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(Name of Childcare Provider/Agency)

# Childcare Emergency Plan



## Emergency Telephone List

## Non-Emergency

Sheriff's Department: 911

\_\_\_\_\_

Police Department: 911

\_\_\_\_\_

Fire Department: 911

\_\_\_\_\_

Ambulance: 911

\_\_\_\_\_

Hospital: \_\_\_\_\_

Poison Control: 1-800-222-1222

Sherburne County Public Health Department: (763)241-2750  
or 1-800-433-5237

## UTILITIES

Electric Company: \_\_\_\_\_

Water Company: \_\_\_\_\_

Gas Company: \_\_\_\_\_

Telephone Company: \_\_\_\_\_

# PURPOSE

To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster.

## SITUATION AND ASSUMPTIONS

\_\_\_\_\_ Childcare is located at \_\_\_\_\_ and normally has \_\_\_\_\_ children and \_\_\_\_\_ staff. Normal operating hours for the facility are \_\_\_\_\_ on weekdays, and \_\_\_\_\_ on weekends.

Main Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Back-up Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

- The childcare home/facility may be subject to the following natural disasters and emergencies:

EMERGENCY/DISASTER	NOTES

## Emergency Evacuation Plan

In the event of an emergency that requires an evacuation of \_\_\_\_\_, one of the following plans shall be implemented.

The caregiver in charge when evacuating shall:

- Take an accurate attendee list.
  - Account for all children and staff as they board/depart vehicles.
  - Bring necessary medication/supplies and emergency records.
  - Bring emergency go kit located \_\_\_\_\_.
1. In the event of an emergency that requires immediate evacuation of the childcare facility (fire, toxic fumes), children will be transported to \_\_\_\_\_, by \_\_\_\_\_ where they will remain accompanied by caregivers while family/emergency contacts are notified. (Note: The place of safety should be close by and within walking distance, if appropriate.)
  2. If the event is more widespread and encompasses a larger area such as a neighborhood and the children cannot remain in the area, the children will be brought to \_\_\_\_\_ by \_\_\_\_\_. They will remain accompanied by caregiver while family/emergency contacts are notified and arrangements are made for transportation home.

# **TRANSPORTATION**

If it becomes necessary to relocate the children to a safer location, the following transportation will be used.

Number of children to be moved \_\_\_\_\_

## **TRANSPORTATION #1**

Owner \_\_\_\_\_

Type of vehicle \_\_\_\_\_

Driver \_\_\_\_\_

# of passengers \_\_\_\_\_

Location of vehicle \_\_\_\_\_

Contact owner \_\_\_\_\_

## **TRANSPORTATION #2**

Owner \_\_\_\_\_

Type of vehicle \_\_\_\_\_

Driver \_\_\_\_\_

# of passengers \_\_\_\_\_

Location of vehicle \_\_\_\_\_

Contact owner \_\_\_\_\_

## EVACUATION SITE #1 (Nearby)

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Name of contact person(s) \_\_\_\_\_

Hours of operation \_\_\_\_\_

Walking directions from child care home/facility to evacuation site #1: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Indicate which items will be provided by evacuation site during an emergency.**

- |                                    |                                   |   |                                   |
|------------------------------------|-----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Water     | <input type="checkbox"/> Food     | <input type="checkbox"/> Transportation   | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Blankets | <input type="checkbox"/> People to assist | <input type="checkbox"/> _____    |
| <input type="checkbox"/> _____     | <input type="checkbox"/> _____    | <input type="checkbox"/> _____            | <input type="checkbox"/> _____    |

# EVACUATION SITE #2 (Out of Area)

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Name of contact person(s) \_\_\_\_\_

Hours of operation \_\_\_\_\_

Driving directions from child care home/facility to evacuation site #2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indicate which items will be provided by evacuation site during an emergency.**

- |                                    |                                   |   |                                   |
|------------------------------------|-----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Water     | <input type="checkbox"/> Food     | <input type="checkbox"/> Transportation   | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Blankets | <input type="checkbox"/> People to assist | <input type="checkbox"/> _____    |
| <input type="checkbox"/> _____     | <input type="checkbox"/> _____    | <input type="checkbox"/> _____            | <input type="checkbox"/> _____    |

## Shelter in Place

There may be situations when it is best to shelter in place. These situations may include a tornado, a hazardous materials incident, or violent situations. In the event of an emergency that requires sheltering in place, one of the following plans shall be implemented.

The caregiver in charge when sheltering in place shall:

- Take an accurate attendee list.
- Account for all children and staff as they enter the, “safe room.”
- Bring necessary medication/supplies and emergency records.
- Bring emergency go kit located \_\_\_\_\_.

In the event that the childcare facility must shelter in place, \_\_\_\_\_ has been identified as a warning system. In the event that the \_\_\_\_\_ is sounded all children are instructed to proceed directly to the \_\_\_\_\_.

Storm cellars and basements provide the best protection during a tornado. If an underground shelter is not available, \_\_\_\_\_ has been identified as a “safe room.” The safe room is an interior room with little or no windows/glass.

If order to “seal the room,” is given by local authorities:

- Sound the warning system.
- Bring everyone inside to the \_\_\_\_\_.
- Lock doors, close windows, air vents and fireplace dampers.
- Turn off fans, air conditioning and forced air heating systems.
- Grab your emergency go kit.
- Go to your safe room.
- Seal all windows, doors, and air vents with plastic sheeting and duct tape.
- Listen to radio for further instructions.

# Lockdown

A lockdown may be the chosen response to a potentially violent situation. In the event that the childcare facility must be locked down, \_\_\_\_\_ has been identified as a warning code.

In the event of a lockdown:

- Call 911
- Gather all children
- Have 'ready to go' files
- Choose the safest place within a room or building.
- Lock doors/windows and turn off the lights.
- Do headcount
- Stay where you are until you are told by law enforcement that it is safe to come out.

# Pandemic Influenza

## Planning and Coordination

A pandemic influenza or other infectious disease outbreak might affect \_\_\_\_\_ in the following ways:

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Key resources for current and reliable health information include:

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Other programs to work with in this area include:

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## Student Learning and Program Operations

If there is a high number of staff ill, the following procedures will be followed:

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We will continue to help families with their children's learning in the following ways: \_\_\_\_\_

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Payroll and other basic functions will continue \_\_\_\_\_

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## **Infection Control Policies and Actions**

The following infection control measures will be used/followed:

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Accurate records of when children and staff are ill will be kept

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If children become ill while at this facility,

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## **Communications**

If this facility is closed, staff and families will receive on-going status information \_\_\_\_\_

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This facility will provide reliable information about health issues by \_\_\_\_\_

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This facility will ensure that staff and families have seen and understand its pandemic influenza plan by \_\_\_\_\_

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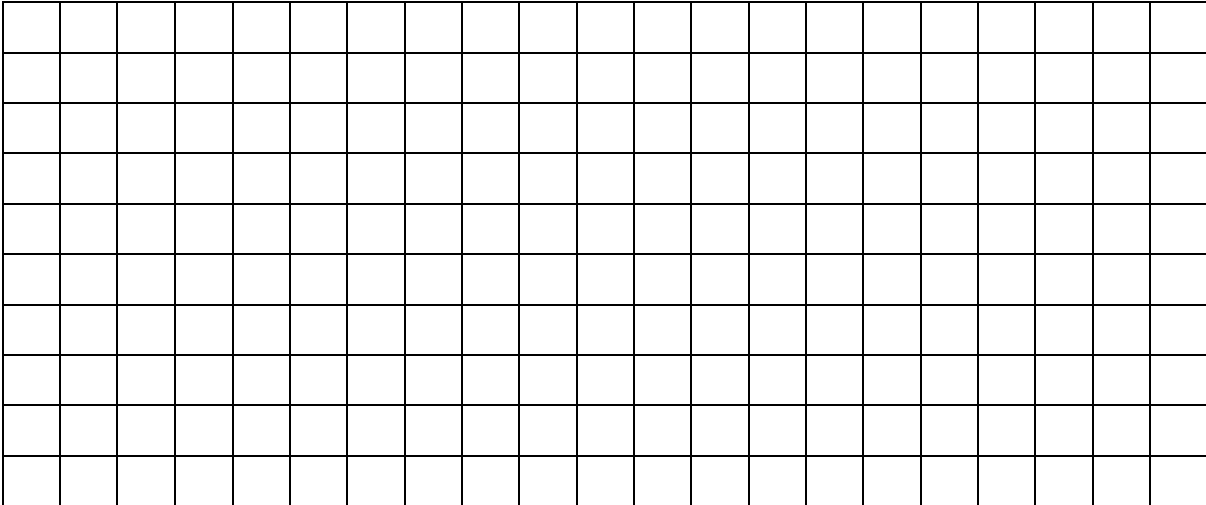
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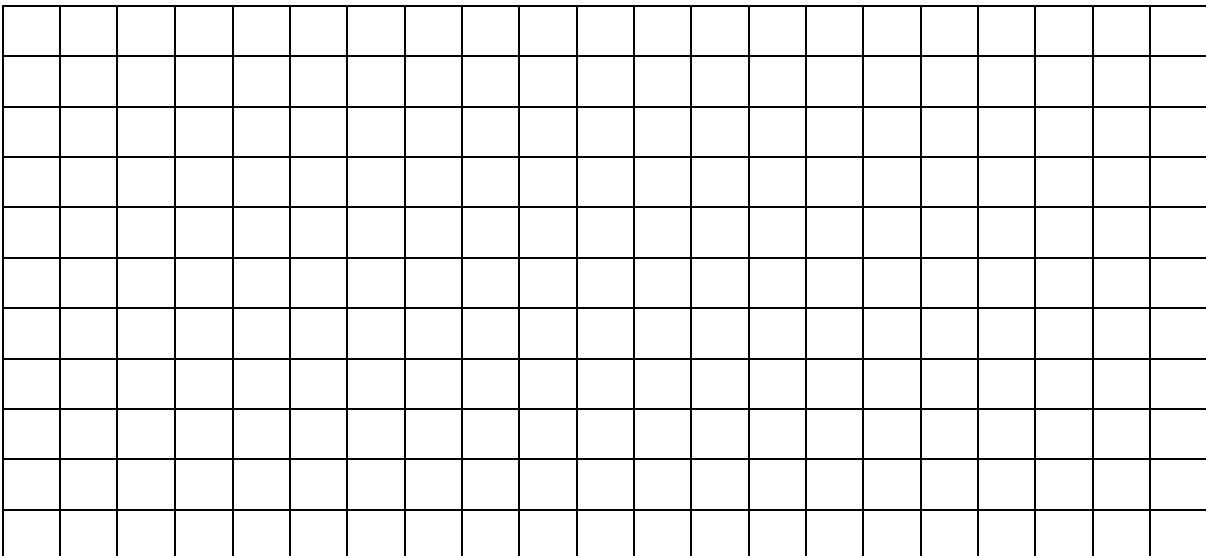
# General Information for Site

## FLOOR PLAN

### First Floor



### Second Floor



Normal Exit Route →

Fire Extinguisher **F**

First Aid Kit +

Alternate Route ↔

Meeting room \*

Go Kit ±

Safe Room ®

Tornado Shelter ▼

# EMERGENCY GO KIT

- Water
- Non-perishable food
- Battery powered/hand crank radio and NOAA weather radio
- Extra batteries
- Flashlight
- First Aid Kit
- Whistle
- Dust Mask
- Moist towelettes, garbage bags and plastic ties
- Wrench to turn of utilities
- Can opener
- Medication
- Formula and diapers
- Important emergency information
- Sleeping bag or warm blanket
- Fire extinguisher
- Matches
- Candles
- Duct tape
- Paper and pencil
- Games, books, and puzzles
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## EMERGENCY WINTER CAR KIT

- a shovel
- windshield scraper and small broom
- Flashlight
- Battery powered radio
- Extra batteries
- Water
- Snack food
- Matches
- Extra hats, socks and mittens
- First aid kit with pocket knife
- Necessary medications
- Blanket(s)
- Tow chain or rope
- Road salt and sand
- Booster cables
- Emergency flares
- Fluorescent distress flag
- \_\_\_\_\_
- \_\_\_\_\_

# FIRST AID KIT

- Sterile adhesive bandages in assorted sizes
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Hypoallergenic adhesive tape
- Triangular bandages (3)
- 2-inch sterile roller bandages (3 rolls)
- 3-inch sterile roller bandages (3 rolls)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pair)
- Sunscreen
- \_\_\_\_\_

## Non-prescription drugs

- Aspirin or nonaspirin pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

REFERENCES:

[www.Ready.Gov](http://www.Ready.Gov) – Federal Emergency Management Associations official web site.

[www.FEMA.Gov](http://www.FEMA.Gov) – US Department of Homeland Security web site.

[www.nrc.uchasc.edu](http://www.nrc.uchasc.edu) , **Virginia Department of Health**,– “It pays to prepare!” An Emergency Preparedness Guide for Child Care Providers.

[www.cchealth.org](http://www.cchealth.org), **Jackson County Oregon**, – “Family Child Care Emergency Plan Workbook.

[www.PEMA.state.pa](http://www.PEMA.state.pa) – Pennsylvania Emergency Management Agency website. Daycare planning tool kit.

[www.betterkidcare.psu.edu](http://www.betterkidcare.psu.edu) - “Document Samples.”

**Documentation**

This plan has been reviewed/updated as follows:

Date of plan review	Reviewed/updated by