Emergency Preparedness Plan for Child Care Providers

Family Child Care ☐

Child Care Center ☐

Date of Plan _____

Original Training Date _____

Training Participant Name _____

Program Name _____

OCC License Number _____

📞 Local Emergency Service Numbers

911
Fire Department

911
Ambulance

_____
Hospital

911
Police

_____
Emergency Management Office

1-800-222-1222
Poison Control Center

_____
Local Office of Child Care

_____
Child Protective Services

_____
Health Department

_____
Electric Utility

_____
Gas Utility

_____
Water Utility

_____
Evacuation Site 1: _____

_____
Evacuation Site 2: _____

Local Emergency Alert System (EAS) radio stations: _____ AM _____ PM

For Family and Informal Child Care

Neighbor(s): _____

Neighbor(s): _____

Relative(s): _____

Relative(s): _____

Substitute(s): _____

Substitute(s): _____

Trainer Initials: _____

Persons Responsible for Emergency Response

	Person/Position Responsible	Alternate
Declare an Emergency:		
Call for Assistance:		
Contact Families:		
Decide to Evacuate:		
Contact Evacuation Site:		
Arrange Transportation:		
Complete Final Building Check after Evacuation:		
Determine End of Emergency:		
Media Contact:		
Pet Arrangements: *(if needed, if time allows)*		
Account for All Children and Adults: *(after emergency)*		

Method: _____

Maintain Disaster Supply Kit: *(check regularly to replace & replenish)*		
Carry Disaster Supply Kit:		

Location: _____

Carry Children's Activity Kit:		

Location: _____

Carry Needed Medication:		

Location: _____

Carry Essential Document File:		

- *attendance*
- *sign in and sign out sheets*
- *contact information*
- *completed emergency cards*
- *care plans*
- *insurance information*
- *emergency plan*

Location: _____

Trainer Initials: _____

Emergency Communication

Person/Position Responsible for Communicating Emergency Information:

Alternate Person/Position Responsible for Communicating Emergency Information:

Items and Methods for Communicating in an Emergency:

Location of Communication Items:

Cell Phones   **Walkie Talkies**

Person/Position Responsible for Maintaining Communication Items:

Location of Emergency Telephone Numbers:

Method for Maintaining Communication Items:

Evacuation Locations

A minimum of two (2) evacuation locations are required.

Name of Location	Address	Phone Number	Contact Person	Formal Written Agreement?
				Yes
				Due Date
				No
Name of Location	Address	Phone Number	Contact Person	Formal Written Agreement?
				Yes
				Due Date
				No
Name of Location	Address	Phone Number	Contact Person	Formal Written Agreement?
				Yes
				Due Date
				No

Children and adults (including non-walking children and disabled adults) will be transported to evacuation sites by:

Trainer Initials:

Natural Emergency Situations

Description of natural emergency situations that occur most often in the child care site's region:

Procedures for responding to natural emergency situations:

Manmade Emergency Situations

Description of manmade emergency situations that are likely to occur:

Procedures for responding to manmade emergency situations:

Difficult Situations with Adults

Procedures in place to deal with a parent, guardian or authorized person or employee who is impaired or in a disgruntled state:

Trainer Initials:

[Abilities Network®]
PROJECT ACT

Evacuation Procedures

Description of emergency situations that require evacuation:

Procedures for evacuating including methods of communicating with families:

☐ *Evacuation routes are posted and updated annually.*

Shelter in Place Procedures

Description of emergency situations that require sheltering in place:

Procedures for sheltering in place including methods of communicating with families:

Lockdown Procedures

Description of emergency situations that require lockdown:

Procedures for entering lockdown including methods of communicating with families:

Trainer Initials:

Training, Preparation and Review

Person/Position Responsible for Emergency Preparedness Plan Annual Review:

Date of Review:

Person/Position Responsible for Communicating Emergency Preparedness Plan with Families:

Person/Position Responsible for Reviewing Emergency Preparedness Plan with Child Care Staff and Substitutes:

Person/Position Responsible for Ensuring that Evacuation and Shelter in Place Procedures are Practiced with Children and Staff:

Staff members who have completed approved Emergency Preparedness Training:

Note: All staff must review and understand program's Emergency Preparedness Plan.

Procedures in Place to Safeguard Child, Staff and Program Records:

Annual Plan Review Log

Initials:	Initials:	Initials:	Initials:	Initials:
Date:	Date:	Date:	Date:	Date:

Trainer Initials:

I have reviewed this emergency plan and have determined that the information submitted above is complete.

Trainer Name/Organization:

Signature:

MSDE Approval Number:

Approval Date:

🔗 Emergency and Disaster Resources

Multihazard Planning for Child Care

Maryland Emergency Management Agency

Child Care Prepare

Project ACT Emergency Preparedness Dashboard

Ready Kids

Handling Emergencies

MARYLAND STATE DEPARTMENT OF EDUCATION
EQUITY AND EXCELLENCE

[Abilities Network®]
PROJECT ACT