

# Emergency Planning Guide

## INSTRUCTIONS



Maintain  
On-Site

- *The following pages comprise the Emergency Plan*
- *Use the information in this guide to assist you in answering the questions on the Emergency Plan sheet*
- *You must share this information with parents*
- *Depending upon your location, you may want to develop additional plans for special circumstances (weather, power plants, hazardous spills, etc)*
- *Additional information on Radiological (Nuclear) Emergency Planning Zones is included in the appendix*

## Regulations

Regulations require that a written plan for the emergency evacuation of children be developed. This plan must be posted or filed in a readily accessible place. The Emergency Plan must place primary emphasis on the immediate evacuation of the children.

## Scope

The Emergency Plan form provides the information you need to develop clear and comprehensive procedures for the safe, quick, and orderly evacuation of children and staff.

A written Emergency Plan establishes a consistent procedure, so that everyone knows what to do in an emergency.

## Evacuation Drills

At least once per month, during every shift of care, your program is required to conduct an evacuation drill. A written record of these drills must be maintained on site. This record must include total egress time from the time the alarm sounds until everyone reaches the meeting place. The record must also list the number of children in care and adults present at the time, the exit that was used, and any comments.

An evacuation drill is an opportunity to practice and evaluate your evacuation plan and to improve upon prior performance.

## Evacuation Methods

Determine the best way to safely evacuate each of the four age groups (infants, toddlers, preschool and school age) as well as children with special needs from the home in case of an emergency. Take into consideration that infants may need to be carried and that toddlers may require individual guidance and more assistance than preschool and school age children. As part of the Emergency Plan, it is important to consider how you will transport children's records, family contact information, and necessary supplies. It is recommended that a portable emergency kit containing these items be kept in a location easily accessible to the exit.

**NOTE:** Take attendance before and after evacuating the building.

## Meeting Place

Determine a place for everyone to meet after evacuating the home. The meeting place should be:

- Out of the path of emergency vehicles
- A safe distance from the building
- Clear of snow, ice, water, and mud

The meeting place should have enough space for all adults and children to assemble. It is preferable to have an area that is shaded and protected from the elements (for example, a nearby building or an area with a roof).

## Relocation Site(s)

### Primary Relocation Site:

You should arrange for a place to take the children in the event that you are not permitted to return to the home within a reasonable period of time. The site should be within a safe walking distance, and open during the customary days and hours that you provide care. This site should be suitable to shelter the children safely and comfortably for a few hours. Relocation sites should allow you to contact parents by telephone. It is very important to establish an agreement with the owners of your relocation site to temporarily use their building in an emergency. This includes neighbors, nearby businesses, public buildings, schools, or faith-based institutions.

### Secondary Relocation Site:

In certain circumstances it may be necessary to relocate to a site other than your primary relocation site. Consider identifying additional locations within walking distance of your home that are suitable to your program needs.

### Other Relocation Sites:

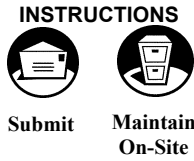
In case of emergency situations requiring evacuation from your home and neighborhood follow instructions of local officials.

## Shelter in Place

In some situations it may be necessary to remain on-site while taking special precautions to ensure the safety of the children. This may include keeping children in care beyond normal program hours, or the short-term restriction of movement in or out of the program.



# Emergency Plan



- INSTRUCTIONS**
- Use the guide on the previous page to assist you in answering the following questions
  - This plan must be posted or filed in a readily accessible place; consider posting next to the evacuation diagram by the exits
  - This plan should be reviewed with all caretakers before an emergency
  - **The safe evacuation of children is the FIRST priority. Children must never be left without supervision.**

Applicant Name:

## Evacuation Drills

Drills should be conducted in exactly the same manner as an actual emergency (except for notifying emergency personnel). You are required to keep a written record of monthly evacuation drills.

How will you begin the drill? \_\_\_\_\_

What will you take with you? \_\_\_\_\_

## In an Emergency

How will you notify the children and adults of an emergency (such as an alarm sounding)? \_\_\_\_\_

### Key Points

- Remain calm
- Take attendance before leaving the building
- Take parent contact information & emergency supplies
- Leave the building
- Close doors
- Count the children after leaving the building

### Method of Evacuation

Describe how all the children, including infants, will be evacuated from the home: \_\_\_\_\_

During the evacuation, describe how you will ensure that no one is left alone at any time: \_\_\_\_\_

## Exits and Meeting Places

Identify the primary and secondary exits for emergency evacuation and the meeting place for that exit. Separate meeting places for each exit may be necessary in larger buildings.

<b>Primary Exit</b>	<b>Meeting Place</b>
<b>Secondary Exit</b>	<b>Meeting Place</b>

Tear Here



# Emergency Plan (continued)

Applicant Name: \_\_\_\_\_

## Notifications

These numbers **MUST** be posted on or next to your phone.

<b>Emergency</b>	<b>Backup Numbers</b>		
<b>911</b>	<b>Fire</b>		<b>Ambulance</b>
	<b>Police</b>		<b>Poison Control</b>

How will you ensure that the children's parents are notified of an emergency? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Relocation Site(s)

If it appears that you will not be able to return to your day care home, identify the relocation site(s) where you will take the children until their parents can pick them up. You must obtain permission from the person in charge of each location. Please enter the address and phone number of the relocation site (if applicable). When developing this plan, consider how you will get there (walk, car, bus, etc.). This information must be shared with the parents.

**Primary relocation site:** \_\_\_\_\_  
 Name \_\_\_\_\_  
 \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Transportation Method: \_\_\_\_\_

**Secondary relocation site:** \_\_\_\_\_  
 Name \_\_\_\_\_  
 \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Transportation Method: \_\_\_\_\_

**Other relocation site:** \_\_\_\_\_  
 Name \_\_\_\_\_  
 \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Transportation Method: \_\_\_\_\_

## Shelter in Place

Describe what arrangements your program will make to prepare to shelter in place, accounting for the needs of the children in care. Consider how will you feed the children and what activities will you use to help keep the children calm.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_