

Emergency Preparedness Plan Revised 1/19

Provider's Name: _____ Child's Name: _____

Provider's Address: _____

Provider's Phone Number: _____

Evacuation Procedures

- There is an emergency escape diagram of the home posted showing a primary and alternative exit route of how we will leave the home, and where we will assemble in case of fire. I have indicated the shelter-in-place location on the maps on each floor of my home used for child care.

- We practice and document this drill on a Fire Evacuation Drill Record every month and save for three years.

- My plan includes how to notify and account for all occupants in the home and how to contact emergency response organizations.

- Once all occupants have evacuated, one of the following plans will be used:
 - Nearby location-If the emergency requires that the children and I evacuate from my home and property, I will take the children to
_____ (address of nearby location)
_____ (phone number).

 - Further away location-If the emergency requires that the children and I evacuate from my home and property, I will take the children to
_____ (address of further away location) _____ (phone number).

- If a medical examination or treatment is needed, I will take the children to
_____ (facility and address)
unless emergency personnel designate another location.

- If an emergency requires a larger area evacuation, I will take the children to a mass shelter designated by emergency personnel.

- If it is too far to walk, I will transport the children by _____.
- Mobile emergency evacuation kit supplies are kept _____ (location within the home).

Procedures for Maintaining Essential Functions

The following procedures are established to ensure the essential functions can be maintained so children are safe and healthy during an emergency:

Toileting/Diapering - I will have diapers and wipes for any child under the age of two, who is not developmentally ready or not toilet trained. I will have change of clothing for children that is seasonally appropriate.

Feeding - I will have age-appropriate nutritious snacks, water, and formula and bottles if applicable.

Sleeping - I will have infant sleeping clothes, blankets or large towels so children can rest as needed.

Engagement - I will have age-appropriate toys, books and play materials so that children can be engaged in play during an emergency.

Emergency Procedures

Ongoing Emergency Preparedness Procedures

- I will train all adults who help care for the children about the emergency plans and procedures.
- I will review and update my emergency response plan every six months.
- I will stay with the children at all times during any emergency. I will check and record time and attendance whenever children are moved such as evacuation, shelter-in-place and lockdown.
- I will check and maintain supplies that are appropriate for the ages of children in my care in my mobile emergency evacuation kit and shelter-in-place supplies.

Shelter-in-Place Procedures

- If there is an emergency where “Shelter-in-Place” is required, all the children and I will go to _____ (room/place) in the home and remain there until rescued or notified that conditions are safe.
- I will alert children and other adults/children in the home by _____

(method).

- Shelter-in-place supplies are kept _____ (location in the home).
- I will bring any necessary medications, supplies, and essential emergency records/documents for the children.
- We practice and document this drill on a Monthly Shelter-in-Place and Lockdown Drill Record every month and save for three years.

Lockdown Procedures

- If there is an emergency requiring “Lockdown”, all the children and I will go to _____ (locked room/area) in the home, closing off fire doors and barriers, and remain there until rescued or notified that conditions are safe.
- I will alert the children and other adults/children in the home by _____ (method) and move the children into a locked area to prevent intruder access to children.
- I will practice this drill with children at least once annually and maintain a record of this date Monthly Shelter-in-Place and Lockdown Drill Record for three years.

Communication/Notification Procedures

- I will talk to parents about my emergency plans or any changes in the emergency preparedness plan.
- I will update emergency contact information every six months with parents/guardian.
- I will notify parents by calling work, home, and/or cell phones, blackberries, pagers, e-mail or fax numbers, as applicable.
- The plan will include current phone numbers and names of individuals at the parent’s work site who can locate the parents if they are not at their work phones.
- If parents cannot be reached, I will contact the friends, relatives and neighbors who are authorized to pick up a child in an emergency.
- I will try to identify an out of town contact person that parents can reach by phone or e-mail: _____ (name), _____ (phone), _____ (email address).
- In the event that I receive different instructions from emergency personnel, I will make every attempt to contact parents/guardians/emergency contacts with the alternate plans.

Provider's Signature

Parent's Signature

Date _____

Date _____

Provider is responsible for keeping emergency response plan information current with parents or guardians.

Provider's Signature: _____

6 Month Review _____

Parent's Initials _____

1 Year Review _____

Parent's Initials _____