EMERGENCY PREPAREDNESS AND RESPONSE PLAN
Child Care or Before and After School Program Template

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>
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<tr>
<th>Program</th>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
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<td>Medical Emergency</td>
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<td>Out-of-area contact person</td>
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<td>Far evacuation site contact</td>
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<td>Child care licensing specialist</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 child care or school age program is responsible for many persons who may not be able to evacuate on their own. Preplanning for more vulnerable persons helps ensure everyone is evacuated safely. Special consideration should be pre-planned for:

Infants and toddlers (as applicable): ____________________________________________
________________________________________________________________________
________________________________________________________________________

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):

- infant formula
- bottled water
- weather radio with batteries
- parent contact information
- toilet paper
- paper towels
- relocation site agreements
- hand sanitizers
- disposable cups
- first aid kit
- non-perishable food items
- flashlight and batteries
- diapers and wipes
- plastic bags
- extra children’s clothing
- medical releases for children

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 lock-down 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: ____________

Four Fire Drill Dates: ____________ ____________ ____________ ____________

Annual Tornado Drill Date: ____________

Current Year ________

Emergency Preparedness Plan Annual Review Date: ____________

Four Fire Drill Dates: ____________ ____________ ____________ ____________

Annual Tornado Drill Date: ____________

July 2016