



CHILD CARE EVACUATION AND DISASTER PLAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
EARLY CHILDHOOD
SFN 517 (1-2024)

PROVIDER INFORMATION

Child Care Provider/Program Legal Name	License/Self-Declaration Number	Today's Date	
Address	City	State	ZIP Code
Facility Telephone Number	Alternate/Emergency Telephone Numbers		

All licensed and self-declaration providers are required by administrative rule to develop emergency evacuation and disaster plans. The [Early Childhood Licensing Emergency Preparedness Plan](#) was created to provide guidance to early childhood programs when there is an emergency or disaster in North Dakota.

SHELTER-IN-PLACE/LOCKDOWN PROCEDURES

Describe the location(s) within the building where children and staff will take shelter:
Describe the procedures for shelter-in-place/lockdown (who, what, where, when):
Describe any special circumstances or procedures needed for children with disabilities or chronic medical conditions:

EVACUATION PROCEDURES

In the event a child care must close, relocate, or evacuate, providers are required to report their location to the Licensing Specialist or the Early Childhood Section within 24 hours. To contact the Early Childhood Section, call 1-800-997-8516, 701-328-2115, or e-mail your location to dhsec@nd.gov.

Describe evacuation routes/exits and meeting spot:
Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building (ex. use of an evacuation crib):
Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building, such as procedures for storing a child's medically necessary medicine, equipment and care plans:

RELOCATION - SITE 1

Building Name		Telephone Number	
Address	City	State	ZIP Code
Reason(s) to Evacuate to Site 1			
Transportation to Site 1			
Other Details			

RELOCATION - SITE 2 (CONSIDER A LOCATION AT LEAST 3 MILES FROM CHILD CARE FACILITY)

Building Name		Telephone Number	
Address	City	State	ZIP Code
Reason(s) to Evacuate to Site 2			
Transportation to Site 2			
Other Details			

PARENT/GUARDIAN NOTIFICATION AND REUNIFICATION PROCESS

If the need arises to evacuate, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

Explain when parents/guardians will be notified and what will be done if parents are unable to pick up their child as a result of the emergency:
Explain the method(s) parents/guardians will be notified:
Other details to ensure safe reunification:

CONTINUING OPERATIONS PROCEDURES

Planning for the continuation of services after an emergency is vital to ensure the child care can reopen as soon as it is safe to do so. When planning for continuity of operations, providers should consider the following: protection of vital records (both child records and business records), employee payroll, client billing, and insurance coverage and inventory assessments. It is also recommended the provider create a list of contacts that will assist with making reopening determinations after an emergency.

Brief description of continuing operations procedures:
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FIRE AND EMERGENCY DRILLS AND STAFF TRAINING

Fire and emergency evacuation drills must be performed monthly.

Location of fire and emergency drill documentation:

Staff are required to receive orientation related to child care policies, emergency procedures, and special needs of children in care during the first week of work.

Location of staff orientation/training documentation:

EMERGENCY SUPPLY KIT

Child care providers should assemble an emergency supply kit with items to help staff and children survive during and after an emergency, including food, water, and other supplies.

Location of emergency supply kit:

FIRST AID KIT

Child care providers should have at least one first aid kit readily available. First aid supplies should be stored in a closed container, accessible to staff members at all times, but out of the reach of children. The kit(s) should be restocked after each use and inventory should be checked at least monthly.

Location of first aid kit(s):

PROVIDER ACKNOWLEDGEMENT

The SFN 517 Evacuation Disaster Plan should be reviewed annually by the child care facility. If any of the information included in this plan changes, the updated plan must be provided to the Licensing Specialist within 14 days of the change.

Signature

Date