

Emergency preparedness plan

General information

This document outlines the emergency response procedures for_____

All employees should review this plan when hired and at least once per year as part of their annual training. This plan must also be available for parents to review so they can become familiar with emergency procedures that may affect their child.

All employees are required to follow the procedures outlined in this plan unless otherwise instructed by emergency personnel.

This plan should be used in conjunction with regularly scheduled fire and disaster drills. Physically practicing response procedures with staff, children, and volunteers is one of the most important ways programs can effectively prepare for emergencies.

Each section of this plan must outline procedures for how staff will:

- Accommodate children with disabilities or chronic medical conditions.
- Accommodate infants/toddlers (children younger than two years old).
- Maintain communication with families during and after the occurrence of an emergency.
- Reunite children safely and quickly with their families.

Each section of this document will describe the response procedures for different types of situations. Additional or supplementary information such as maps or emergency numbers may be attached to this document as well.



Injuries and incidents

If a child is involved in a serious incident, you must notify their parents immediately. If an incident results in a life-threatening injury, contact emergency personnel (911) first, and then notify parents as soon as possible.

Following the resolution of an incident, a report must be written and signed by the facility provider/director, any caregivers who were involved, and the parent or individual who picks the child up for the day.

Critical incidents must be reported to the Division of Licensing and Background Checks (DLBC) within one working day. Reportable incidents include:

- A child receives medical attention due to an injury that occurred while in care.
- A child dies while in care.
- A child goes missing for any length of time.
- There is an allegation or confirmation of child abuse.

Additional procedures

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Food-related emergencies

A food-related emergency is when a child has an allergic reaction, a response due to a medical dietary restriction (e.g. diabetes or PKU), or is choking on food.

Caregivers are required to review the health assessment of each child they will be working with so they are aware if there are any food-related concerns.

Additional procedures

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Facility evacuation

Facility evacuation means every child and adult leaves the facility. Depending on the situation, evacuation may even necessitate leaving the facility premises. Evacuation may be necessary in emergency situations such as there being a fire at the facility or a bomb threat.

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Facility lockdown

Facility lockdown involves securing portions of the facility to protect children and staff from a threat, such as an armed intruder or active shooter.

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Relocation

Relocation involves moving all children and adults from the facility to an alternate location. Relocation may be necessary due to situations such as flooding, water failure, power outage, or chemical spills.

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Shelter-in-place

Sheltering in place may be necessary in situations where leaving the facility is temporarily unsafe, such as during a storm or earthquake.

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Continuity of operations

These plans describe how child care services will be restored following the occurrence of an emergency.

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Signatures

This page is used to track when this emergency response plan was last reviewed and approved.

Name of reviewer: _____ Date approved: _____

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