

**(Name of Facility)**

**Child Care  
Emergency**

**Basic Emergency Plan**

*(Insert name, address, telephone number and local municipality where you are located. If you receive your mail at a different address, please fill in the right column. If not, write in "same" and just fill in the county. (Philadelphia is a City and a County).)*

Located at:	Mailing Address:
<b>Township /Borough/City</b>	<b>County</b> _____

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

***NOTE: Items in italics are for explanation and are not designed to be part of the final plan***

*By numbering the copies of the plan, you can keep track of where they all are, and ensure that any changes are distributed to all of the holders.      Copy Number \_\_\_\_\_*

## **CONCURRENCE BY OUTSIDE RESOURCES**

We have examined this plan and are aware of requirements.

Date	Organization	Signature	Date Plan Received	Copy Number

*NOTE: This table can have as many lines as needed to accommodate the agencies reviewing and concurring. You should get concurrence from all outside agencies that will play a role in plan implementation, especially those that you're depending on to provide resources (shelter space or transportation). Ideally, they will be involved in the planning process. You need one (1) original of this page. Copies of the page can be placed in the distribution copies of the plans.*

## **RECORD OF CHANGES AND REVIEW**

Date of Change	Summary of Change	Signature of Person Making Change	Date Change Distributed

## **SIGNATURE OF RESPONSIBLE PARTY**

I have reviewed this plan and the procedures outlined in it. These procedures will be followed in case there is an emergency affecting the facility.

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Signature of facility/owner/operator

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Title

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Date

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## Foreword

This emergency plan describes the procedures that will be used by *(name of Child Care facility)* to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for persons under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations.

Much of what is needed to implement a plan like this one should be treated as sensitive information. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to someone with ulterior motives. For this reason, parts of the plan will not be released to the general public. Important details from the plan are sent home with parents in orientation materials and periodic mailings. The entire plan is available for parents to review in the facility.

The plan itself is organized into three parts; the “Basic Emergency Plan”; a series of checklists and a series of supporting documents. The Basic Emergency Plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. The detail in the attachments and checklists should be confidential. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm.

Public safety officials should be aware of the provisions of this plan. The Department of Public Welfare licensing representative will also review the plan when inspecting the facility. The responsibility of the Child Care facility is to maintain and implement the plan. A current copy of the plan will be provided to the county emergency management agency. The County should forward the plan to local emergency officials if appropriate.

## **Basic Emergency Plan**

## **1. PURPOSE AND SCOPE**

- To provide for the protection of children and staff in the event of a natural or human caused emergency or disaster.
  - To assure coordination and cooperation with local and county government and emergency services.
  - The provisions of this plan are designed for situations involving groups of children or the entire facility. This plan is not designed to address emergency situations involving individual children or staff members.

## 2. SITUATION AND ASSUMPTIONS

- The (name of facility) is located at (address, town) and normally has (number) children and (number) staff. Normal operating hours for the facility are \_\_\_\_\_, and \_\_\_\_\_ on weekends. The facility assumes responsibility for the health and safety of the children attending the facility.
  - The facility is located in \_\_\_\_\_ (name of township/borough/city) whose emergency management agency will be the primary source of governmental assistance during an emergency.
  - Assistance during emergencies will be dispatched through the (county name) County 9-1-1 and be coordinated by the (county name) County Emergency Management Agency.
  - The facility may be subject to the following natural disasters and emergencies:
    - Natural Disasters (e.g. *tornado, severe storms, flood, blizzard, disease outbreak, etc.*) *Insert the most common:*

*One good source of information about the hazards in your area is the local emergency management agency. Their phone number is in the blue pages of your phone directory.*

- Human Caused Emergencies (e.g. *HAZMAT spill, intruder, fire in the neighborhood, power outage*):

### **3. CONCEPT OF OPERATIONS**

- General:
  - Direction and Control – The senior on-site facility person (director, primary staff person, operator) will assume responsibility for emergency actions until the arrival of emergency service personnel.
  - The senior on-site facility person will gather and record information necessary to determine appropriate emergency actions.
  - In an emergency, child care staff and resources will be focused on providing for the safety and well being of children and staff.
- In the absence of the senior on-site facility person, the following facility person(s) will take charge:  
*Primary:* \_\_\_\_\_
- Regular drills on emergency plans, procedures and duties will be conducted to:
  - Provide training for staff, including substitutes;
  - Orient children on emergency procedures and responsibilities; and
  - Develop skills needed for a real emergency.
- Special Medical, Physical or Behavioral Needs
  - The child care facility will maintain a current listing of any children or staff who have a condition that may require special consideration or action to allow that person to take appropriate protective measures during an emergency (See Supporting Documents, Attachment 12.) The listing will include both long-term and short-term disabilities.
  - A staff member will be assigned responsibility to ensure that those individuals take the appropriate protective measures (evacuate or shelter in place.)
  - If special needs include medications or any physical equipment, a staff member will be assigned responsibility to ensure that the medications or equipment accompany the individual with special needs.
  - If the necessary specialized equipment requires batteries or supplies, those will be stocked and moved as well.
  - The listing of special needs personnel and medicine/equipment will be provided to county EMA along with the annual plan review.
- Accountability
  - Children will only be released to a parent or to an individual designated in writing by the parent. In an emergency, a child may be released to an

- individual upon verbal approval by the parent if the individual's identity can be verified by a staff person;
- In case of an evacuation, attendance will be taken at the assembly area, upon boarding and exiting the emergency transport vehicle(s) (if used) and upon the arrival at the relocation facility. Staff: child ratio and supervision requirements must be met during an evacuation.

#### **4. ORGANIZATION AND RESPONSIBILITIES**

- Child-care senior on-site facility person will:
  - Be familiar with emergency plans for the municipality (borough, city, township and county).
  - Ensure agreements are current with relocation facilities and transportation providers (if applicable).
  - Determine a course of action to be taken during an emergency.
  - Maintain this plan in a current and usable state.
  - Encourage parents to tune to local media for information during an emergency.
  - Ensure that parents are aware of what is happening to their children.
  - Keep the staff aware of the status of the emergency.
  - Determine the number and types of transportation needed if evacuation or relocation is required.
  - Ensure children's emergency records are taken to the evacuation/relocation site.
  - When emergency services arrive, locate the Incident Commander and provide information about the status of the children, staff, and the facility.
  - Retain responsibility for the children and staff while the responders are dealing with the emergency.
  - Stay available to responders to provide information about the facility.
- Staff will:
  - Review and assist in keeping plans and checklists current.
  - Maintain supervision of children until they are released to parents or guardians.
  - Perform special assignments as specified in the plan checklists.
- Parents are requested to:
  - Be familiar with plans and procedures for ensuring safety of the children.
  - Tune to designated local media for information and instructions during an emergency.

## **5. AUTHORITY AND REFERENCES**

*(Of the following three, delete the two that don't apply to your facility.)*

*Child Care Centers 55 Pa. Code §3270.27:*

<http://www.pacode.com/secure/data/055/chapter3270/s3270.27.html>

*Group Child Care Homes 55 Pa. Code §3280.26:*

<http://www.pacode.com/secure/data/055/chapter3280/s3280.26.html>

*Family Child Care Homes 55 Pa. Code §3290.24:*

<http://www.pacode.com/secure/data/055/chapter3290/s3290.24.html>

*(You should have at your facility a copy of the applicable regulation)*

## **6. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION**

- The legal entity/owner/operator of the child care facility is responsible for:
  - The development, execution, and maintenance of the emergency plan.
  - Annual review and update of the plan.
  - Documenting the review on the Record of Changes and Review (page ii)
  - Making sure that copies of the plan are distributed
- Distribute the Emergency Plan to:
  - \_\_\_\_\_ (County) Emergency Management Agency
  - Other related organizations listed below *(Be sure to include all involved emergency response organizations and any labor organizations representing staff):*
    - \_\_\_\_\_
    - \_\_\_\_\_

## **7. SUPERCESSION**

**This plan supersedes all previously developed emergency plans.**

**OR:**

**This plan supersedes the plan for (name of facility) dated (insert the date of the old plan.)**