

Early Childhood Emergency Response Plan

Plan

Establish your plan for responding to an emergency:

1. Reach out to your local Emergency Management Director to ensure local responders know your facility. Ask for feedback on your plan and learn how they are prepared to help you during an emergency.
2. Designate one person to be in charge during an emergency and someone to fill this role if they are not present.
3. Post a sketch of the facility, noting evacuation routes, at least two exits, and shelter areas.
4. Identify staff roles and responsibilities. Be sure all staff, including part time and volunteers, know what their role is when responding to an emergency.
5. Post a written plan identifying the facility's address, emergency contact numbers, basic procedures, supplies.
6. Create a supplies kit including medications, attendance information and contact lists for staff and families.
7. Establish a system to maintain current contact information for all families and staff, and emergency contacts for vendors, utilities, local resources. Store this information securely on site and at an alternate secure location.
8. Notify families regarding how they will be alerted to an emergency, that you will inform them of next steps, and how to reunite with their children.
9. Register for Connecticut's mass notification system (CTAlert.gov), so you receive alerts when emergencies are imminent.
10. Identify plans and resources to re-open your business after the emergency. This might include repairing or rebuilding your facility, giving staff time to care for their family before coming back to work, replacing damaged equipment or records, or securing food or supplies.

Practice

Establish a schedule to practice responding to an emergency:

1. Conduct regular drills for evacuation, shelter in place, and lock down. Identify a meeting place 75 feet from building.
2. Identify a system to account for and supervise all children during an emergency. Take name to face attendance.
3. Reduce panic and increase effective response by reviewing drills to determine where you need more practice.
4. Help children gain familiarity with simple language including "safety", "emergency", "practice", "nine-one-one" (911)
5. Develop and rehearse a method of alerting everyone to an emergency.
 - a. How do you notify groups that are outdoors? On a walk or field trip?
 - b. How do you notify other family members in the home?
 - c. Use plain language. **NO CODE WORDS.**

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Respond

Establish a plan of action for each of these types of responses including the special plans and considerations you need to make for infants and toddlers; children and staff with special needs or health considerations; family members in the home/facility; and staff who work varying shifts.

Evacuation	Shelter in place	Lock down
<ol style="list-style-type: none"> 1. Identify temporary relocation sites in your immediate area, and distant from the facility. Develop written agreements with these sites. Be sure the sites are accessible during inclement weather, and at various times of the day. 2. Establish a way to identify children once you leave your facility, such as wristbands, stickers, laminated cards. 3. Identify more than one evacuation location and different transportation options for sites close and further away from your location. You might use a child's wagon, or you may need vehicles to get far enough away from the emergency. 4. Bring supplies to meet the needs of children and staff, or store supplies at the location (by prior agreement). 	<ol style="list-style-type: none"> 1. Identify the safest location in the building, generally away from doors and windows to protect from the threat outside. 2. Lock all doors and windows. 3. Bring supplies to meet the needs of children and staff, or store supplies at the location. 4. Have a way to notify everyone that the emergency is over. 	<ol style="list-style-type: none"> 1. Have a facility-wide way to let everyone know you are going into lock down. 2. Lock all doors and windows. 3. Bring supplies to meet the needs of children and staff, or store supplies at the location. 4. Have a way to notify everyone that the emergency is over.

Recovery

Return to Normal Operations

1. Notify families that the emergency is over, and/or what procedure to use to pick up their children. Ensure children are accompanied by program staff until they are reunited with their families.
2. Assess impact of the disaster. Determine if the program can remain open in its location or identify the need for an alternate location.
3. Notify vendors, utilities, local resources if you need assistance to repair or re-establish operations.