



Tennessee Department of Human Services Child Care Agency Emergency Preparedness Template

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:

Fire Department

Police Department/Sheriff's Office

Ambulance/Fire/Hospital ER

Poison Control Center

911 or local equivalent

Local Emergency Management

DCS Child Abuse Hotline **(877) 237-0004**

DHS Child Care Complaint Hotline **(800) 462-8261**

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:

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

TDHS staff should check the "Forms" section of the intranet to ensure the use of the current versions. Forms may not be altered without prior approval.

Date of Last Review: 05/06/2026

Date of Next Review: 05/06/2029

HS-3554

Effective Date: 05/15/2026

RDA: 2341

Page 1 of 14

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:

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

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

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

Primary:

Alternate:

FLOODS

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

To receive flood warnings, we have:

To alert staff without alarming children, our response plan is

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:

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:

All staff and volunteers 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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Page 7 of 14

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:

Our plan to safeguard records is:

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

This Emergency Plan was adopted by our agency on _____ Date:
and will be reviewed one (1) year from:

Owner/Director Name Signature:

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

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

Agency Notes:

EPP RESOURCE – FIRE DRILL LOG

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

Agency Notes:

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: (Initial)
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								

Agency Notes:

