Evacuation Planning Form for

Family Child Care

Emergency/Disaster

Preparedness

For

Child Care Provider or Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLR Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Child Care Sample Forms for Emergency Disaster Preparedness Planning**

In addition to this basic planning form, the following information and supportive sample forms are available at <http://training.chfs.ky.gov/Child_Care_Preparedness/html/index.html> to assist Child Care providers in Emergency Disaster Preparedness Planning:

1. Division of Child Care Things to Know When Preparing for an Emergency and/or Disaster in Child Care

2. Sample Child Care Child Information Form

3. Sample Child Care Daily Attendance Record Form

4. Sample Child Care Emergency Disaster Preparedness Parent Information Form for Reunification

5. Sample Child Care Evacuation Response Checklist Form

6. Sample Child Care Emergency Disaster Roster, Sign Out Form

7. Sample Child Care Fire Drill Form

8. Sample Child Care Earthquake and Tornado Drill Form

9. Sample Child Care Bomb Threat Information Form

10. Sample Child Care Emergency Disaster Preparedness Provider Statement

11. Child Care Emergency Disaster Preparedness Planning Checklist

**Child Care Regulatory References for Emergency/Disaster Preparedness**

**KRS 199.895 Evacuation plan required for child-care centers and family child-care homes -- Annual updating of the plan -- Provision of the plan to local emergency management officials and parents. (Effective July 12, 2012**) (1) A child-care center licensed under KRS 199.896 and a family child-care home certified under KRS 199.8982 shall have a written plan for evacuation in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the center or home. The plan shall include but not be limited to:

1. A designated relocation site and evacuation route;
2. Procedures for notifying parents of the relocation and ensuring family reunification;
3. Procedures to address the needs of individual children including children with special needs;
4. Instructions relating to the training of staff or the reassignment of staff duties, as appropriate;
5. Coordination with local emergency management officials; and
6. A program to ensure that appropriate staff is familiar with the plan's components.

(2) A child-care center and a family child-care home shall update the evacuation plan by December 31 each year.

(3) A child-care center and a family child-care home shall retain an updated copy of the plan for evacuation, provide an updated copy to appropriate local emergency management officials, and provide a copy to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.

**Emergency/Disaster Preparedness Planning**

A Child Care Provider/ Facility should prepare plans that allow for partial or full evacuation in a quick and efficient manner. Causes for evacuation may include fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic spill, electrical failure or structural damage. In the event of an emergency/disaster, evacuation should be done as quickly and safely as possible. When planning, it is important to keep in mind there are three types of evacuations to consider:

* **Sheltering in place**: Children and staff remain at the facility/home but seek shelter for the emergency/disaster at hand. This would include tornado and chemical releases.
* **On-site evacuation**: Children and staff move out of the facilities affected area and relocate to another area on the property.
* **Off-site evacuation**: Children and staff/provider are relocated to a designated location, not on the property.

A) A completed Emergency/Disaster Plan should be reviewed and updated annually. A copy of the plan should be shared with local authorities who may respond to your emergencies.

B) All child care providers should be trained on plan procedures and provided clear guidelines about their responsibilities during times of emergency/disaster. New child care provider orientation should include training and review of emergency/disaster procedures.

C) All children should be involved in practicing emergency/disaster procedures as outlined by regulations.

D) Floor plans of the child care facility should be posted in each classroom and public spaces showing exits and directional evacuation routes. Copies of floor plans should be shared with local authorities who may respond to your emergencies.

E) Fire drills are to be held monthly, and documentation should include the date, time, and names of children who participated in the drill. Individual classroom attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.

F) Tornado and earthquake drills are to be held quarterly.

G) Power generators (if available) and other emergency/disaster equipment should be tested on a regular schedule.

H) Grab-n-go-kits are a gallon size zip and seal bag to create individual activity bags for each child in the program. Each bag could include items like a recent photo of the child, laminated emergency card to be updated when necessary, 4-6 crayons, a small notebook for doodling or a board book.

I) A best practice recommended Emergency/Disaster Supply kit should include the following:

* Class roster with emergency contact information
* Battery or solar operated radio
* Blankets
* bucket
* Crescent wrench to shut off gas line if needed (professional will need to restore)
* Extra batteries (replace twice a year)
* First aid kit (see state child care regulations for required items)
* Flashlight(s)
* Permanent marker(s)
* Hand sanitizer
* Non-perishable food items and manual can opener (minimum supply for 3 days)
* Formula
* Phone card\ Cell phone
* Plastic trash bags
* Sanitation supplies (diapers, wipes, toilet paper, soap, and toweling)
* Water (1-3 gallons per person per day, 3 day minimum) & disposable cups
* Wet wipes/tissues
* Whistles
* Work gloves
* Map of area for evacuation or for locating shelters
* Other items as your program requires (Children’s Records)

**Emergency/ Disaster Procedures and Evacuation Planning Form**

1. The first priority of a child care provider is the safety of the children and staff. Emergency/disaster plans are to provide the providers with procedures to be followed to help ensure everyone’s wellbeing.
2. When an emergency/disaster occurs, it is necessary to maintain adequate supervision of the children. Kentucky defines adequate supervision as qualified staff devoting full-time attention to a child in care and ensuring the child is within the scope of vision and range of voice.
3. **Please complete the following form and respond to each question. If the question is “not applicable” to your child care setting, please provie a reason. All information with a “＊” is required by a child care regulation.**

**Evacuation Planning Form for Child Care Emergency/Disaster Preparedness**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Provider Information** | | | | | |
| Name of Primary Child Care Provider | | | \* | | |
| Street Address | | | \* | | |
| City, State, Zip Code | | | \* | | |
| Telephone Number | | | \* | | |
| Cell Number | | | \* | | |
| Email Address | | | \* | | |
| Number of Children enrolled | | | \* | | |
| Names of Assistants (If applicable) | | | \* | | |
| **Shelter In Place** | | | | | |
| The designated safe place in the home is: | | | \* | | |
| **On-Site Safe Evacuation Location** | | | | | |
| The designated on-site safe location for evacuation is: | | | \* | | |
| **Off Site Evacuation Location** | | | | | |
| Name of Location | | | \* | | |
| Street Address | | | \* | | |
| City, State, Zip Code | | | \* | | |
| Telephone Number | | | \* | | |
| Directions/ Evacuation Route to the safe place. Attach a map if needed. | | | \* | | |
| Is there a written agreement with this location ( Recommended best practice) | | | **Yes No** | | |
| **Emergency Contact Information** | | | | | |
| Name of Person to Contact in case of an Emergency | | | \* | | |
| Telephone Number | | | \* | | |
| Cell Number | | | \* | | |
| Email address | | | \* | | |
| **Program Emergency/Disaster Agency and Phone Number** | | | | | |
| *Child Care Resource and Referral Agency*  *www.kentuckypartnership.org* | | | \* | | |
| *Local Emergency Management Office*  <https://kyem.ky.gov/Documents/CountyEMDirectors.pdf> | | | \* | | |
| State Emergency Management  <https://kyem.ky.gov/Who%20We%20Are/Pages/default.aspx> | | | 800.255.2587 | | |
| Nearest Hospital | | | \* | | |
| Local Licensing Office | | | \* | | |
| Poison Control | | | \* | | |
| Local Non-emergency Police Station | | |  | | |
| Local Non-emergency Fire Station | | |  | | |
| Electric Company | | |  | | |
| Gas Company | | |  | | |
| Water Company | | |  | | |
| Waste Management | | |  | | |
| Insurance Agent | | |  | | |
| Builder Inspector | | |  | | |
| FEMA | | |  | | |
| **Evacuation Plan Check List Shelter In- Place Plan** | | | | | |
| First Aid & CPR up to date | |  | Storm Shelter Location |  | |
| Site Maps | |  | Seal the Room Shelter Location |  | |
| Evacuation Exits are Marked | |  | Maintaining Emergency/ Disaster Supplies |  | |
| Locations of Evacuation Exits are known | |  | Child Personal Records are maintained and up to date. |  | |
| On-site Evacuation Location | |  | Maintain Personal Supplies for Shelter in Place |  | |
| **Communication Plan** | | | | | |
| How will you and support staff train on emergency/disaster plans? | | \* | | | |
| How will you communicate your emergency plan to parents to ensure family reunification? | | \* | | | |
| In the event of an emergency, how will you communicate with the parents? | | \* | | | |
| **Emergency/ Disaster Shut Off Locations** | | | | | |
| Electricity | |  | | | |
| Water | |  | | | |
| Gas | |  | | | |
| **Emergency/ Disaster Equipment Locations** | | | | | |
| Alarm System | |  | | | |
| Fire Extinguisher(s) | | \* | | | |
| First Aid Kits (s) | | \* | | | |
| CPR Face Shields | | \* | | | |
| Emergency Disaster Kit (s) | |  | | | |
| **Emergency/Disaster Preparedness Plan Required Communication**  **Please check “Yes” or “No” and give the applicable date** | | | | | |
| Provide an updated copy of this plan to appropriate local emergency management officials. | | \*  Yes No  Date:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Provide an updated copy of Emergency/Disaster Evacuation Information for Reunification to each parent, custodian, or guardian of the child at the time of the child’s enrollment in the program and whenever the plan is updated. | | \*  Yes No | | | |
| **Emergency/ Disaster Contact Information Annual Review** | | | | | |
| Date the Emergency/Disaster Plan will be reviewed and updated | | \* | | | |
| **Pressing Items to address during an emergency** | | | | | |
| Declare the emergency and actions to be taken |  | | Complete room search | |  |
| Call 911 |  | | Attendance list | |  |
| Turn off HVAC system |  | | Parent and Family Contact Information | |  |
| Turn off security system |  | | Critical medications | |  |
| Assure grab and go bags are taken |  | | Medical supplies | |  |
| Disaster Supply Kit |  | | Contact families | |  |
| Post sign on the door |  | | Retrieve food and supplies | |  |
| Written directions to the evacuation location |  | | Change voice mail | |  |
| **On-Going Basis** | | | | |  |
| Attendance Records |  | | Emergency Contact List | |  |
| Emergency Card and signed Emergency Medical Care Release |  | | Children grab and go bags | |  |
| Rotate water and food |  | | Monitor expiration dates on baby formula | |  |
| Check first aid kits |  | | Monitor expiration dates on critical medications | |  |
| Emergency information for each child |  | | Care plans for children with special needs | |  |
| Map of area |  | | Directions to evacuation sites | |  |
| Money |  | | Pen and paper | |  |
| Whistles |  | | Vehicle keys | |  |
| Tools ( hammer, crescent wrench, screwdriver, pliers with wire cutters) |  | | Matches in a waterproof container | |  |
| Plastic shielding |  | | Duct tape | |  |
| Disposable bowls and utensils |  | | Plastic bags | |  |
| Household bleach (small bottle) |  | | Wet wipes | |  |
| Diapers |  | | Hand sanitizer | |  |
| Toilet paper |  | | Blankets | |  |
| **Check for Presence and Operation Every Six Months** | | | | |  |
| Radio – battery powered |  | | \*Flashlight | |  |
| Extra flashlight bulbs |  | | \*Extra batteries | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Fire Drill Evacuation Record** | | | | | | |  |
| **Month** | **Date** | **Time of Drill** | **# of Staff** | **# of Children** | **Evac. Time** | **Comments** | **Drill Held By: (initials)** |
| **January** |  |  |  |  |  |  |  |
| **February** |  |  |  |  |  |  |  |
| **March** |  |  |  |  |  |  |  |
| **April** |  |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |  |
| **June** |  |  |  |  |  |  |  |
| **July** |  |  |  |  |  |  |  |
| **August** |  |  |  |  |  |  |  |
| **September** |  |  |  |  |  |  |  |
| **October** |  |  |  |  |  |  |  |
| **November** |  |  |  |  |  |  |  |
| **December** |  |  |  |  |  |  |  |
| **Tornado Drill Record** | | | | | | |  |
| **Month** | **Date** | **Time of Day** | **Drill Time** | **# of Staff** | **# of Children** | **Comments** | **Drill Held By: (initials)** |
| **Jan.-Mar.** |  |  |  |  |  |  |  |
| **Apr.-Jun.** |  |  |  |  |  |  |  |
| **Jul – Sept.** |  |  |  |  |  |  |  |
| **Oct. – Dec.** |  |  |  |  |  |  |  |
| **Earthquake Drill Record** | | | | | | |  |
| **Month** | **Date** | **Time of Day** | **Drill Time** | **# of Staff** | **# of Children** | **Comments** | **Drill Held By: (initials)** |
| **Jan.-Mar.** |  |  |  |  |  |  |  |
| **Apr.-Jun.** |  |  |  |  |  |  |  |
| **Jul – Sept.** |  |  |  |  |  |  |  |
| **Oct. – Dec.** |  |  |  |  |  |  |  |

**Signature of the Responsible Child Care Provider**

I have reviewed the procedures outlined in this Emergency/Disaster Preparedness Plan and have ensure dthat appropriate staff are familiar with the plan’s components. These procedures will be followed in case there is an emergency/disaster affecting this child care.

\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Child Care Provider Date

\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name