

Emergency Plan for Family Child Care Homes

Instructions: Post a copy prominently in your home.
Give a copy to your Licensing Specialist.
Update the plan routinely or as information changes.
Some items may be left blank, if not applicable.

Provider name: insert text		Family child care home address: insert text	
Provider phone: insert text		Substitute name: insert text	Substitute phone: insert text
Locations of Necessities – check periodically			
Parent phone numbers*: insert text		First aid kit(s)*: insert text	Medications and med. forms*: insert text
Enrollment list*: insert text		Emergency food/water*: insert text	Fire drill log: insert text
*Frequency/dates checked by provider:			
Important Information	Contact Name	Phone	E-mail
Fire/Rescue (911)			
Police (911)			
Hospital			
Licensing Specialist/OCCL			
Building owner, if applicable			
Insurance company			
U.S. Poison Control Center	1-800-222-1222	DE Abuse/Neglect Hotline	1-800-292-9582
Evacuation Locations			
Name: insert text	Address: insert text	<1 mile away	Phone: insert text
Name: insert text	Address: insert text	>2 miles away	Phone: insert text
Utility Shutoff and Alarm Equipment Locations			
Electricity: insert text	Water: insert text	Gas: insert text	
Smoke detector(s): insert text	Carbon monoxide detector(s): insert text	Fire extinguisher(s): insert text	
Provider Responsibilities in an Emergency			
Continuation of care: infant, toddler, chronic medical, disabilities, food	Sample text: <ul style="list-style-type: none"> Describe how you will ensure infants and toddlers can be fed and changed, if applicable. Describe how you will meet the needs of children with chronic medical conditions or medications, if applicable. Describe how you will meet the needs of children with disabilities, if applicable. Describe how you will ensure children are fed. 		
Lockdown/Shelter-in-Place Procedures			
Location of emergency supplies: insert text		Shelter location within home: insert text	
Plan date: insert text	Date substitute was trained on this plan: insert text	Plan is due to be reviewed: insert text	

Evacuation: in case of the need to evacuate the home, the following procedures will be followed:

Evacuation routes/exits	<p>Sample text:</p> <ul style="list-style-type: none"> • During routine fire drills, we will practice a primary and a secondary exit. • Exits are clearly marked by an evacuation diagram or an EXIT sign. 	
Evacuating infants/toddlers	<p>Sample text:</p> <ul style="list-style-type: none"> • Infants and toddlers will be evacuated together using a stroller or wagon. These are always stationed near one of the exits. • If evacuating through a window, children will be passed out the window first, using any items available to place them on the ground. 	
Notification	<p>Sample text:</p> <p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> • 911 will be called. • Parents will be notified of the evacuation. 	
Emergency kits/information	<p>Sample text:</p> <ul style="list-style-type: none"> • The emergency kit will be taken when possible. • The stroller/first aid kit/travel backpack will have an envelope attached containing emergency contact information. 	
Evacuation sites	<p>In-neighborhood (<1 mile away):</p> <ul style="list-style-type: none"> • Name • Street Address • City, State, Zip Code 	<p>Out-of-neighborhood (>2 miles away):</p> <ul style="list-style-type: none"> • Name • Street Address • City, State, Zip Code
Transportation to evacuation locations	<p>Sample text:</p> <ul style="list-style-type: none"> • The provider will take a head count before and after leaving the grounds. • Children will be pushed in a stroller or wagon or will walk to the in-neighborhood site listed above. • OR children will be driven in the provider's personal vehicle or using public transportation, with car seats whenever possible, to the out-of-neighborhood location listed above. • After arriving, the provider will take a head count again. 	

Shelter-in-place: if we need to stay put due to a weather or security threat, the following procedures will be followed:

Location	<p>Sample text:</p> <ul style="list-style-type: none"> • The provider will take a head count based on the day's attendance sheet. • The provider and children will move to list location or remain in list location, away from doors and windows. • Supplies for sealing the room are stored in the basement. • In case of lockdown, doors will be locked and windows will be covered. • A head count will be taken at any transition. 	
Emergency supplies	<p>Sample text:</p> <ul style="list-style-type: none"> • Emergency kits with food, formula, toys, and water are stored in list location. • A first aid kit is stored in the list location. • A battery-powered radio and NOAA radio is stored with the emergency supplies. • A cell phone will be brought to the list location. • Emergency contact sheets are kept with the supplies. 	
Notification	<p>Sample text:</p> <ul style="list-style-type: none"> • Parents/guardians will be notified once the immediate threat has passed. 	

Parent reunification: to reunite children with parents/guardians or emergency contacts as soon as it is safe:

Notification	<p>Sample text: Parents/guardians are provided:</p> <ul style="list-style-type: none">• Information on each evacuation site• Cell phone number of provider• Locations where updated may be posted: radio station, website or social media, etc. <p>Parent/guardian contact numbers are:</p> <ul style="list-style-type: none">• Stored in provider's cell phone• Attached to stroller• Kept in emergency kit
Release	<p>Sample text:</p> <ul style="list-style-type: none">• Children will only be released to contacts on the child's info card, with proper identification.

Date

Dear Parent / Guardian:

In the event of an emergency situation, I have outlined the below response plan. Please know that I will attempt to notify you, so please keep your emergency contact information up to date. Keep this letter with you so that you will know how to contact me in the event of an emergency.

Evacuation / Relocation

Sample text:

1. If the emergency is confined to the immediate area at my home, e.g. fire, and the children cannot stay on the premises, I will take the children to **in-neighborhood location**. The children and I will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread, encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, I will transport them to **out-of-neighborhood location**. The children and I will remain at this location while you or your emergency contact is notified of the situation.
3. Children will be transported by **method/vehicle**.
4. When possible, I will ask my substitute to help with the evacuation and to stay with us at the new location.

Notification

Sample text:

1. I will repeatedly try to call you as soon as the children and I are safe. If I cannot reach you, I will call your emergency contacts. During emergencies, children will only be released to you or your emergency contacts.
2. Information about the event can be found **method: e-mail, website or social media, radio station, etc.**

Emergency Supplies / Shelter-in-Place

Sample text:

1. You may want to leave in your child's classroom a change of clothes, a few family photos, and a comfort item like a small teddy bear to help your child during a crisis.
2. If we need to shelter in place, we will remain in the home. First aid supplies are located **list location**. Infant supplies are located **list location**. Emergency food and water is located **list location**.

Our facility is most likely to experience:

- | | | | | |
|---|---|---|---|-------------------------------------|
| <input type="checkbox"/> interpersonal conflict | <input type="checkbox"/> power outage | <input type="checkbox"/> ice and snow storm | <input type="checkbox"/> thunderstorm | <input type="checkbox"/> flood |
| <input type="checkbox"/> medical emergency | <input type="checkbox"/> gas leak | <input type="checkbox"/> home intruder | <input type="checkbox"/> tornado | <input type="checkbox"/> earthquake |
| <input type="checkbox"/> water outage/
unclean water | <input type="checkbox"/> fire/smoke/
bomb threat | <input type="checkbox"/> chemical/ hazmat
exposure | <input type="checkbox"/> missing child/
kidnapping | <input type="checkbox"/> other: |

Please rest assured that I will remain with and care for the children at all times during an emergency to ensure their safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Provider name