

# 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:**

Program	Name	Phone	E-mail
Medical Emergency		911	
Police		911	
Fire		911	
Hospital			
Poison Control			
Insurance			
Out-of-area contact person			
Near evacuation site contact			
Far evacuation site contact			
Child care licensing specialist			
Child Protection Services			
Local Emergency Management			
Electric/gas company			
Water company			
Building inspector			
Plumber			

**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):

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> infant formula    | <input type="checkbox"/> bottled water | <input type="checkbox"/> weather radio with batteries | <input type="checkbox"/> parent contact information    |
| <input type="checkbox"/> toilet paper      | <input type="checkbox"/> paper towels  | <input type="checkbox"/> relocation site agreements   | <input type="checkbox"/> hand sanitizers               |
| <input type="checkbox"/> disposable cups   | <input type="checkbox"/> first aid kit | <input type="checkbox"/> non-perishable food items    | <input type="checkbox"/> flashlight and batteries      |
| <input type="checkbox"/> diapers and wipes | <input type="checkbox"/> plastic bags  | <input type="checkbox"/> extra children’s clothing    | <input type="checkbox"/> 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 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:** \_\_\_\_\_

**Four Fire Drill Dates:** \_\_\_\_\_

**Annual Tornado Drill Date:** \_\_\_\_\_

**Current Year** \_\_\_\_\_

**Emergency Preparedness Plan Annual Review Date:** \_\_\_\_\_

**Four Fire Drill Dates:** \_\_\_\_\_

**Annual Tornado Drill Date:** \_\_\_\_\_