



## Child Care Agency Emergency Preparedness Plan Checklist and Template

In accordance with the requirements of T.C.A. § 71-3-517 and the Child Care Development and Block Grant (CCDBG), child care agencies shall develop written multi-hazard (or emergency preparedness) plans in consultation with local authorities and emergency management to protect children in the event of emergencies. Child care agencies are required to inform parents of the emergency preparedness plan.

Emergency preparedness plans shall include: provisions for evacuation, relocation, shelter-in-place and lock down; staff and volunteer emergency preparedness training and practice drills; communication and reunification with families; accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and maintaining continuity of operations.

**This Child Care Agency Emergency Preparedness Plan Checklist and Template is designed as a guide for all child care agencies licensed by the Tennessee Department of Human Services and all other regulated and unregulated child care agencies and Authorized Professionals participating in the Child Care Payment Assistance/Certificate Program to meet all basic requirements for emergency preparedness planning in compliance with CCDBG requirements.**

- Provisions for a range of possible events that include, but are not limited to:
  - Fires
  - Chemical Spills
  - Shelter in Place
  - Tornados
  - Floods
  - Lockdown
  - Earthquakes
  - Law Enforcement Emergencies
- Potential risks specific to agency location have been identified
- Designated relocation sites and evacuation routes to those sites
- Procedures for notifying parents/guardians in an emergency
- Reunification plans for children and families
- Parents/Guardians of enrolled children have been informed of the plan
- Written individualized emergency plans to accommodate children with special needs, including infants and toddlers; children with disabilities; and children with chronic medical conditions
- Documentation that agency emergency plan is reviewed monthly
- Documentation that agency staff and volunteers are trained on the emergency plan annually
- Documentation of the following practice drills shall be maintained for one (1) year:
  - Monthly fire drills
  - Alternating monthly drills for every shift, including extended hours
  - One drill other than fire every six (6) months
  - Practice drills conducted to simulate (as closely as practical) conditions of a real emergency (utilizing alarms, practice evacuation, etc.)
- The following emergency numbers posted next to agency telephones and readily available to staff:
  - Nearest Hospital Emergency Room
  - Ambulance or Rescue Squad
  - Poison Control Center
  - Department of Children's Services
  - Child Abuse Hotline
  - 911 (or equivalent)
  - Police Department and/or Sheriff's Office
  - Local Emergency Management Agency
  - Fire Department
  - Department of Human Services
  - Child Care Complaint Hotline
- Emergency contact information for parents/guardians readily available to staff and maintained in a portable travel format
  - Includes work, home and cell phone numbers

## CHILD CARE AGENCY INFORMATION – (Please Print)

Agency Name:

Street Address:

City:

State:

Zip Code:

Primary Agency Contact

Primary Contact Phone

Primary Contact Email

Alternate Agency Contact

Alternate Contact Phone

Alternate Contact Email

## GENERAL

The following emergency numbers are readily available to all staff and located at *each* agency phone location:

<b>Fire Department</b>	
<b>Police Department/Sheriff's Office</b>	
<b>Ambulance/Fire Squad</b>	
<b>Poison Control Center</b>	
<b>911 or local equivalent</b>	
<b>Local Emergency Management</b>	
<b>DCS Child Abuse Hotline</b>	<b>(877) 237-0004</b>
<b>DHS Child Care Complaint Hotline</b>	<b>(800) 462-8261</b>

If necessary, **following an evacuation we will relocate** to:

Relocation Site Name:

Relocation Site Address/Location:

Phone Number to call at Relocation Site:

In the event of an emergency, **designated relocation and evacuation routes are posted** in the following places:

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In the event of an emergency, our **procedure for parent notification** is:

Unless otherwise specified, following an emergency our **reunification plan for children with families** is:

If we are instructed by emergency personnel to relocate to a temporary shelter, our **transportation plan** is:

Potential risk(s) specific to our location may include:

Provisions for a range of possible events that the Emergency Preparedness Plan must include, but are not limited to:

## FIRES

Our **fire alarm signal** is:

Our **all-clear signal** is:

If necessary, the person(s) **who will shut off utilities** using clearly written instructions posted at *each* utility control or shut off point will be:

Primary:

Alternate:

There are two (2) evacuation routes from every room and the routes are posted in each room. To ensure that all children are safely evacuated and accounted for, **our evacuation procedure** is:

If required, the **temporary shelter** is located at:

Name of Shelter:

Address/Location of Shelter:

Following an evacuation, the **check-in station** where parents may pick-up their children is located at:

We have informed and trained staff on the location and use of fire extinguishers. The frequency at which all **fire extinguishers are regularly** inspected is:

The frequency at which **all smoke detectors and/or fire alarms are regularly inspected** is:

## TORNADOS/SEVERE WEATHER

We receive warnings of severe weather using:

The designated **safe gathering location inside the building** is:

Staff are trained to move children from outdoors to indoors immediately. **To alert staff** without alarming children, we:

Severe weather procedures are posted at the following locations:

## EARTHQUAKES

Children and staff know how to crouch, protect to their heads and necks, and hold on. If inside, everyone should shelter under tables and cover their heads. If outdoors, everyone should stay outdoors and avoid trees, fences, power poles/lines, and other potential falling debris.

**After an earthquake**, our plan is:

## CHEMICAL SPILLS & HAZARDOUS MATERIALS

To receive notifications of hazardous materials incidents, we:

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In the event of a hazardous materials incident, our **response plan is:**

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Our **plan to ensure all children are in a safe place is:**

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If necessary, the **person(s) who will shut off the HVAC** using clearly written instructions posted at the HVAC control will be:

Primary:	Alternate:
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## FLOODS

To determine if our facility is in a flood plain, we have contacted:

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To **receive flood warnings**, we have:

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To alert staff without alarming children, **our response plan is:**

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We have a supply of water in the event water service is interrupted. When evacuating, the precautions we will take include:

If necessary, the person(s) **who will shut off utilities** using clearly written instructions posted at *each* utility control or shut off point will be:

Primary:	Alternate:
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### LOCKDOWN OR LAW ENFORCEMENT EMERGENCIES

In a law enforcement emergency or other event requiring our facility to enter a lockdown, **children will be moved to designated safe area locations in our facility and out of view**. The designated safe area locations in our facility are:

We will immediately contact the following authorities:

The person(s) **who will secure facility entrances/exits** in a lockdown will be:

To avoid alarming children, the code we have established for law enforcement emergencies is:

## **BOMB THREATS**

All staff understands that only law enforcement personnel should check the building for bombs. In the event of a bomb threat, our procedure is:

To alert staff without alarming children to evacuate the facility, we:

If it is safe to evacuate the building, we will notify parents after gathering at the following safe place:

## **SHELTER IN PLACE**

When events require a shelter in place response, our procedure includes:



## CONTINUITY OF OPERATIONS

Immediately following an emergency, the following actions will be taken to assess event impact and determine how, if at all, to maintain continuity of operations:

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All **staff are trained annually** on this Emergency Preparedness Plan. This Emergency Preparedness Plan is **reviewed monthly**. Review and training documentation is located at:

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**Fire drills are conducted every month.** (If applicable, alternate monthly drills are conducted to cover each shift.) A drill *other than fire* is conducted once every six (6) months. Practice drills are conducted to simulate (as closely as practicable) conditions of a real emergency. Documentation of drills is located at:

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Our plan to safeguard records is:

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Parents/Guardians for all children have been informed of this Emergency Preparedness Plan. In developing this plan, we have consulted with:

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<b>This Emergency Plan was adopted by our agency on and will be reviewed one (1) year from:</b>	<b>Date:</b>
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Owner/Director Name Signature:
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**EPP RESOURCE – INDIVIDUALIZED ACCOMMODATION PLAN FOR CHILDREN WITH SPECIAL NEEDS (Including infants and toddlers, children with disabilities, and children with chronic medical conditions. Attach additional pages/details as necessary.)**

**Child Name:** \_\_\_\_\_

**EPP RESOURCE – EMERGENCY PREPAREDNESS PLAN STAFF/VOLUNTEER TRAINING & REVIEW LOG**

<b>Month</b>	<b>Date of Monthly Review by Owner/Director</b>	<b>Date of Annual Staff/Volunteer Review</b>	<b>Date(s) of Additional Staff/Volunteer Training</b>	<b>Training Description</b>	<b>Conduct/Coordinated By:</b>
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
<b>Agency Notes</b>					

**EPP RESOURCE – FIRE DRILL LOG**

<b>Month</b>	<b>Fire Drill Date/Time</b>	<b>Conducted By: (Initial)</b>	<b>Fire Alarm Test Date/Time</b>	<b>Conducted By: (Initial)</b>	<b>Smoke Detector Test Date/Time</b>	<b>Conducted By: (Initial)</b>	<b>Fire Extinguisher Inspection Date/Time</b>	<b>Conducted By: (Initial)</b>
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
<b>Agency Notes</b>								

**EPP RESOURCE – ALL OTHER DRILLS LOG**

Month	Tornado Drill Date/Time	Flood Drill Date/Time	Hazardous Material Drill Date/Time	Law Enforcement Drill Date/Time	Earthquake Drill Date/Time	Bomb Threat Drill Date/Time	Other Drill Date/Time	Conducted By: <i>(Initial)</i>
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
<b>Agency Notes</b>								



