## Child Care Emergency Plan *(Revised 8/9/17)*

This planning guide includes the key procedures, descriptions and information you will need to **PREPARE** for, **RESPOND** to and **RECOVER** from an emergency or disaster.

Child Care programs are also required to complete [SFN 517 Child Care Evacuation Disaster Plan](https://www.nd.gov/eforms/Doc/sfn00517.pdf) for licensing.



Facility Information

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| --- | --- |
| License Number |  |
| Address/City/State |  |
| Telephone |  |
| Email |  |

Capacity and Enrollment (update monthly)

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| --- | --- | --- | --- |
| **Facility Capacity** |  | **Infant Enrollment** (ages 0-18 months,) |  |
| **Infant Capacity** |  | **Toddler Enrollment** (ages 18-36 months) |  |
| **Number of Staff** |  | **Preschool Enrollment** (ages 3-5 years) |  |
| **Number of children/adults**  **who have special health care needs** |  | **School Age Enrollment** |  |
| **Total Enrollment** |  |
| **Avg. Monthly Enrollment** |  |

Emergency Phone Numbers

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| --- | --- | --- | --- |
| **Police Department** | 911 | **Local Clinic/Hospital** |  |
| **Fire Department** | 911 | **Animal Control** |  |
| **Emergency Medical Services (EMS)** | 911 | **Food Supplier** |  |
| **ND Poison Control** | 800-222-1222 | **Out of Area Contact** |  |
| **Local Emergency Management Office** |  |  |  |

Agency Phone Numbers

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| **Child Care Licenser** |  | **County Health Department** |  |
| **Child Care Aware of North Dakota** | 800-997-8515 | **Food Program** |  |
| **Child Protective Services** |  | **Child Assistance Program (CCAP)** |  |
| **Hospital** |  | **Mental Health Services** |  |

Repair and Restoration Phone Numbers

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| --- | --- | --- |
| **Repair/Restoration Service** | **Company Name** | **Company Phone** |
| Insurance |  |  |
| Air Conditioning/Heating |  |  |
| Carpentry |  |  |
| Electrical |  |  |
| Contracting |  |  |
| Roofing |  |  |
| Well and Septic |  |  |
| Gas |  |  |
| Plumbing |  |  |
| Water |  |  |

Utility Shutoff

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| --- | --- | --- |
| **Utility Type** | **Location of Shutoff** | **Shutoff Instructions** |
| Electric |  |  |
| Natural Gas |  |  |
| Water |  |  |
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Alarm Systems

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| **Alarm** | **Location of Alarm System** | **Tested Date** |
| Fire/Smoke\* |  |  |
| Carbon Monoxide\* |  |  |
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\* Replace alarm devices according to manufacturer’s guidelines

Create an Inventory of Materials

Whether you are in-home provider or a facility, it is important to have a complete inventory list of materials for tax depreciation records and insurance purposes. To complete an inventory, a provider can use an inventory tracker, videos or pictures of the materials. **Inventory Tracker Template** 

Ready-To-Go File

Child care programs need a portable file of information to take with them in case of an emergency or disaster.

Recommended items to include:

* Copy of Emergency Preparedness Response Plan
* Copy of Parent Contact Information
* Copy of Staff Contact Information
* Copy of Child Information Sheets (SFN 845)
* Copy of Parent Statement of Health (SFN 847)
* Copy of Health Care Plans
* Child Identification Cards
* Child Photo with Names
* Medication Authorizations/Instructions
* Incident Report Forms
* Area Map
* Attendance Sheets

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| **Location of Ready-To-Go File**  Be specific. (e.g., Bottom drawer of director’s desk.) | **Person/Staff Position Responsible** |
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Emergency Supply Kit

Child care programs need a portable kit of supplies to take with them in case of an emergency or disaster.

Visit <http://ndchildcare.org/providers/emergencies-disasters.html> to view a list of recommended items.

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| **Location Emergency Supply Kit**  Be specific. (e.g., Top shelf in supply closet.) | **Person/Staff Position Responsible** |
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First Aid Kit

It is recommended that each child care classroom has a portable First Aid Kit to take with them in case of an emergency or disaster. Visit <http://ndchildcare.org/providers/emergencies-disasters.html> to view a list of recommended items.

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| **Location of First Aid Kit** | **Person/Staff Position Responsible** |
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Floor Plan

Insert or attach a copy\* of your child care program floor plan noting the location of the following:

* Circuit Breaker/Fuse Boxes
* Gas Main Shutoff
* Water Shutoff
* Fire Extinguisher(s)
* Carbon Monoxide Detectors
* Ready-to-Go Files
* Emergency Supply Kit
* First Aid Kit

*\*An Indoor Floor Plan template is available for download at* [*http://ndchildcare.org/providers/emergencies-disasters.html*](http://ndchildcare.org/providers/emergencies-disasters.html)

Evacuation Routes

Insert or attach a copy of your child care program floor plan noting the following:

* Color-coded exit routes (use two different colors)
* Handicapped accessible exits
* Outdoor safe meeting place

Access Controlled Entries

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| **Location of Entry** | **Entry Code/Instructions**  Describe how to get in (e.g., key lock, swipe cards, numeric pad) |
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Security Systems

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| --- | --- | --- |
| **Location** | **Type**  (e.g., key pad, swipe card, door buzzer, alarm, camera) | **Tested Date** |
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Accounting for Children and Staff

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| **Describe how you/staff will account for all children.**  (e.g., Use daily attendance sheets and the location where these are located) |
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| **Describe how you will account for all staff and volunteers.**  (e.g., Use daily attendance sheets and the location where these are located) |
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| **Describe how you will account for visitors.**  (e.g., Keep sign-in sheets for visitors and the location where these are located) |
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| **List the names of person(s) responsible for bringing attendance lists**  (e.g., classroom lists, staff/volunteer list, visitor list) |
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Methods of Communication

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| **Describe your program’s method for communicating with parents/guardians.**  (e.g., widespread text message, email listserv, telephone tree, social media announcement) |
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In an emergency, each staff person should have a designated role. Depending on the size of your child care program, some staff may have more than one role. For example, in an in-home child care program, the provider may be responsible for all the roles. As you assign roles to staff, consider the person’s strengths and skill set. Also, make sure that the person is comfortable with the assigned roles. It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency. It is important to cross-train staff in another role in case someone is not working the day the emergency happens or is unable to perform his or her designated role.

Response Roles

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| **Response Task** | **Person or Staff Position Responsible** |
| Calls 911 |  |
| Brings First Aid Kit |  |
| Provides CPR |  |
| Provides First Aid |  |
| Decides when to close |  |
| Decides when to evacuate |  |
| Decides when to signal a lockdown or shelter-in-place |  |
| Communicates with families |  |
| Brings Ready-to-Go file and attendance lists |  |
| Brings Emergency Supply Kit |  |
| Communicates with licenser |  |
| Communicates with media |  |

Procedures for Specific Responses

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| **Procedures for Shelter-in-Place**  Use this list to guide your description:  - How the message to shelter-in-place will be communicated  - Location of safe rooms  - How the needs of children will be met  - Who will communicate with families  - How will you seal the room |
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| **Procedures for Lockdown**  Use this list to guide your description:  - How the message to lockdown and return to normal will be communicated (signal or code word)  - Location of safe meeting places in classrooms or other areas of the building  - Procedure for locking down the facility and securing the rooms  - Who will lockdown the facility?  - Who will secure the rooms?  - Who will call 911?  - Who will report the absence of children?  - Who will communicate with families?  - How to do 2-way communication between secured areas and a central location |
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Evacuation Locations and Transportation

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| **Evacuate Onsite**  Describe the procedure to evacuate children onsite. Use the following list to guide your description:  - How will you communicate the message to evacuate?  - What is the location of the safe meeting place on the grounds (include an alternate spot)  - Who will call 911?  - Who will communicate with families?  - How will infants and children with special needs be evacuated?  - How will adults who need assistance be helped?  - When would children be transported by walking or vehicle to another location? |
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| **Evacuate by Walking to a Neighborhood Location**  Describe how and when children will be transported by walking to another location. Use the following list to guide your description:  - How will you communicate the message to evacuate?  - Who will call 911?  - Who will communicate with families?  - How will children who are able to walk be attended to as they are evacuated to a nearby location?  - How will infants and children with special needs be transported and by what means (e.g., cribs, strollers, wagons, wheelchairs)  - How will adults who need assistance be helped?  - What equipment will be needed for walking (e.g., long rope) and where is this equipment stored? |
| **Address of Neighborhood Evacuation Site:** Include directions on how to get to this site.  **How to Access the Building:** How to unlock the building. Location of access key.  **Phone Number of Evacuation Site:**  **Name of Contact at Evacuation Site:**  **Attach signed letter of agreement.** |
| **Evacuate to an Out-of-Neighborhood Location**  Describe the procedure to evacuate children to a location not accessible by walking. Use the following list to guide your description:  - How will you communicate the message to evacuate?  - Who will call 911?  - Who will communicate with families?  - How will infants and children with special needs be evacuated?  - How will adults who need assistance be helped? |
| **Address of Out-of-Neighborhood Evacuation Site:** Include directions on how to get to this site or attach map.  **How to Access the Building:** How to unlock the building. Location of access key.  **Phone Number of Evacuation Site:**  **Name of Contact at Evacuation Site:**  **Attach signed letter of agreement.** |
| **Evacuate to an Out-of-Town Location**  Describe the procedure to evacuate children to an out-of-town location. Use the following list to guide your description:  - How will you communicate the message to evacuate?  - Who will call 911?  - Who will communicate with families?  - How will infants and children with special needs be evacuated?  - How will adults who need assistance be helped? |
| **Address of Out-of-Town Evacuation Site:** Include directions on how to get to this site or attach map.  **How to Access the Building:** How to unlock the building. Location of access key.  **Phone Number of Evacuation Site:**  **Name of Contact at Evacuation Site:**  **Attach signed letter of agreement.** |
| **Transportation to an Out-of-Neighborhood / Out-of-Town Evacuation Location**  Describe how and when children will be transported by vehicle to an evacuation site. Use the following list to guide your description:  - What vehicles will be used and where are they located?  - What person or staff position will drive the vehicles?  - Describe the methods for safe transportation of the children  - What equipment will be needed? (e.g. child safety restraints, adaptive equipment)  - What person or staff position is responsible for getting equipment?  - How will infants who cannot sit independently be transported?  - How will children with special needs be transported? |
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Reunification Plan

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| **Describe the process for deciding when to leave the evacuation site**  Use the following list to guide your description:  - Who will decide when it is safe to leave the evacuation site?  - How will families be notified of the decision to evacuate and where to pick up their children?  - Describe the process for releasing children to families. |
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Recovery Plan

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| **Describe how you will assess facility damage**  Use the following list to guide your description:  - How damage might affect daily operations?  - Who will make business decisions regarding repairs?  - How will operational decisions be made? |
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| **Describe your facility’s approach to repair and clean up** |
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| **Describe how your facility will provide support and information to families who have experienced stress during emergency or disaster.**  Include resources and methods to be used. |