



# Child Care Agency Emergency Preparedness Plan Template

In consultation with local authorities and local emergency management, child care agencies shall develop a written multi-hazard plan to protect children in the event of emergencies as required by T.C.A. § 71-3-517. This template is intended as a guide to ensure basic requirements of a proper emergency preparedness plan are addressed. The typical plan may include more detail.

## 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 staff and located at *each* agency phone location:

<b>Fire Department</b>	
<b>Police Department</b>	
<b>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:


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 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:
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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:

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

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## TORNADOS/SEVERE WEATHER

We receive warnings of severe weather using:

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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:
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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:


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:
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### LAW ENFORCEMENT EMERGENCIES

In the event of any law enforcement emergency, **children will be moved to the safest location in our facility.** We will immediately contact:


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

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### 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:

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




**EPP RESOURCE – EMERGENCY PREPAREDNESS PLAN TRAINING & REVIEW LOG**

<b>Month</b>	<b>Date of Monthly Review by Owner/Director</b>	<b>Date of Annual Staff Review</b>	<b>Date(s) of Additional Staff 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**

Month	Fire Drill Date/Time	Conducted By: <i>(Initial)</i>	Fire Alarm Test Date/Time	Conducted By: <i>(Initial)</i>	Smoke Detector Test Date/Time	Conducted By: <i>(Initial)</i>	Fire Extinguisher Inspection Date/Time	Conducted By: <i>(Initial)</i>
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>								



**EPP RESOURCE – PARENT/GUARDIAN EMERGENCY CONTACT INFORMATION**

Instructions: Record the contact information of parents/guardians of all children for use in emergency situations. It is recommended to update this with each enrollment and at minimum during your monthly review of this Emergency Preparedness Plan. Print as many as necessary.

<b>Child Name</b>	<b>Parent/Caregiver</b>	<b>Phone Number</b>	<b>Emergency Contact</b>	<b>Phone Number</b>