

Emergency Plan (Sample)

In the event of an emergency caused by fire, medical, weather related, man-made disaster, natural disaster or act of terrorism, staff will follow these procedures in order to keep all children protected.

Provider/Program Name: _____

Address: _____

Phone Number: _____

First Aid Kit Location: _____

Emergency contact numbers are stored in a program cell phone for each child in care.

Emergency Numbers:

Contact Name:	Phone Number:
Fire/Police/Rescue (911)	
Hospital	
Poison Control	
Electric Company	
Gas Company	
Water Company	

Evacuation: Should an emergency require evacuation of the program, staff and children will walk to a designated area safely away from the facility, and staff will account for all children. Staff will take a portable first aid kit, cell phone and the emergency files. Should it not be possible to return into the facility, staff will (walk/drive) the children to an alternate shelter. Parents will be notified and directed to the evacuation location to pick up their children.

Designated Evacuation Area: _____

Designated Alternate Shelter: _____

Shelter in Place/Lock down procedures: Should an emergency or threatening activity in or around the facility requires the need to stay put, we will shelter in a safe location in the facility away from doors and windows. Staff will gather all children inside, will close and lock the windows and doors, and close window blinds or curtains. Staff will notify parents and tell them not to pick up the children until the emergency is over. Staff will have appropriate supplies available for the comfort and engagement of the children.

Safe Location Inside: _____

Continuation of Operations: If an emergency causes the facility to be unsafe for childcare, staff will notify parents as soon as possible and refer them to 211 for other childcare options. Staff will notify the Office of Early Childhood when an alternate location has been identified so that an inspection can be completed as soon as possible so it can be approved for childcare.

Accommodations for Infants, Toddlers, and Children with Disabilities or Chronic Medical Conditions:

In consultation with the child’s parent, staff will develop a plan to ensure the special needs of the child are met during an emergency, including the provision of necessities such as medication, diapers, wipes, formula and other comfort items.

Quarterly Emergency Evacuation Drills: Staff will periodically review these plans and ensure that any/all staff also receive training. The staff and children will practice emergency evacuation drills at least quarterly, which will include a demonstration of the staff and children exiting the facility. Staff will log the dates of these drills and keep the log on file for one year.

Emergency Supplies (recommended): food and water, first aid supplies, emergency contact information for staff and children, books and other materials, radio and flashlight with extra batteries, blankets.

Emergency Evacuation Drills – minimum 4 times yearly

Date	Type/Description