

Guidelines of an Emergency Response Plan for FAMILY DAY CARE HOMES

Drills and procedures:

- 1.) Look in your phone book's blue pages to contact your local government officials and local emergency response volunteers for advice and assistance in developing and planning your emergency response plan. Tell them you are a licensed family day care home. Include your days and hours of operation and the number of children in care.
- 2.) Be sure all approved staff know the signs and signals for a variety of emergencies and understand what to do.
- 3.) Develop plans for relocating to another site if necessary, and ensure parents know the sites location.
- 4.) Establish procedures to inform responsible designated relatives of children in your care about your plan and the notification of parents in the event of a real emergency.
- 5.) Determine which children will require additional assistance to relocate from the facility during an emergency and include this in your plan.
- 6.) Schedule regular drills at least quarterly and include provisions for shelter at the family day care home. If relocation and evacuation are necessary, include plans for shelter at an alternative site.
- 7.) Be sure parents and all approved staff are familiar with your emergency plans and procedures

Plan for Natural Disasters, Technological Disasters and Safety Hazards In Developing a Plan:

- 1.) Develop an evacuation plan.
- 2.) Develop a plan for shelter at the family day care home, in the event that you cannot evacuate.
- 3.) Describe the location of the family day care home, ages of children, and when appropriate, any assistants or substitutes working at the facility. Be clear in your descriptions so that they can be shared with fire departments and emergency personnel.
- 4.) List emergency notification numbers specific to your facility e.g. medical, police, fire, rescue, hospital, civil preparedness, utilities, and parent contact numbers. Always post emergency numbers so they are easily located at the family day care home.
- 5.) Develop a transportation plan. Who will transport the children and where will they transport the children to? Will parents be called to transport their own children or will the family day care provider transport children? Will personal vehicles or public transportation be needed? (Reminder: loss of power would impact garage door openers).

Evacuation Plan:

- 1.) Diagram your facility and clearly mark rooms, doors, obstacles etc., as well as two unobstructed evacuation routes. Include "shelter area" and fire extinguishers when creating the diagram.
- 2.) Develop an attendance checklist for children. Use it during evacuation and take it along if you must transport children to an alternate site. Check off each child's name as you leave the family day care home and again when you arrive at the alternate site.
- 3.) Develop a checklist to ensure you bring along all necessary medications, supplies and records. Use the checklist during evacuation drills, and take it with you if you must transport children to an alternate site.
- 4.) Develop a traveling emergency notebook that you can use in the event that you have to evacuate:
 - Include children's emergency forms, contact numbers and out of state/out of area numbers that can be used to relay facility status in case local lines are overloaded.
 - Facility staff contact information.

Emergency Supplies:

Maintain a 3-day supply in the six basis areas: water, food, first aid, clothing/bedding, tools and emergency supplies, special items. **Keep all emergency supplies in an easily accessible area.**

Water Supply:

- 1.) Maintain an adequate supply of bottled drinking water to last adults and children a minimum of 72 hours, with additional water for sanitation.
- 2.) Date, **change annually**, and keep the water supply in an easily accessible area.

Food:

- 1.) Maintain a 72 hour food supply that does not require refrigeration and can be kept for long periods of time. Choose age appropriate food. Include formula and infant foods if care is provided to children requiring these foods.
- 2.) Date and change regularly, and keep food supplies in an easily accessible area.
- 3.) Maintain a supply of disposable eating utensils and a non-electric can opener.
- 4.) Keep an updated list of children with allergies, diabetes, or other medical conditions.

First Aid:

- 1.) Maintain a portable first aid kit.

Clothing/Bedding:

- 1.) Maintain a supply of diapers as necessary, paper towels, toilet paper, wipes, extra bedding and blankets.
- 2.) Each child should have at least two extra sets of clothing available, appropriate for the season. Clothing should be labeled with the child's name and placed in a bag.

Tools and Emergency Supplies:

- 1.) Keep portable radios with extra batteries readily available. Check batteries regularly to assure they are still fresh.
- 2.) Keep a supply of extra batteries readily available for smoke and carbon monoxide detectors.
- 3.) Maintain extra flashlights.

Special Items:

- 1.) Children's medications.
- 2.) Children's "comfort" items.