



EMERGENCY PREPAREDNESS BEGINS WITH YOU

Why is an emergency plan necessary?

- Lowers risk to children and staff.
- Focuses on all that needs to be done to prepare.
- Helps everyone know their responsibilities.
- Exercising a plan helps identify gaps.



**This improves response
and increases safety.**

There are three primary response strategies:

Evacuation



Go outside. Used when it is safer outside than inside the facility. Have at least two ways to exit each room; determine what supplies you need; find a safe place away from the facility; and practice each exit route, in good weather and bad.

Shelter in Place



Potential severe weather or immediate environmental hazard. Used when conditions are safer inside the building than outside. Those in the facility are held in the facility safe areas, interior rooms or basement, and away from windows. For hazardous material release outdoors with toxic vapors, remain in classrooms, with windows and doors sealed, and all ventilation systems shut off. Limited movement is allowed.

Lock Down



Immediate threat in building. Used when a person or situation presents an immediate threat to those in the building. All exterior doors and classroom doors are locked; and everyone stays in their offices, work areas, and classrooms.

Always have a way to notify everyone in the facility of the action you need them to take; practice all response actions regularly; assign staff responsibilities, including back up assignments when someone is absent or off-site; and account for all children and adults by conducting face-to-name attendance.





Connecticut Regulations:

Regulatory Requirements

Child Care Centers and Group Child Care Homes: 19a-79-3a(4) requires planning for emergencies, including but not limited to (A) medical emergencies, (B) fire emergencies, (C) weather-related emergencies, and (D) evacuation.

Family Child Care Homes: 19a-87b-9(d)(5) requires a written plan for the protection of children and child care staff in the event of emergencies, including, but not limited to, fire, medical, weather-related, man-made disaster, natural disasters or acts of terrorism. The plan shall address the evacuation and removal of children to a safe location, sheltering in place if evacuation is not feasible, lock-down procedures, plans for continuation of operations, communication and reunification with parents, and accommodations for infants and toddlers, children with disabilities and children with chronic medical conditions, made in consultation with the child's parent(s). The provider and all child care staff shall be periodically instructed and kept informed of their duties under the plan and shall practice at least quarterly an emergency evacuation drill which includes the demonstration of the provider, staff, and children exiting the residence of the family child care home. A written log of the practiced drills shall be maintained at the family child care home for one year.

Maintain Accurate Contact Information:

- Please maintain your current contact information (phone and email address) with your OEC Licensing Specialist.
- Use the 211 Child Care Portal to enter contact information.

In cases of emergency, both of these sources may be used to distribute or collect information.

National Best Practice Standards for Child Care Emergency Preparedness:

Protecting Children in Child Care During Emergencies

- Recommended State and National Regulatory and Accreditation Standards for Family Child Care Homes and Child Care Centers, 2010. NACCRRA.

Caring For Our Children

- National Health and Safety Performance Standards Guidelines for Early Care and Education Programs 4th Edition. 2019. American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety | Child Care and Early Education.

Emergency Preparedness Manual for Early Childhood Programs

- 2020 Edition. National Center on Early Childhood Health and Wellness.

For more information on child care emergency preparedness, please visit:



Office of Early Childhood Emergency Planning and Response Resources

www.ctoec.org/emergency-planning-and-response

Division of Emergency Management and Homeland Security,

Child Emergency Preparedness Resource Page

portal.ct.gov/DEMHS/Emergency-Management/Resources-For-Officials/Child-Emergency-Preparedness--Resource-Page

