



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 room of the building in case of an emergency. Take into consideration that children with special needs may require individual guidance and/or more assistance. 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. A person should be designated to make sure that everyone has left the building and is accounted for.

Meeting Place

Determine a place for everyone to meet after evacuating the building. 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 building 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 building that are suitable to your program needs.

Other Relocation Sites:

In case of emergency situations requiring evacuation from your building 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



Submit



Maintain
On-Site

- 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 staff and volunteers before an emergency
- **The safe evacuation of children is the FIRST priority. Children must never be left without supervision.**

Director Name: _____

Program 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 and account for all the children and staff
- Take the attendance record, parent contact information & emergency supplies with you
- Close ALL doors
- Exit the building
- Count the children before and after leaving the building

Evacuation and Accountability

Describe how all the children will be evacuated from the building: _____

Describe how each group will take attendance and identify the person designated to make sure that everyone has left the building and is accounted for: _____

(Continued on reverse side)

Tear Here



Emergency Plan (continued)

Director Name: _____

Program Name: _____

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.

How will you notify parents if one of these situations occur? _____

How will you feed the children? _____

What activities will you use to help keep the children calm? _____

