

EMERGENCY RESPONSE PLAN

Provider's name: _____ Child's name: _____

Provider's address: _____

Provider's Phone number: _____

Evacuation Plans

If there is an emergency that requires an evacuation of this home, one of the following plans will be used:

- If the emergency is limited to the immediate area but children cannot stay in the home, I will take the children to _____ (address) and _____ (phone number).
- If a medical examination or treatment is needed, I will take the children to _____ (facility and address) unless emergency personnel designate another location.
- If the emergency covers a larger area such as a neighborhood or several homes, and the children can not stay in the area, I will take the children to _____ (facility address) and _____ (phone number).
- If an emergency requires a larger area evacuation, I will take the children to a mass shelter designated by emergency personnel.
- If it is too far to walk, I will transport the children by _____.

Emergency Preparedness Plan

- If there is an emergency where "Shelter-in-Place" is required, all the children and I will go to _____ (room/place) in the home and remain there until rescued or notified that conditions are safe. I will sound the emergency alarm by _____.
- "Shelter-in-place" supplies are kept _____ (location in the home).
- I will check supplies every month and document on a Shelter-in-Place Drill form.
- Mobile emergency kit supplies are kept _____ (location within the home). I will check supplies and practice monthly drills and record on a _____.

Fire/Emergency Drill form. I will maintain supplies that are appropriate for the ages of children in my care.

- In any emergency, I will contact Family/Emergency contacts to make plans to reunite the parent and child.
- I will stay with the children at all times during the emergency. I will check and record time and attendance before evacuation and whenever children are moved. I will bring any necessary medications, supplies, and essential emergency records/documents for the children.
- I will train all adults who help care for the children about the emergency plans and procedures.
- I will post emergency evacuation and shelter-in-place routes and procedures in my home.
- I will review my emergency response plan every six months.

Communication/Notification Plan

- I will talk to parents about my emergency plans or any changes in the emergency plan.
- I will update emergency contact information every six months with parents/guardian.
- I will notify parents by calling work, home, and/or cell phones, blackberries, pagers, e-mail or fax numbers as applicable.
- The plan will include current phone numbers and names of individuals at the parent's work site who can locate the parents if they are not at their work phones.
- If parents can not be reached, I will contact the friends, relatives and neighbors who are authorized to pick up a child in an emergency.
- I will try to identify an out of town contact person that can be reached by phone or e-mail:
_____ (name), _____ (phone),
_____ (email address).
- In the event that I receive different instructions from emergency personnel, I will make every attempt to contact parents/guardians/emergency contacts with the alternate plans.

Provider's Signature

Parent's Signature

Date

Provider is responsible for keeping emergency response plan information current with parents or guardians.

Provider's Signature: _____

6 Month Review _____ Parent's Initials _____ 1 year Review _____ Parent's Initials _____