

## **Guidelines of an Emergency Response Plan for CHILD DAY CARE CENTERS AND GROUP 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 child care facility. Include your facility's days and hours of operation and the number of children in care.
- 2.) Schedule regular staff drills at least quarterly and include provisions for shelter at the facility. If relocation and evacuation are necessary, include plans for shelter at an alternative site.
- 3.) Determine which children or staff will require additional assistance to relocate from the facility during an emergency and include this in your plan.
- 4.) Be sure staff know the signs and signals for a variety of emergencies and understand what to do.
- 5.) Be sure children know where to go when evacuating.
- 6.) Develop plans for relocating to more than one site, (one near the facility and one distant from the facility), obtain written agreements from these sites, and ensure parents and staff know site locations.
- 7.) Establish procedures to inform responsible relatives of children in your care about your plan and the notification of parents in the event of a real emergency.
- 8.) In large facilities establish more than one way to convey an immediate message to all staff in all facility areas for both shelter in place and evacuation.
- 9.) Establish confirmed out of state and out of area phone contacts that can be used to relay facility status in case local lines are overloaded, and ensure parents are given these numbers.
- 10.) Contact your local fire department, city or county office of emergency services, or a local Red Cross chapter regarding training for your facility.

### **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 facility, in the event that you cannot evacuate.
- 3.) Describe the location, size and ages of children served, staff, operations and management. Be clear in your descriptions so that they can be shared with fire departments and emergency personnel. If your program is in a public building, give exact locations. Include an organization chart with staff roles and responsibilities.
- 4.) List emergency notification numbers specific to your facility e.g. medical, police, fire, rescue, hospital, civil preparedness, utilities, staff call down roster. (see attached list)
- 5.) List all staff persons and their responsibilities during an emergency.

### **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 staff, children, and visitors. Use it during evacuation and take it along if you must transport children to alternate sites(s).
- 3.) Develop a checklist to ensure staff bring along all necessary medications, supplies and records. Use the checklist during staff evacuation drills, and ensure staff take it along if children are transported to alternate site(s).
- 4.) Develop a staff plan with responsibilities and ensure staff know their responsibilities: Be specific in what is expected e.g.
  - Who will take attendance?
  - Who will take emergency kits, first aid supplies, child specific medications?
  - Develop a transportation plan. Who will transport and where will they transport the children? Will parents be called to transport their own children or will the facility transport children.

- Will personal vehicles or public transportation be needed? (Contact your local officials in developing the transportation plan)
- 5.) 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 and ensure staff know where the supplies are kept.

### **Water Supply:**

- 1.) Maintain an adequate supply of bottled drinking water to last staff and children a minimum of 72 hours, with additional water for sanitation.
- 2.) Date and change annually.

### **Food:**

- 1.) Maintain a 72 hour food supply that does not require refrigeration and can be kept for long periods of times. Choose age appropriate food. Include formula and infant foods if care is provided to children requiring these foods.
- 2.) Date and change regularly.
- 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 adequate small and large first aid supplies, including portable first aid kits that can be taken outside in the event of immediate evacuation.

### **Clothing/Bedding:**

- 1.) Maintain diapers and other sanitation supplies, as well as extra bedding and blankets to provide warmth and comfort.
- 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.) Maintain a supply of portable radios with extra batteries.
- 2.) Maintain a supply of extra batteries for smoke and carbon monoxide detectors.
- 3.) Maintain multiple flashlights so that each room has one.
- 4.) Maintain an adequate supply of personal hygiene and sanitation supplies e.g. paper towels, toilet paper, wipes.
- 5.) Ensure each staff maintains a supply of their own personal items at the facility.

### **Special Items:**

- 1.) Emergency health supplies and medications.
- 2.) Children's "comfort" items.