

COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES
DIVISION OF CHILD CARE

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

Child Care Provider **or** Program

Name: _____

License #: _____

Completion Date: _____

Date Submitted for Review: _____

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Child Care Regulatory References for Emergency/Disaster Preparedness

Updated as of: 3/2026

[199.895](#) Evacuation plan required for child-care centers and family child-care homes -- Annual updating of plan -- Provision of 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:

- A designated relocation site and evacuation route;
- Procedures for notifying parents of the relocation and ensuring family reunification;
- Procedures to address the needs of individual children including children with special needs;
- Instructions relating to the training of staff or the reassignment of staff duties, as appropriate;
- Coordination with local emergency management officials; and
- 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.

[922 KAR 2:090](#). Child-care center licensure (Updated):

- Evacuation Plan. (1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895 and 42 U.S.C. 9858c(c)(2)(U).
- A written plan and diagram outlining the course of action in the event of natural or manmade disaster, posted in a prominent place.

[922 KAR 2:120](#). Child-child care center health and safety standards:

- Child Care centers must maintain a child-care program that assures each child will be provided with adequate supervision at all times by a qualified staff person who ensures the child is within scope of vision and range of voice; for a school-age child, within scope of vision or range of voice; and accounted for during movement from one location to another using name-to-face recognition by visually identifying each child; and is protected from abuse and neglect.
- A written evacuation plan in accordance with 922 KAR 2:090, Section 5, 922 KAR 2:120, Section 3 and KRS 199.895.
- A written plan shall be in place to communicate reunification with families and accommodations in the event of a natural disaster, fire, shelter-in-place, lockdown, or other emergency for infants and toddlers; children with disabilities; and children with chronic medical conditions.

Evacuation Planning Form for Child Care Emergency/Disaster Preparedness

Emergency/Disaster Preparedness Planning Overview:

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 areas 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
 - **Lockdown:** Children and staff are sheltered inside the building, secured in a classroom or other safe area away from windows and doors. The center or home is closed to all visitors, staff and parents who may attempt to enter or leave the building.
- A) A completed Emergency/Disaster Plan shall be reviewed and updated annually. A copy of the plan shall be shared with local authorities that may be responding to your emergencies, and parents/guardians when the plan is updated or upon enrollment.
- B) All child care providers should be trained in plan procedures and provided clear guidelines to their responsibilities during times of emergency/disaster. It is the Child Care provider's responsibility to review the emergency preparedness and procedures with all staff, volunteers and visitors for compliance per 922 KAR 2:090.
- C) All children should be involved in practicing emergency/disaster procedures as outlined by licensing regulations.
- D) Floor plans of the child care location should be posted in each classroom and in public spaces showing exits and directional evacuation routes. Copies of floor plans should be shared with local authorities that may be responding to your emergencies.
- E) Fire drills are to be held monthly, and documentation should include 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, earthquake, lockdown and shelter-in-place are to be held quarterly and documented with attendance forms with first and last names of staff/children present during the drill. Attach to the drill form.
- G) Power generators (if available) and other emergency/disaster equipment should be tested on a regular schedule.

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General Information and Instructions for using this template:

- A. The 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.
- B. When an emergency/disaster occurs, it is necessary to maintain adequate supervision of the children. In the state of Kentucky, adequate supervision is defined as: “qualified staff devoting full-time attention to a child in care and ensures the child is within scope of vision and range of voice”.

Complete the below template and respond to each question.

- If the question is “not applicable” to your child care setting, state a reason.
- This template is designed so you can choose to print different sections of the additional emergency preparedness templates from within the complete document. Please be sure to complete the items in all sections labeled as required with an asterisk (*).
- All information labeled with an asterisk (*) is required by the above mentioned regulations ([922 KAR 2:120](#), [922 KAR 2:090](#), [KRS 199.895](#).)

Provider/Program Name and Information (Required)	
*Name of Child Care Provider/ Program:	
*Street Address:	
*City, State, Zip Code:	
*Telephone Number:	
*Maximum Capacity of Children in Care:	
*Number of Staff:	
Sheltering in Safe Place (Required)	
*The designated safe place in this location is:	
On-Site Safe Evacuation Location (Required)	
*The designated on-site evacuation location is:	
Off-Site Safe Evacuation Location #1 (Required)	
*Name of Location:	
*Street Address:	

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*City, State and Zip Code:		
*Telephone number:		
*Directions/Evacuation route to this safe location (attach map if needed)		
*Is there a written agreement with this location? (Please attach a copy for your records)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Off-Site Safe Evacuation Location #2 (Optional, information *required if completed)		
*Name of Location:		
*Street Address:		
*City, State and Zip Code:		
*Telephone number:		
*Directions/Evacuation route to this safe location: (attach map if needed)		
*Is there a written agreement with this location? (Please attach a copy for your records)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Collaborative Agencies/Community Members for Off-Site Evacuation (Name, Phone/Email/Fax)		
Neighbor:		
Business:		
Church:		
Other:		
Provider/Program Primary Emergency/Disaster Contact Information (Required)		
*Name:		
*Role/Job title:		
*Telephone/Cell Number:		
*Contact Phone Number Outside of the Area/ Other contact number:		
*Email Address:		

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Provider/Program Emergency/Disaster Contacts (Contact Information Required)	
*EMERGENCY	911 or local authorities
Non-Emergency Police	
Non-Emergency Fire	
*Local Hospitals (required):	
Local Emergency Management (required) List of Local Emergency Management Contacts	
*Poison Control (required):	National 24/7 hotline: 1-800-222-1222
Provider/Program Kentucky Child Care and Community Contacts (* Required)	
Child Care Aware of Kentucky (CCR&R) https://www.childcareawareky.org/	
*Licensing (Local/State) Division of Regulated Child Care Regional Contacts	
Community Based Services Search Local DCBS offices	
FEMA Search local FEMA locations	
Health Department Search Local Health Dept websites	
State Emergency Management: KY Emergency Management Area Offices Contacts	
Local Building Inspector:	
Local Radio/Television Stations:	
Other contacts for inspections/license/permits.	
Provider/Program Utilities/Building Contacts for Emergencies (* Required)	
Accounting Services:	
Bank:	
Insurance Agency/Contact:	
Electric Company:	

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Emergency Shut Off location: (Main Electricity Breaker)	
Food Service Vendor:	
Gas Company:	
Emergency Shut Off Location (Gas):	
Payroll Services:	
Waste Management:	
Water Company:	
Emergency Shut Off Location (Water):	
HVAC- Heating and Air Service:	
Security System Service Provider:	
Emergency Equipment Location: Alarm box	
*Emergency Equipment Location: Fire Extinguisher(s):	
*Emergency Equipment Location: First Aid Kit(s):	
*Emergency Equipment Location: CPR Face Shield(s):	
Emergency/Disaster Kit:	
Cyber Security Considerations in the event of an Emergency/Disaster	
How will we protect our computer/hardware?	
How will we protect our computer software?	
If our computers are destroyed, we will use back up computers located where?	
How will we recover lost digital data files?	
Back Up Records	
Person/Company responsible for backing up critical records including children/staff records, payroll, accounts, etc.	
On-site location of back up records including insurance policies, facility/home plans, bank account records, and computer backups.	
How will the program provide for continuity if the accounting and payroll	

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records are destroyed?	
Other considerations for back up of records:	
Evacuation Plan (* Required)	
*Evacuation Manager/Alternate:	
*Person Responsible for "All Clear":	
*Assembly Site Manage/Alternate:	
*Staff Person(s) with First Aid/CPR Certification:	
Contact number out-of-area: (Recommended as best practice)	
Email address out-of-area: (Recommended as best practice)	
*Person responsible for copying and posting of building site maps:	
*Person responsible for marking evacuation exits:	
*Location of evacuation exits:	
Shelter-in-Place Plan (* Required)	
*Shelter-in-Place Coordinator/Alternate:	
*Coordinator Responsibilities:	
*Staff with First Aid/CPR Certification:	

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*Storm Shelter Locations:	
Staff responsible for checking flashlight in emergency supplies:	
Staff responsible for checking for extra batteries (check expiration dates):	
*Staff Responsible for Maintaining/Refreshing Emergency/Disaster Supplies: <i>If using attached checklist, you may refer below.</i>	
*Staff Process for Maintaining Personal Supplies for Shelter-in-Place:	
Communication and Reunification with Families Plan (* Required)	
*How will we train our staff and volunteers in our emergency/disaster plans?	
*How will we communicate our emergency/disaster plans to the children and families to ensure family reunification?	

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<p>*In the event of an emergency/disaster, what is our reunification plan to reunite children with families?</p>	
<p>*In the event of an emergency/disaster, how will we communicate with families to reunite children with families?</p>	

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Child Care Staff Responsibilities Checklists:

Please complete who will be responsible for each item, an alternate person, and the location of the responsibility. Additional lines have been left blank for your program's individual needs.

Who...	Primary Person:	Alternate Person:	Location of responsibility:
Declares an emergency/disaster and actions to be taken			
Calls 911			
Turns off Utilities (HVAC, Electric, Gas, etc)			
Turns off Security System			
Assures each child/staff has their grab-n-go bag			
Completes room search			
Contacts families			
Sends families communication (emails)			
Post Sign on Door			
Changes voicemail			
Retrieves supplies			
Food/Water			
Checks attendance List			
Medical Supplies			
Family and staff contact information			
Copies of emergency/disaster records including emergency/disaster medical care consent and emergency contacts			
Written directions to designated evacuation site(s)			
Emergency/disaster money (Recommended best practice)			
Disaster supply kit (Recommended best practice)			

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On-Going Basis	Assigned Staff	Date	Notes/Comments
Attendance records			
Emergency/disaster contact lists			
Emergency/disaster card and signed emergency medical care release			
Children's grab and go bags			
Rotate water and food			
Rotate infant formula			
Care plans for children with special need			

Check Every 6 Months	Assigned Staff	Date	Note/Comments
Water: monitor expiration dates			
Food: monitor expiration dates			
Infant formula/food: monitor expiration dates			
First aid kit: critical medications			
Emergency/Disaster information for each child			
Signed emergency/disaster medical care releases			
Map of area			
Directions to evacuation sites			
Money (This is a recommended best practice)			

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Every Year	Assigned Staff	Date	Notes/Comments
Pen and paper			
Whistles			
Vehicle keys			
Tools (hammer, crescent wrench, screwdriver, pliers with wire cutters)			
Matches in waterproof container			
Plastic shielding			
Duct tape			
Manual can opener			
Disposable bowls and utensils			
Plastic bag (sealable and unsealed)			
Household bleach (small bottle)			
Wet Towelettes			
Hand sanitizer			
Toilet paper			
Diapers			
Diaper wipes			
Blankets			
Check supplies: Radio-battery powered			
Check supplies: Extra flash light, or flash light bulbs			
Check supplies: Charged cell phone			
Check supplies: Cell phone			

Children with Special Needs Emergency Preparedness Plans (Required):

The Health Care plan will be updated after every hospitalization or significant change in health status of the child. The Health Care Plan is completed by the primary care provider in the medical home with input from parents/guardians, and it is implemented in the child care setting. Staff caring for the child with special health care needs should be trained on that child’s Health Care Plan by the parent of the child. The Child Care Health Consultant can be involved to assist with providing information, resources and training and updating plans as needed. Children with special health care needs could have a variety of different medical challenges including (but not limited to) the following:

- Asthma
- Diabetes
- Cerebral palsy
- Bleeding disorders
- Metabolic problems
- Cystic fibrosis
- Sickle cell disease
- Seizure disorder
- Sensory disorders
- Autism
- Severe allergy
- Immune deficiencies

Written accommodations in the event of a natural disaster, fire, shelter-in-place, lockdown, or other emergencies need to be included in the written plan for emergency preparedness for children with disabilities, and children with chronic medical conditions.

Special Health Care Needs:	Assigned Staff:	Date:	Notes/Comments:
A list of the child’s diagnosis/diagnoses with emergency grab and go kit and Emergency contact list:			
Contact information for the primary care provider:			
Immunization records:			
Medications to be administered on a scheduled basis:			
Medications to be administered on an emergency basis with clearly stated parameters, signs and symptoms that warrant giving the medication written in lay language:			
Procedures to be performed:			
Allergies:			

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Dietary modifications required for the health of the child;			
Activity modifications required for the health of the child;			
Environmental modifications required for the health of the child;			
Stimulus that initiates or precipitates a reaction or series of reactions (triggers) to avoid;			
Symptoms for caregiver/teachers to observe;			
Behavioral modifications required for the health of the child;			
Emergency response plans- both if the child has a medical emergency and special factors to consider in a facility emergency, like a fire;			
Suggested special skills training and education for staff.			
Refrigerated medications/food considerations:			
*Accommodations provided in the event of a natural disaster:			
*Accommodations provided in the event of a fire:			
*Accommodations provided in the event of a shelter-in-place:			
*Accommodations provided in the event of a shelter-in-place:			
*Accommodations provided in the event of a lockdown:			
*Accommodations provided in the event of other emergencies:			

Infant/Toddler Emergency Preparedness Plans (required):

Below is a list of special considerations when planning for emergencies or disasters for infants and toddlers. Keep in mind that infant and toddler grab and go bags and emergency plans may need to be updated more frequently to meet the developmental needs of the child.

Written accommodations in the event of a natural disaster, fire, shelter-in-place, lockdown, or other emergencies need to be included in the written plan for emergency preparedness for infants and toddlers.

Infant/Toddler Needs:	Assigned Staff:	Notes/Comments
Emergency contacts including listing any siblings in the program:		
Medications/Immunization records		
Comfort items (Pacifier, blanket, toy):		
How will you evacuate? Evacuation method for infants and toddlers (emergency play yard/crib with wheels, strollers, etc.):		
Grab and Go bags containing bottles, comfort item, water, diapers, wipes and additional clothing		
Formula/Breast Milk:		
Age-appropriate car seats or strollers if off-site evacuation requires driving:		
Ways to protect infants and toddlers during different types of weather (sun, cold, rain, etc.):		
Plan for additional staffing as needed for infant and toddlers during an emergency:		
*Accommodations provided in the event of other emergencies:		

Child Care Roles and Responsibilities- Disclaimer

This template is presented as a general plan that may be used in planning for emergencies/disasters. Successful planning for any emergency/disaster should be done by individuals, organizations and the community with the assistance of local authorities: to include planning, training and exercising (practicing) to the emergency plan. Effective emergency response requires good judgment by all involved. The presenters of this material disclaim any and all liability, loss, damages, claims, or risks of any kind or nature sustained or incurred as a consequence or result of, whether direct or indirect, the use and/or application either directly or indirectly, or any advice, information, or methods presented herein.

Signature of the Responsible Child Care Provider

I have reviewed the procedures outlined in this Emergency/Disaster Preparedness Plan and ensure that appropriate staff is 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

Emergency/Disaster Preparedness Plan Required Communication Please give the applicable date:	
*I certify that I have provided an updated copy of this plan to appropriate local emergency management officials and whenever the plan is updated.	Required by Regulation Date: _____
*I certify that I have provided an updated copy of "The Parent Emergency/Disaster Evacuation Information Form 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.	Required by Regulation Date: _____
*Date the emergency/disaster plan last reviewed and updated.	Date Reviewed: _____ Date Updated: _____

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Reopening After a Disaster Resources:

Notification to DRCC of permanent/temporary closure:	https://www.chfs.ky.gov/agencies/os/oig/drcc/Documents/closurenotice.pdf
Cleaning considerations after a disaster:	https://www.cdc.gov/natural-disasters/safety/index.html https://www.cdc.gov/natural-disasters/response/index.html
Tornadoes: Before, During and After (CDC)	https://www.cdc.gov/tornadoes/about/index.html
Flooding: Before, During and After (CDC)	https://www.cdc.gov/floods/about/index.html
Earthquakes: Before, During and After (CDC)	https://www.cdc.gov/earthquakes/about/index.html
Winter Weather: Before, During and After (CDC)	https://www.cdc.gov/winter-weather/about/index.html
Child Care Aware- Health and Safety Coach:	https://www.childcareawareky.org/about-child-care-aware/coaches/
Division of Child Care - Child Care Assistance Program	Contact Kentucky Division of Child Care: 502-564-2524 Email: ccaproviderpayments@ky.gov
Division of Regulated Child Care: Child Care Provider Resource Guide	https://www.chfs.ky.gov/agencies/os/oig/drcc/Documents/KY%20Child%20Care%20Providers%20Resource%20Guide%2012.10.25.pdf