EMERGENCY PREPAREDNESS AND RESPONSE PLAN

PLAN DEVELOPED BY: ___________________________ DATE: __________

PROGRAM INFORMATION:
PROGRAM NAME: ___________________________ LICENSE NUMBER: ______________________
PROGRAM ADDRESS: ___________________________ PROGRAM PHONE NUMBER: ______________________
EMAIL: __________________________________________
DIRECTOR NAME: ___________________________ DIRECTOR PHONE NUMBER: ______________________
EMERGENCY CONTACT: ___________________________ EMERGENCY CONTACT NUMBER: ______________________
NUMBER OF CHILDREN ENROLLED: ___________________________ NUMBER OF STAFF EMPLOYED: ______________________

EMERGENCY CONTACT INFORMATION:

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
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<tbody>
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<td>Medical Emergency</td>
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<td>Out-of-area contact person</td>
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<td>Near evacuation site contact</td>
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<td>Far evacuation site contact</td>
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<td>Plumber</td>
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1. LOCATION OF EMERGENCY ITEMS

☐ Daily list of children attending the program: _______________________________________________________

☐ Children’s emergency contact information: ___________________________________________________________

☐ Emergency supplies: ________________________________________________________________

☐ Location of building water shut off: _____________________________________________________________

☐ Location of building electrical/gas shut off: _____________________________________________________

2. EVACUATION PLAN

An evacuation plan is developed to assist staff in evacuating in an efficient manner and should include:

☐ Roles and responsibilities of staff members in evacuating children and keeping them safe

☐ Location of exit doors

☐ Directions for exiting the building

☐ Items staff should take with them when evacuating (emergency phone numbers; list of children present; etc.)

☐ Location where staff and children are to meet once outside
The program evacuation plan includes the following: _______________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

3. ACCOMMODATIONS OF VULNERABLE PERSONS
A program is responsible for many persons who may not be able to evacuate on their own. Pre-planning for more vulnerable persons helps ensure everyone is evacuated safely. Special consideration should be pre-planned for:
Children or staff with a disability: _______________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Children or staff with a chronic medical condition: _________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

4. ALTERNATIVE LOCATIONS
A major piece of an emergency plan is having a safe place to take the children should the building become unsafe. Choose two alternative locations; one location should be within the community that children and staff can walk to. The other should be outside the community should that immediate area be unsafe.

1. Evacuation Site – Near (within walking distance of the program):
   • Name of facility ________________________________
   • Address or location of facility ________________________________
   • Contact person(s) ________________________________
   • Site phone number ________________________________ Cell phone number ________________________________
   • Have you reviewed the licensing checklist to ensure the facility is safe for children? __________

2. Evacuation Site – Far (outside the program community)
   • Name of facility ________________________________
   • Address or location of facility ________________________________
   • Contact person(s) ________________________________
   • Phone number ________________________________ Cell phone number ________________________________
   • Has facility been reviewed using licensing checklist to ensure it’s safe for children? __________

5. SHELTER-IN-PLACE
At times when children and staff are unable to leave the facility, such as a tornado, the program needs a plan to shelter-in-place. The space used for sheltering-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

Programs will need to be prepared to accommodate several children in a small space that is often away from the items used to meet the needs of children in care on a daily basis. The emergency supplies are kept in the following location________________________________________, and include, but may not be limited to, the following suggested items (as applicable):

- □ toilet paper  □ bottled water  □ weather radio with batteries  □ parent contact information
- □ disposable cups  □ paper towels  □ relocation site agreements  □ hand sanitizers
- □ plastic bags  □ first aid kit  □ non-perishable food items  □ flashlight and batteries
- □ toilet paper  □ bottled water  □ weather radio with batteries  □ parent contact information
- □ disposable cups  □ paper towels  □ relocation site agreements  □ hand sanitizers
- □ plastic bags  □ first aid kit  □ non-perishable food items  □ flashlight and batteries

7. LOCK-DOWN PROCEDURES

In the event of a situation that may result in harm to persons inside the program, including but not limited to a shooting, hostage incident, intruder, trespassing, disturbance, or any situation deemed harmful at the discretion of the director or public safety personnel, the center is to have plans for a lock-down. A lockdown drill means a drill in which the occupants of a building are restricted to the interior of the building and the building doors and windows are secured to ensure no one enters or leaves the facility until it is safe to do so.

The program procedures for lock-down include: ___________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

8. COMMUNICATION PLAN

During an emergency, accommodating the needs of the children in care is the priority for staff. Communicating the emergency plan to parents, staff, and local emergency managers prior to an emergency; and pre-planning how to notify parents when an emergency arrives, allows staff 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 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): __________________
9. REUNIFICATION OF CHILDREN WITH FAMILIES
After an emergency, the program 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 program after an emergency include:

- Have a professional inspection of the facility and repair any damage.
- Restore meal service
- Contact the licensing specialist to conduct a review of the facility to ensure all regulations are met.

The plan for re-opening after an emergency includes: ____________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Documentation of Emergency Preparedness Drills
and Staff Training/Review of Plan

Current Year _________

Emergency Preparedness Plan Annual Review Date: _______

Fire Drill Dates: ___________

Tornado Drill Date: ___________