Emergency Preparedness Plan

Informal Child Care Providers

Date of Plan _____ Original Training Date _____

Training Provider Name: _____

Provider Email: _____

Provider ID: _____ Provider Party ID: _____

Parent's Name: _____ Parent Party ID: _____

Parent's Email Address: _____

Care Type: ☐ Non-Relative ☐ Relative

Care Location: ☐ Child's Home ☐ Provider's Home

Local Emergency Service Numbers

911 Fire Department	**911** Ambulance	Hospital
911 Police	County Emergency Ctr Hotline	**1-800-222-1222** Poison Control Center
Child's Doctor	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 _____ FM

Informal Child Care

Parent: _____ _____

Phone #: _____ _____

Relative: _____ _____

Phone #: _____ _____

Neighbor/Friend: _____ _____

Phone #: _____ _____

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Persons Responsible for Emergency Response

Provider acknowledges their responsibility for preparation of and carrying out emergency response duties.

- ☐ Declare an Emergency
- ☐ Call for Assistance
- ☐ Contact Families
- ☐ Decide to Evacuate
- ☐ Contact Evacuation Site
- ☐ Arrange Transportation
- ☐ Complete Final Home Check After Evacuation
- ☐ Determine End of Emergency
- ☐ Pet Arrangements (If needed, if time allows)
- ☐ Account for All Children and Adults (after emergency)

Emergency Ready to Go Pack

- ☐ Flashlight
- ☐ Batteries
- ☐ Portable First Aid Kit
- ☐ Thermometer
- ☐ Medications*
- ☐ Bottled Water
- ☐ Non-perishable Food
- ☐ Diapers*
- ☐ Change of Clothes
- ☐ Blanket(s)
- ☐ Folder/Binder with EPP Documents
- ☐ Backpack(s) or Carrying Case(s)
- ☐ Special Toys or Games
- ☐ Scissors, Tape, & Sealing Plastic

*Indicate **Yes** or **N/A** (all other items require an acknowledgment of **Yes**)

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Emergency Communication

Primary Person (Informal Provider) Responsible for Communicating Emergency Information:

Alternate Person Responsible for Communicating Emergency Information:

Items and Methods for Communicating in an Emergency:

- ☐ **Cell Phones**
- ☐ **Text/SMS**
- ☐ **Email**
- ☐ **Other (describe)**

Location of Communication Items:

Person 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** ◯ **No** *Due Date*
				◯ **Yes** ◯ **No** *Due Date*
				◯ **Yes** ◯ **No** *Due Date*

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

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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 who is impaired or in a disgruntled state:

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Transportation Safety

Maryland's Child Passenger Safety Laws
Transportation Article 22-412.2 (Child Restraints)

- Maryland's law (effective October 1, 2013) requires that children under eight years must ride in an appropriate child restraint, *unless the child is 4'9" or taller.
  *Child restraint includes car seats and booster seats and other federally approved safety devices.
- Every child from 8 to 16 years old who is not secured in a child restraint must be secured in the vehicle's seat belt, in every seating position in the vehicle.
- This law is applicable to in-state and out-of-state vehicles.
- It is the driver's responsibility for making sure all children are correctly buckled up.

INFANTS	Infants should be placed in the back seat, rear-facing until they are 2 years old and weigh at least twenty pounds.
TODDLERS	Toddlers should use a fully upright, forward-facing child seat after the child reaches 2 years old and weighs between 20 and 40 pounds.
PRESCHOOLERS	Preschoolers should remain in a safety seat with a harness system until 40 pounds. After 40 pounds, it is time for a booster seat to raise the child so that the vehicle lap and shoulder belt fit correctly. Use a booster seat until your child weighs 60 to 80 pounds and is about four feet, nine inches tall.
SCHOOL AGE CHILDREN	School Age Children should remain in booster seats (see preschoolers). Never place the shoulder belt under the arm or behind the back. The safest position for a child is in the back seat until the child is big enough to use a safety belt.

Additional Emergency Preparation

The parent and provider need to teach proper evacuation procedures to the children so that they can respond promptly and appropriately in the event of an emergency. These include:

- ☐ **Fire Evacuation Plan** - The Parent and Provider conduct fire drills from all the areas of the home that are used for child care so children can learn different evacuation routes.
- ☐ **Calling 9-1-1** - The Parent and Provider instruct children who are able to self-direct and are ready to learn in the use of the 9-1-1 telephone number to summon help in an emergency.
- ☐ **Orient Children** - The Parent and Provider regularly orient children, who are old enough to understand, in procedures to be used in the event of a fire or other emergency requiring escape from the home.
- ☐ **Older Children** - The Parent and Provider regularly review the evacuation procedures with older children.
- ☐ **Declared Emergencies** - In the event of a declared emergency, be prepared to respond as directed by the local emergency management agency through sources of public information.

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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:

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Training, Preparation and Review

Person Responsible for Emergency Preparedness Plan Annual Review:

Person Responsible for Communicating Emergency Preparedness Plan with Families:

Date of Review:

Person Responsible for Ensuring that Evacuation and Shelter in Place Procedures are Practiced with Children and Household Members:

Note that the Informal Child Care Provider is responsible for carrying out and/or coordinating these emergency preparedness duties. It is important for the provider and the parent to routinely review this Emergency Preparedness Plan to ensure it can be carried out in the event of an actual emergency and that the plan and the Emergency Ready to Go Pack, including documentation and any medications, are kept up to date.

Procedures in Place to Safeguard the Emergency Ready to Go Pack and medications:

Plan Adjustments

Date Updates Were Made to Plan

Date Plan was Reviewed (Needs to be Verified within 60 Days of the Updates)

Trainer Signature

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This Section for Trainer Use Only

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

FEMA

Multihazard Planning for Child Care

Maryland.gov

Maryland Emergency Management Agency

ChildCare Aware® OF AMERICA

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Project ACT Emergency Preparedness Dashboard

Ready

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Handling Emergencies

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