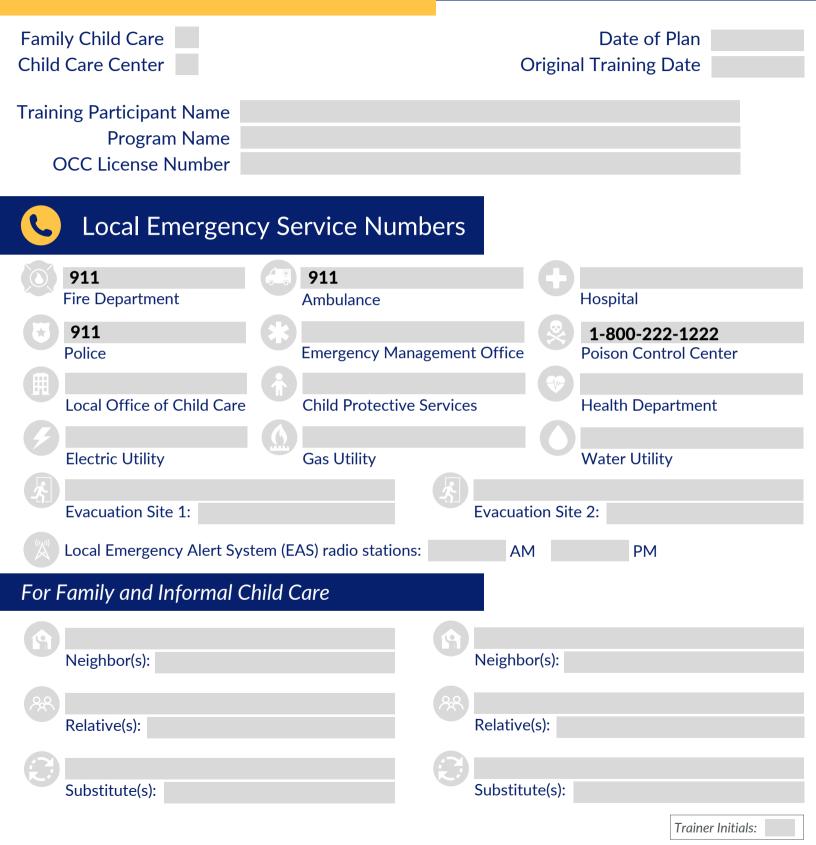
# Emergency Preparedness Plan for Child Care Providers



Abilities Network<sup>\*</sup>

PROJECT ACT



### Persons Responsible for Emergency Response

EQUITY AND EXCELLENCE

2)

		Person/Position Responsible	Alternate
	Declare an Emergency:		
	Call for Assistance:		
<u>}</u>	Contact Families:		
3	Decide to Evacuate:		
	Contact Evacuation Site:		
	Arrange Transportation:		
	Complete Final Building Check after Evacuation:		
$\bigcirc$	Determine End of Emergency:		
	Media Contact:		
8	Pet Arrangements: (if needed, if time allows)		
Htt	Account for All Children and Adults: (after emergency)	Method:	
	Maintain Disaster Supply (check regularly to replace & replen		
(P)	Carry Disaster Supply Kit		
		Location:	
	Carry Children's Activity I	Kit:	
		Location:	
	Carry Needed Medication	1:	
		Location:	
	Carry Essential Documen	t File:	
	<ul> <li>attendance</li> <li>sign in and sign out sheets</li> <li>contact information</li> <li>completed emergency cards</li> <li>care plans</li> <li>insurance information</li> </ul>	Location:	
	emergency plan		Trainer Initials:
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## 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:

**Cell Phones** 

Walkie Talkies

Location of Communication Items:

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
Name of Location	Address	Phone Number	Contact Person	Formal Written Agreement? Yes Due Date
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:









#### 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:







#### **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:



Description of emergency situations that require lockdown:

Procedures for entering lockdown including methods of communicating with families:







## Training, Preparation and Review

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

Date of Review:

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









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



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SEEING ABILITIES NOT DISABILITIES.

Project ACT Emergency Preparedness Dashboard





