

FAMILY CHILD CARE PROVIDER EMERGENCY PLAN TEMPLATE

Family Child Care Providers

Family child care is home-based care provided for a portion of the day in a private family home for compensation. Family Child Care Providers operate out of their home and may watch one (1) to twelve (12) children at a time (including the provider's own children under six years of age).

Child Care Facility - Basic Information

Facility Name	X
Facility Address	X
Facility Phone	X
Facility Main Contact	X
Emergency Kit Location(s)	X
Number of Children	X

Disaster Planning

The actions taken in the initial moments of an emergency are critical. A prompt warning to evacuate, shelter, or lockdown can save lives. This emergency plan has been developed to assist <Name of facility> in protecting the health and safety of the children in its care.

Threats

The family child care facility may be subject to the following natural disasters and/or emergencies:

- Fire
- Severe thunderstorms
- Tornadoes
- Flash flooding
- Major snowfall
- Blizzards
- Ice storms
- Earthquakes
- Terrorism/Bioterrorism
- Active Shooter
- Loss of power, water, or heat
- Outbreak, Epidemic, or Other Infectious Disease
- Man-made disaster, such as hazmat spill, intruder, power outage, etc.
- Miscellaneous safety concerns that might pose a health or safety threat to children
- Gas Leaks
- Bomb Threats

Evacuation

Evacuations are more common than many people realize. Fires, floods, transportation accidents, or industrial accidents may lead to the required evacuation. Evacuation time may depend on the hazard, some allowing no time to gather even the most basic necessities, which is why planning ahead is essential.

Evacuation Routes/Exits	<p><i>(On what level of the home are children cared for? Where are the exits located in the areas children can access? Have you showed children where they can exit in an emergency? Are exits checked regularly for access? Are drills held to practice exiting in an emergency? ...etc....)</i></p> <p><i>A weather/fire weather alert plan, including a diagram indicating evacuation routes should will be posted XX. This plan and evacuation routes are visible to children.</i></p>		
Evacuating Infants/Toddlers	<p><i>(Will children be evacuated together or one-by-one? Will you use a tool, such as a wagon or play yard with wheels to evacuate children? How will you evacuate children if they need to evacuate through the windows? ...etc....)</i></p>		
Notification	<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 according to the parent notification section below 		
Evacuation Sites	Neighborhood (e.g., for fire)	Out-of-Neighborhood (e.g. explosion, flooding)	Out-of-town (e.g., widespread flooding)
	<p><i>Address</i></p> <p><i>Contact</i></p> <p><i>Phone</i></p>	<p><i>Address</i></p> <p><i>Contact</i></p> <p><i>Phone</i></p>	<p><i>Address</i></p> <p><i>Contact</i></p> <p><i>Phone</i></p>
Transportation to Evacuation Locations	<p><i>(Will you walk to the local evacuation site? What transportation is available for out-of-neighborhood or out-of-town transportation? Are car seats available? ...etc....)</i></p>		

Shelter-in-Place

In some emergency situations, it is best to stay where you are to avoid any uncertainty outside. An indoor lockdown (also known as shelter in place) is appropriate when conditions require you to seek protection in your home. An indoor lockdown may occur due to threats of violence, including active shooter, terrorism, or bioterrorism, etc. The safest locations to seek shelter vary by hazard, and the length of time to shelter may also vary. Some steps to take when sheltering in place:

- Bring all children, family members, and pets inside
- Close and lock all windows and exterior doors
- If you are told there is danger of explosion, close the window shades/ blinds/ curtains
- Close the fireplace damper
- Get your emergency supply kit (unless you have reason to believe it is contaminated)
- Go to an interior room without windows (or with as few windows as possible) that is *above* ground level.
- Bring your pets with you, and bring additional food and water supplies for them.
- In some types of emergencies, you will need to stop outside air from coming in. If officials tell you to “seal the room,” you need to:
 - Block air from entering the room - use duct tape and plastic sheeting to seal all cracks around the door and any vents
 - Turn off anything that moves air, including all fans, heating and air conditioning systems
 - When the emergency is over, turn on fans and other things that circulate air. Everyone should go outside until the building’s air has been exchanged with clean outdoor air.
- Local authorities may not *immediately* be able to provide information on what is happening and what you should do. Continue listening to your radio, television, or phone for updates, until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas of greatest risk in your community; *do not leave until authorities tell you it is safe to do so.*
- Contact parents/guardians to let them know that the children have been asked to remain in place until further notice, and that they are safe.

Location	<i>(What shelter in place location has been designated? Basement? Interior Closet? Please specify.)</i>
Notification	Parents/Guardians will be notified once the immediate threat has passed, according to the parent notification section below.

Emergency Supply Kit(s)

In an evacuation or shelter-in-place, emergency supplies may be necessary. A disaster supplies kit is a collection of basic items that may be needed in an emergency, such as food, water, and other supplies. A list of what to include in a basic disaster supplies kit can be found here: www.ready.gov/kit.

Contents	<i>What is contained in the facility’s emergency supply kits?</i>
Location(s)	<i>Where are the emergency supply kits stored? Where are emergency contact sheets kept?</i>

Parent Reunification

A wide variety of emergency situations might require child/parent reunification, for example, if the facility is evacuated as the result of an incident.

Notification	Parent/Guardians are provided: <ul style="list-style-type: none"> • Information on each evacuation site • Emergency contact information for child care provider
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Release	Children will only be released to contacts listed on the child's form with proper identification
Emergency Contact information for the parents and the provider	For each child at the family child care site, contact and emergency information is identified using the Parent/Child Information Form (below). Parent/Guardian Contact Numbers are: <ul style="list-style-type: none"> • Where are they stored? • Are they kept in emergency kits?
Procedures for notifying and communicating with parents regarding the location of the children if evacuated	(How will parents be contacted? Via phone? Via email? Who will contact parents? When will second, third, and fourth-string emergency contacts be contacted? ...etc....)
Procedures for communicating with parents during loss of communications, no phone or internet service available.	(What back-up communication methods are in place? How will parents be notified if phone and/or internet services are not available?)

Special Considerations

Special considerations will need to be made for emergencies which occur during the transport of children (routine or otherwise) and for infants and children with special needs and/or health conditions.

Staff Training

Regular drills on emergency plans, procedures, and duties will be conducted to provide training for staff and to develop skills needed for a real emergency.

Staff training

Reassignment of staff duties

Emergency Drills

The following drills will be conducted with attendees of the family child care facility:

Drill Type	Drill Frequency
Fire Drill	Monthly
Weather Emergency Drill	Once monthly during the months of: March, April, May, June, July, August, September
Emergency/Lockdown Drills	Quarterly (January, April, July, October)

All emergency drills will be documented (date/time); documentation of drills will be housed in-house with this plan.

Plan Review/Updates

This Safety Plan will be reviewed and updated, at a minimum, annually. The plan will also be updated as changes occur in order to ensure the most current information is included.

Child/Parent Information Form

For each child at the family child care site, identify contact and emergency information. A copy of this information should be kept with the facility's emergency kits. *If you already have a similar form, place a copy of each child's information form in your emergency kit(s).*

Child's Information	
Child's Name:	Date of Birth:
Address:	City, State:
Allergies, Special Instructions, Comforting Items:	

Parent/Guardian Information (1)		
Parent/Guardian Name:	Relationship to child:	
Address:	City, State:	
Home #:	Cell #:	Work #:
Email (personal):	Email (work):	
Place of work:	Address:	

Parent/Guardian Information (2)		
Parent/Guardian Name:	Relationship to child:	
Address:	City, State:	
Home #:	Cell #:	Work #:
Email (personal):	Email (work):	
Place of work:	Address:	

Please continue to reverse side

Additional Emergency Contact (1)			
Name:		Relationship to child:	
Address:		City, State:	
Home #:	Cell #:		Work #:
Email (personal):		Email (work):	

Additional Emergency Contact (2)			
Name:		Relationship to child:	
Address:		City, State:	
Home #:	Cell #:		Work #:
Email (personal):		Email (work):	

Medical Information	
Practice:	Doctor's Name:
Address:	City, State:
Phone #:	

Local Emergency Management Contacts – Huron County, Ohio

The following is contact information for local emergency management and first responder contacts. Fill in missing information and post these contacts in easily-accessible locations:

Agency	Phone	Web Site
EMERGENCY	911	
Huron County Emergency Management Agency	419-663-5772	www.huroncountyema.com
Huron County Sheriff's Office	419-668-6912	www.huroncountysheriff.org
Ohio State Highway Patrol	419-668-3711	http://statepatrol.ohio.gov/
Ohio Environmental Protection Agency (Report spill, release, or environmental crime)	800-282-9378	http://epa.ohio.gov/
National Weather Service	216-265-2370	www.weather.gov/cle/
Fisher-Titus Medical Center	419-668-8101	www.fisher-titus.org/
Mercy Health – Willard Hospital	419-964-5000	www.mercy.com/en/toledo/locations/hospitals/mercy-health-willard-hospital
The Bellevue Hospital	419-483-4040	www.bellevuehospital.com/
Huron County Public Health	419-668-1652	www.huroncohealth.com
Poison Control	1-800-222-1222	www.poison.org

Fill in the information for responder agencies specific to your location:

Agency	Phone	Web Site
Police: _____		
Fire: _____		
Electric Company: _____		
Gas Company: _____		
Water Company: _____		
Insurance Provider: _____		

Additional Huron County resources can be found at
www.huroncohealth.com/huron-county-resource-guide or by dialing 2-1-1.