

# EMERGENCY PLAN PROCEDURES\*

\*Shall be readily accessible in designated location(s) within the center.

Police	911	
Fire	911	
Ambulance	911	
Poison Control	(800) 222-1222	

## Center Information

Center Name:		Center Phone:
Center Address:		
# of Children	Describe below any special needs of staff or children enrolled:	
# of Staff		
# of Non-Ambulatory Children		

## Locations of Emergency Information and Equipment

First aid kit and any additional first aid supplies:	
Emergency Manual (if applicable):	
Fire Extinguishers:	
Fire Alarms Pull Stations:	
Parental Authorization for Emergency Medical Treatment:	
Emergency Contact Information for Each Child:	
Other:	

## Medical Care

Physician or Health Facility to be used in emergencies:	Hospital or Clinic where injured or ill children will be taken:
Name:	Name:
Address:	Address:
City:	City:
Phone:	Phone:

## Emergency Transportation: Step By Step Procedures For Obtaining Transportation

FOR EMERGENCY MEDICAL ATTENTION	TO OFF-SITE (INDOOR) EVACUATION LOCATION

## Evacuation and Relocation Procedures

If we need to evacuate our site and relocate to another site, the following procedures will be followed

### EVACUATION ROUTES/EXITS

Center Diagram Attached (includes evacuation routes from each classroom and outdoor play area)

### EVACUATING INFANTS/TODDLERS (if applicable)

Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.

### EVACUATING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS (if applicable)

Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine.

### Procedures for Evacuation

### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

### Emergency Kit

LOCATION(S)

CONTENTS

### Evacuation Locations

#### On-Site Evacuation Location (i.e. fire drills, very short time period of displacement)

ON-SITE LOCATION

ALTERNATE ON-SITE LOCATION

#### Off-Site (Indoor) Evacuation Location (i.e. gas leak, fire, any center displacement for an extended period of time)

OFF-SITE (INDOOR) EVACUATION LOCATION

ALTERNATE OFF-SITE (INDOOR) EVACUATION LOCATION

Building Name

Building Name

Street Address

City

Street Address

City

Phone Number

Contact Name

Phone Number

Contact Name

Other Details

Other Details

Operates during the same operating hours as the center.

Location is within safe walking distance.

Transportation required. See "Emergency Transportation" above.

Operates during the same operating hours as the center.

Location is within safe walking distance.

Transportation required. See "Emergency Transportation" above.

## Shelter-In-Place/Lockdown\* Procedures

If we need to stay in the building due to an emergency, the following procedures will be followed

LOCATION #1 IN CLASSROOMS/BUILDING	LOCATION #2 IN CLASSROOMS/BUILDING
<b>Procedures for Shelter-In-Place/Lockdown</b>	<b>Notification</b>
	EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN
	PARENTS/GUARDIANS WILL BE NOTIFIED WHEN
<b>Emergency Kit</b>	
LOCATION(S)	CONTENTS

## Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

<b>Notification</b>
PARENTS/GUARDIANS WILL BE NOTIFIED WHEN
<b>Release of Children</b>
Children will only be released to parents/guardians or other individuals listed on the child's form (with proper ID)
OTHER DETAILS ABOUT REUNIFICATION

## Local Enforcement Agency Notifications

Law Enforcement (Police)	Phone Number:	Contact Person:	Notes:
Emergency Management	Phone Number:	Contact Person:	Notes:
Fire Department	Phone Number:	Contact Person:	Notes:

## Utility Information

Gas	Company Name:	24-Hour Number:	Shut-Off Location:
Electric	Company Name:	24-Hour Number:	Shut-Off Location:
Water	Company Name:	24-Hour Number:	Shut-Off Location:

## Posted diagram shall include:

- how the center is to be evacuated during emergencies from each classroom and the outdoor play area; and
- OOL approved areas and rooms.

# Child Care Center

Street Address, City 00000

Phone: (609) 000-0000

