

*(Name of Facility)*

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**Child Care  
Emergency  
Plan**

In compliance with Minimum Licensing Requirements Section 1200 Safety 1201.1  
and 1201.2

## Quick Reference

The list below provides direction in particular situations. Refer to the section(s) indicated for specific procedures.

### IMMEDIATE EVACUATION

- Smoke in the building
- Fire (or explosion)
- Gas Leak
- Bomb Threat

### EVACUATION AND RELOCATION

- Hazardous Spill may require relocation
- Brush or Forest Fire may require relocation
- Radiological Emergencies may require relocation

### SHELTER IN PLACE

- Tornado
- Earthquake
- Hazardous Chemical Spill may require Shelter in Place until advised to relocate.
- Armed Intruder
- Hostage Situation
- Radiological Emergency until evacuation order is received.

The emergency evacuation pack is located at location(s) pack(s) are kept.

Always take the evacuation pack with you to include emergency contact information for children's parents or guardians and emergency services contact information.

Children with special needs will be attended by a specified staff or group of staff to include insuring any medications that are on site for a child will be taken with the child in the event of the emergency relocation of the facility staff and children.

## EVACUATION

There are several hazardous situations that could call for an evacuation. The most common would be a fire in or near the facility, rising flood waters, or an evacuation order issued by the local police, fire, or other governmental authority. A fire within the building will be announced by the sounding of the fire alarms/smoke detectors as well as *the audible alarm designated by the facility*. A verbal order to evacuate for any other reason will be given by the person in charge of the facility at the time.

If the emergency is limited to the facility only, staff and children will be moved to *the designated assembly area which is a minimum of 50 feet from the building*.

If the entire area has to be evacuated due to a hazard announced by Emergency Personnel (law enforcement, fire department, emergency services personnel, national guard), staff and children will be moved to *the pre-designated relocation site at least two miles from the center. All person involved in transporting will be familiar with the predetermined relocation site*. The person in charge will insure a notice of the relocation is posted on the entry to the facility which includes contact information. On arrival at the *pre-designated relocation site*, the person in charge will direct selected staff to notify parents or guardians to come get their children at the *pre-designated relocation site*.

In any evacuation all children will be accounted for at the start, and again, at the completion. During any evacuation a quick assessment of the situation will be made and any minor injuries to staff or children will be noted. These will be cared for as soon as time permits.

## IMMEDIATE EVACUATION

This is an evacuation of the facility building(s) to a safe area a minimum of 50 feet from the facility building(s), and out of the way of emergency responders.

In case of smoke, a fire, or gas leak an immediate evacuation to the pre-designated assembly area will be necessary. Any Staff becoming aware of smoke, fire or gas leak will immediately cause the alarm to be sounded for immediate evacuation. All staff and children will exit the building and assemble in the pre-designated assembly area. No one will remain in or near the building.

The following responsibilities are to be assumed by facility staff when the alarm is sounded:

- The lead Staff in each care area will quickly survey the care area and any adjacent bathrooms, closets, vacant rooms, and hallways to insure everyone is evacuating when the alarm is sounded.
- Each lead Staff will be responsible for accounting for the children in their immediate care and all other staff working with them.
- The person in charge will be responsible for picking up the emergency pack and taking it to the assembly area.
- The person in charge at the time of the alarm will notify 9-1-1 from a telephone outside the building. **If the evacuation is for a gas leak**, the person in charge will also contact the gas company at xxx-xxxx.
- When safely in the assembly area each lead staff person from each care area will notify the person in charge of the status of other staff and the children in their immediate care. If anyone did not evacuate the building the person in charge will be made aware of the name and the last known location of that individual inside the building.
- The person in charge will brief emergency services, upon their arrival, on the emergency causing the evacuation and the identity of anyone suspected as not having evacuated the building along with their last known location.
- Everyone will stay clear of the building until the all clear is given by emergency services to return to the building.

### **Bomb Threat**

A bomb threat usually comes by phone. A copy of a Bomb Treat Checklist will be kept near the phone. The checklist is used to get the details from the caller that might help find the device, determine when the device is supposed to explode, and possibly figure out who the caller is. The When the caller is finished, immediately call the local law enforcement agency at xxx-xxxx.

The staff will follow the **IMMEDIATE EVACUATION** steps above in evacuating the children to safety.

## **EVACUATION AND RELOCATION**

In the event of a situation requiring relocation outside the local area of the facility such as notification by emergency services personnel of a hazardous spill requiring relocation, brush or forest fire, or other danger threatening the safety of occupants of the immediate area of the facility, all staff and children will relocate as a group to the pre-designated relocation site unless otherwise directed by emergency services personnel.

**Children identified with special needs will be attended during the evacuation and relocation by a specified staff or group of staff to include insuring any medications that are on site for a child will be taken with the child in the event of the emergency relocation of the facility staff and children.**

The following responsibilities are to be assumed by facility staff during the relocation:

- The lead Staff in each care area will insure all children in their care attending at the time are present and accounted for. Any child absent from the normal care area for other services such as therapy will be identified and the person in charge notified.
- Each lead Staff will be responsible for accounting for the children in their immediate care and all other staff working with them.
- The person in charge will be responsible for picking up the emergency pack for transport to the pre-designated relocation site.
- The person in charge will immediately notify the predetermined method of transport of the need for relocation and insure the attendance roster for the facility is with the vehicle(s).
- The person in charge will insure the notification poster is attached to the facility entrance providing the relocation site and contact information.
- When safely in the pre-designated relocation site each lead staff person from each care area will verify all children have arrived safely and notify the person in charge of the status of other staff and the children in their immediate care. Any medical needs or injuries will be brought to the attention of the person in charge and first aid or medical attention provided as necessary.
- Children will not be released except to an identified authorized pick up person.

## **SHELTER IN PLACE**

Sheltering in place will be used in emergencies such as severe storms, hazardous spills, earthquake, or other situations listed below unless evacuation is directed by emergency services personnel. When the decision is made to take shelter inside the facility, the staff and children will remain in the building until the *person in charge* directs otherwise. Any children or staff outside the facility will be brought in, accounted for.

During severe weather, if windows are not felt to be secure, staff and children will be moved to interior rooms and hallways.

The facility will monitor National Oceanographic and Atmospheric Administration (NOAA) weather radio or a local radio/TV station for public warnings when weather conditions indicate. Outside sirens **ARE NOT** sounded unless there is a danger of a tornado. The National Weather Service (NWS) issues the following advisories:

- a) Severe Thunderstorm Watch: Indicates that weather conditions are such that a thunderstorm may develop.
- b) Severe Thunderstorm Warning: Indicates that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.
- c) Tornado Watch: Means that weather conditions are such that a tornado may develop.
- d) Tornado warning: Means that a tornado has been sighted or indicated on RADAR and protective measures should be taken immediately.

### **In the event of a tornado warning,**

- Staff and children will move to a previously designated safe room or to an interior hallway.
- Have everyone sit facing the wall, protecting their head and face with their arms against the wall.
- All windows and doors will be firmly closed and locked.
- The *person in charge* will insure the evacuation pack is with the staff and children in shelter.
- The *person in charge* will verify all staff and children are accounted for.

### **In the event of a hazardous chemical spill,**

- Remain inside the building unless directed to evacuate by emergency services personnel.
- Windows and doors will be shut,
- All fans, air conditioners and ventilators will be turned off,
- Plastic sheeting and duct tape will be utilized to seal off gaps around windows and doors

- The *person in charge* will verify all staff and children are accounted for.
- Any children outside for play will be immediately brought into their classroom and roll taken to insure all are accounted for.
- Staff and children will stay in the facility until the authorities give an all clear.

### **In the event of an earthquake,**

Earthquakes generally occur without warning. Seismologists can identify areas where earthquakes are most likely to occur, but cannot yet predict the exact time and place.

During the shaking the staff will keep calm and will not leave the location. All children in the staff's care will be immediately accounted for. Staff will insure the safety of children during, and after, the earthquake.

- If indoors - stay there.
  - Children will be directed to take cover under desks, tables or other heavy furniture.
  - If furniture for shelter is not available in the area, the children will be moved to the hallways.
  - Staff and children will stay away from windows, unsecured bookcases, or other heavy items that could fall.
- If outdoors - stay in the open.
  - Staff will move the children away from the building as a group into an open area, and away from utility poles or over wires.
  - Staff will insure they and the children do not come in contact with downed utility poles and overhead wires.

After the shaking stops, staff will move children that are in the building to an open area outside the building. Any staff and children outside the building will not re-enter the building.

- The *person in charge* will verify with each lead staff person that all of the children in their care are accounted for.
- Any children requiring medical attention will be identified and emergency medical services contacted. (minor scrapes will be handled with first aid by staff).

### **Armed Intruder - Call 9-1-1.**

Staff will try to move the children to safety, either in a room inside behind locked doors or quickly taken outside the building.

- DO NOT try to confront the intruder
- If the intruder does confront you, try to remain calm and to calm down the intruder.

## **Hostage Situation - Call 9-1-1.**

Don't endanger yourself or any of the children by trying some sort of rescue. Pay attention to the captor(s), try to get details of what they want and accommodate them. Provide as much information as possible to the police when they arrive.

If allowed, staff should follow the **IMMEDIATE EVACUATION** section steps in exiting the building.

## **Radiological Emergencies due to Nuclear Power Plant Incidents**

*If you are within ten miles of a nuclear power plant (or if you THINK you are) contact your EMA office to ensure that your plans fit into the larger plans that are maintained for the entire Emergency Planning Zone around the plant.*

Facility staff and children will

- Remain inside the building until directions are received from emergency services personnel on evacuation routes. *(Insert how the facility will determine evacuation routes, i.e., FM Radio, phone contact with local emergency services or law enforcement)*
- Windows and doors will be shut,
- All fans, air conditioners and ventilators will be turned off,
- The *person in charge* will verify all staff and children are accounted for.
- Plastic sheeting and duct tape will be utilized to seal off gaps around windows and doors, if the staff and children are sheltering in place.
- Any children outside for play will be immediately brought into their classroom and roll taken to insure all are accounted for.
- Staff and children will stay in the facility until *the person in charge* gives other directions.

## MISSING CHILD

In the event a staff person identifies a child as missing, that staff person will immediately notify *the person in charge*.

The *person in charge* will immediately verify the child is not in any of the care areas, bathrooms, closets, utility rooms, playground, etc.

If the child is not found in the facility, *the person in charge* will

- Call local law enforcement having jurisdiction at xxx-xxxx.
- Call the child's parent or guardian. If the parent or guardian is not reached the emergency contact persons on the child's enrollment form will be called. Attempts will be made to contact the child's parent or guardian; or emergency contact, until one of them has been contacted.
- Insure that all other children, who are supposed to be there, are verified to be in the facility.
- Staff will insure each child in their care is in the indoor care area with them pending further direction.
- Cooperate with law enforcement in the search for the missing child.

*The person in charge* will cause Child Care Licensing to be notified at 1-800-445-3316, after the safety and accountability of the other children has been insured and the parent and law enforcement notifications have been made. .

## COMMUNICATIONS

- ❖ Always have a backup form of communications, other than commercial telephone.
- ❖ Cell lines will most likely not be available during a disaster. Everyone will be trying to use these.
- ❖ Think about two way radios. Most of these have a range of up to two miles.
- ❖ What is your alarm system? Do you have a separate alarm sound for fire, tornado, earthquake, etc? Have you practiced with these different alarms?
- ❖ Do you have an out of state contact for your children? Your staff?

**Memorandum of Understanding**  
**Between**  
**(Name of your facility)**  
**And**  
**(Name of Designated Relocation Site)**  
**Calendar Year 20\_\_**  
**January 1, 20\_\_ to December 31, 20\_\_**

**I. Parties**

This constitutes an agreement between (*Your facility name here*) hereafter known as Party A and (*Name of facility you are agreeing with*) hereinafter known as Party B and collectively referred to as the Parties, for the purpose of temporary shelter.

**II. Purpose**

Pursuant to this agreement, the Parties will cooperate to provide temporary shelter for children and staff of Party A in the event of a disaster/emergency situation in which Party A would need to evacuate their facility.

**III. Responsibilities of Parties**

Responsibility of Party A:

- (a) It is the responsibility of Party A to notify Party B in the event the need for shelter should arise.
- (b) Update the agreement on an annual basis.
- (c) Keep Party B informed of any changes to Party A's evacuation plan.
- (d) Notify Party B if enrollment should increase.

Responsibility of Party B:

- (a) Party B agrees to have a person available for contact to allow access to the building to be used as shelter by Party A during the hours of XX AM to XX PM Monday through Friday.
- (b) It is the responsibility of Party B to notify Party A should they no longer have control of the relocation building, or other circumstances arise which prohibit use of the building by Party A.
- (c) Should Party B choose to cancel agreement, a thirty day written notice is required.

**IV. Contacts:**

The contacts of each party to this agreement are:

(Name of your facility here)

(Name of relocation site)

**Point of Contact**

**Title**

**Telephone**

**Fax**

**Email**

Dear Parent:

This letter is to make you of our concern for the safety and welfare of children attending **(insert name of childcare facility)**. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation* - Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering* - Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation* - Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the relocation facility at **(insert name and address of relocation facility)**. There will also be a notice posted on the entrance to *(the facility name)* providing information on the relocation site.
- *Modified Operation*, May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to **(list your local radio/television stations here)** for announcements relating any of the emergency actions listed above.

We ask that you not call our main number during the emergency. Our staff will contact you, or other emergency contacts identified by you, in the event the children and staff are relocated or if there are injuries. The contact with you, or the other emergency contact, will be at the numbers provided by you. We encourage you to periodically update the contact information to insure we have you listed correctly.

*You may call xxx-xxx to reach a member of our staff. We ask for your patience in that effort since we will be insuring the safety of all the children and will take any calls as they are received.*

I specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

A copy of our Emergency operating procedures may be viewed at any time at our facility. It is located near our front door. This plan is updated on an annual basis, as is required by our licensing agency.

Sincerely,

**CHILD CARE FACILITY**

**CHILDREN AND STAFF**

**HAVE**

**RELOCATED TO**

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**(Relocation Site Name & Location)**

## BOMB THREAT CHECKLIST

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your Address?
9. What is your name?

**EXACT WORDING OF BOMB THREAT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sex of caller: \_\_\_ Race: \_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Telephone number at which call received: \_\_\_\_\_

Time call received: \_\_\_\_\_

Date call received: \_\_\_\_\_

**CALLER'S VOICE**

- |  |   |
|--|---|
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Nasal          |
| <input type="checkbox"/> Soft            | <input type="checkbox"/> Angry          |
| <input type="checkbox"/> Stutter         | <input type="checkbox"/> Loud           |
| <input type="checkbox"/> Excited         | <input type="checkbox"/> Lisp           |
| <input type="checkbox"/> Laughter        | <input type="checkbox"/> Slow           |
| <input type="checkbox"/> Rasp            | <input type="checkbox"/> Crying         |
| <input type="checkbox"/> Rapid           | <input type="checkbox"/> Deep           |
| <input type="checkbox"/> Normal          | <input type="checkbox"/> Distinct       |
| <input type="checkbox"/> Slurred         | <input type="checkbox"/> Whispered      |
| <input type="checkbox"/> Ragged          | <input type="checkbox"/> Accent         |
| <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Disguised      |
| <input type="checkbox"/> Deep Breathing  | <input type="checkbox"/> Cracking Voice |
- Familiar (If voice is familiar, who did it sound like?)
- \_\_\_\_\_
- \_\_\_\_\_

**BACKGROUND SOUNDS**

- |  |   |
|--|---|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery      |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Crockery               |
| <input type="checkbox"/> Clear         | <input type="checkbox"/> Animal Noises          |
| <input type="checkbox"/> Static        | <input type="checkbox"/> PA System              |
| <input type="checkbox"/> Music         | <input type="checkbox"/> House noises           |
| <input type="checkbox"/> Local         | <input type="checkbox"/> Long Distance          |
| <input type="checkbox"/> Motor         | <input type="checkbox"/> Office Machines        |
| <input type="checkbox"/> Booth         | <input type="checkbox"/> Other (Please Specify) |
- \_\_\_\_\_

**BOMB THREAT LANGUAGE**

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul        | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped       | <input type="checkbox"/> Irrational                   |

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your name: \_\_\_\_\_

Your Position: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

Date checklist completed: \_\_\_\_\_

\_\_\_\_\_

