who is going to make the decision to evacuate the Center/Home location		Person completing final building check after evacuation	

Person who will contact the evacuation site letting them know you are coming and time when you will arrive.		Person determining when the emergency is over	
Person carrying the "Children's Activity" Kit and Location of Kit		Person who will be notifying Emergency Plans to parents	
Person who reviews and or updates the emergency plan		Person who will be contact licensing and the spokesperson for the media	
Pet arrangements if time allows			

2. Safeguarding important children, staff, and program documents and records

(Attendance, sign-in and sign-out sheets, contact information, completed emergency cards, care plans, insurance information, emergency plan)

Location of where children, staff, and program records will be stored for safeguarding:
Description of how documents will be safeguarded:

3. Emergency Alert System (EAS)

The local Emergency Alert System (EAS) radio station is:

- AM
 FM

The local Emergency Alert System (EAS) radio station frequency number:

4. Location of where Emergency Phone Numbers are

The locations in the child care site where emergency telephone numbers are posted:



5. List local emergency services numbers

Agency/Service	Telephone Number	Agency/Service	Telephone Number
Ambulance		Utilities (Electric or Gas)	
Police		Utilities (Water or Cable)	
Fire Department		Office of Emergency Management	
Poison Control Center		Health Department	
Hospital		Local OCC Office	

Family / Informal CC Only	
Neighbor(s)	Substitute(s)
Relative(s)	

6. Emergency Communication

Position responsible for communicating emergency information	Alternate position responsible for communicating emergency information
The items and methods used to communicate in an emergency are	
Items used for communication will be stored/maintained: (where/how)	



7. Disaster Supply Kit

The items to be included in the Disaster Supply Kit and its location:

Description of how Kit will be transported to an evacuation location:

Position responsible for checking supply quantities and checking expiration dates in Kit on a monthly basis:

8. Items to be put in a "Children's Activity" Kit (usually what a child would need and carry)

The items to be included in the "Children's Activity" Kit and its location:

Description of how Kit will be transported to an evacuation location:



Position responsible for checking expiration dates in Kit:

9. Accommodations

Describe plans and accommodations in place for infants, toddlers, and children with medical conditions:

10. Accounting for children and adults after an emergency

Position responsible for ensuring all children & adults are accounted for after an emergency:

Method used to account for all children and adults:

List steps in your procedures for reunification with families, including how staff will ensure adults picking up children are approved by legal guardian/parent.



11. Training, Preparation, and Review

Person responsible for Emergency Preparedness Plan Annual Review:	Date of Review:
Person/position to review Emergency Preparedness Plan with child care staff and substitutes	Person/position to communicate Emergency Preparedness Plan with parents
Staff members who have completed approved Emergency Preparedness Training	Person/position responsible to ensure that the following are practiced with children and staff
List a DATE per month to conduct Fire Drills for the next 12 months.	List TWO Dates to conduct Emergency and disaster situation drills (twice per year - evacuation and shelter in place)
What are the steps in your procedure in place for ensuring staff and volunteers receive training on emergency plan updates?	



12. Continued Operation

Describe plans and safeguards to help ensure that the program will be able to continue operating following an emergency and/or disaster.

13. The sites that are evacuation locations for the child care site are: (Must list 2)

SITE #1	SITE #2
Name	Name
Address	Address
Telephone Number	Telephone Number
Contact Person	Contact Person
Agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, agreement will be secured by (date):	Agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, agreement will be secured by (date):
The agreement will be reviewed and updated, if necessary, by (position).	
Description of how children & adults will be transported to the evacuation site. Include how non-walking children (babies) and disabled adults will be transported.	



14. Natural Emergency Situations

Description of the natural emergency situations that occur most often in the child care site's region. (winter storms, hurricanes, earthquakes, etc)

15. Manmade Emergency Situations

Description of the manmade emergency situations that may occur at the child care site. (active shooter, fire, etc.)

16. Difficult Situations with Adults

Description of procedures in place to deal with a parent, guardian, or authorized person that arrives at the child care site to pick up a child in an "impaired" condition.

17. Evacuation Procedures

List steps of your evacuation procedure:

Describe situations, that require the evacuation of the child care site:



18. Shelter-in-Place Procedures

List steps of your shelter-in-place procedure:

Describe situations, that require shelter in place of the child care site:

19. Lockdown Procedures

List steps of your lockdown procedure:

Describe situations, that require lockdown of the child care site:

20. Child Care Site Emergency Readiness

Implementation of the following strategies will strengthen our ability to handle emergency situations at the child care site (list 3 strategies)

1.

2.

3.



Stop Here - Trainer Use Only

I have reviewed this emergency plan and have determined that the information submitted above is complete.

Trainer's printed name	Trainer's signature	Date
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If the Emergency Plan is incomplete, the trainer is to identify in this section if there are any action items needed:

