

**CHILD CARE EMERGENCY PREPAREDNESS AND RESPONSE PLAN – LICENSED CHILD CARE PROGRAMS**

Date of plan: \_\_\_\_\_ Date plan reviewed/updated (annually): \_\_\_\_\_

**1. Basic Information:** Provide information about your child care facility

Facility Name:	
Facility Address:	
Facility Phone:	
Facility Main Contact:	
Emergency Records/Supplies Kit Location(s):	
DHS Provider Number:	
Max. Child Capacity:	

**2. Emergency Contacts:** Identify the contact information for emergencies and post in easily accessible locations

	Contact Name	Phone	Email/Website
Police		911/	
Sheriff		911/	
Fire		911/	
Ambulance/Emergency Medical Technicians (EMTs)		911/	
Hospital			
Poison Control		1-800-222-1222	<a href="http://www.iowapoisson.org/">http://www.iowapoisson.org/</a>
County Emergency Manager			
Electric Company			
	Shut off location in facility:		
Gas Company			
	Shut off location in facility:		
Water Company			
	Shut off location in facility:		
Insurance Agent			
Radio/TV Station			
Community Partner			
Community Partner			
Out-of-State Contact			

	Contact Name	Phone	Email/Website
HHS Child Care Compliance Staff Person			<a href="https://hhs.iowa.gov/">https://hhs.iowa.gov/</a>
Reporting Serious Child Injuries/Death (within 24 hrs.)			<a href="#">injury report 2017 fillable final.pdf</a>
HHS Child Abuse Hotline		1-800-362-2178	
HHS Child Care Complaint Hotline		1-866-448-4605	
Child Care Resource & Referral Agency			<a href="http://www.iowaccrr.org">www.iowaccrr.org</a>
Child Care Nurse Consultant			<a href="https://hhs.iowa.gov/programs/programs-and-services/child-care/hcci">https://hhs.iowa.gov/programs/programs-and-services/child-care/hcci</a>

**3. Emergency Assessment:** After completing the risk assessment, select emergencies or disasters your facility is likely at risk for. *(check all that apply)* Use Section 8 to describe each emergency procedure identified (checked) below if not already addressed in Sections 4-7.

Bomb threat -		Hazardous material exposure (e.g., train derailment, grain elevator explosion, chemical sprays/leaks, etc.)	Structural damage to the facility (e.g., wind damage, vehicle hitting building)
Criminal activity		Ice/snow storms	Thunderstorm/lightning
Dangerous person or potentially violent situations		Injury/medical emergency – provider/staff	Tornado watch/warning
Earthquake		Injury/medical emergency – child (e.g., seizure, anaphylaxis, SIDS, etc.)	Utility outages – power failure or water line disturbance
Fire/smoke		Missing, lost, or abducted child	Responding to an intoxicated individual
Flooding		Mudslide/landslide	Other: communicable diseases, facility emergencies
Gas leak		Nuclear power plant or research facility accident*	List additional events likely to happen in your area

\*NOTE: If a licensed child care program is located within a 10-mile radius of a nuclear power plant or research facility, your plan must include procedures for nuclear evacuation.

***The program is responsible for reviewing Comm 204 and preparing emergency plans, procedures, and diagrams for your facility.***

**4. Parent Reunification:** When we must evacuate our facility or when parents/guardians are unable to pick up their children, we will use the following procedures to reunite children with parents/guardians or an authorized emergency contact as soon as it is safe:

Notifications:	
Delay in reuniting children with parents or authorized emergency contact:	
Release	

**Evacuation:** When we need to evacuate our facility, we will use the following procedures:

Evacuation routes/exits:	
Evacuating infants/toddlers and others (children and staff) with limited mobility, special needs, or chronic medical needs:	
Emergency records/supply kits:	
Notifications:	
Evacuation sites:	
Evacuation site considerations:	
Transportation to evacuation locations:	
Additional:	

**5. Shelter-in-Place:** When we need to stay in the safest place inside our facility when there is a weather-related event, such as a severe storm/tornado, or notified by emergency officials when there is a chemical spill/hazardous gases, etc., we will use the following procedures:

Location:	
Evacuation routes/exits:	
Evacuating infants/toddlers and others (children and staff) with limited mobility, special needs, or chronic medical needs:	
Emergency records/supply kits:	
Notifications:	
Additional:	

**6. Lockdown:** When we need to stay in the safest place inside our facility when there is a security issue, such as a disgruntled person, active shooter, community violence, unstable custody disputes, hostage situation, other physical or verbal threats, etc., we will use the following procedures:

Location:	
Evacuation routes/exits:	
Evacuating infants/toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	

Emergency records/supply kits:	
Notifications:	
Additional:	

**7. Hazard/Incident Specific Events:** List of other types of emergencies or disasters not identified in Section 3 of the risk assessment. Use this section to identify your emergency procedures.

Event	
Steps you will take:	
Evacuating infants/toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	
Emergency records/supply kits:	
Notifications:	
Additional:	

Event	
Steps you will take:	

Evacuating infants/ toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	
Emergency records/supply kits:	
Notifications:	
Additional:	

Event	
Steps you will take:	
Evacuating infants/ toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	
Emergency records/supply kits:	
Notifications:	
Additional:	

Event	
Steps you will take:	
Evacuating infants/ toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	
Emergency records/supply kits:	
Notifications:	
Additional:	

Event	
Steps you will take:	
Evacuating infants/ toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	
Emergency records/supply kits:	
Notifications:	

Additional:	
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Event	
Steps you will take:	
Evacuating infants/ toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	
Emergency records/supply kits:	
Notifications:	
Additional:	

**8. Cyber Security and Back-Up Records:** Provide information about your procedures for protecting electronic records as well as back-up copies of records.

Protecting your computer hardware	
Protecting your computer software	
If your computer is destroyed, critical documents are maintained and available	
Back-up records, including a copy of insurance policies, facility plans, bank account records and computer	On-Site:

back-ups stored in a secure location (fire/water resistant safe)	Off-Site:
Providing continuity if accounting and payroll records are destroyed	

**Continuity of Operations/Recovery:** Planning for an emergency or disaster also includes thinking about what issues you may have and what resources you will need after an emergency or disaster. The goals of continuity of operations/recovery are to:

- Repair/rebuild your facility/building and restore services as quickly as possible;
- Meet the needs (physical, health and emotional) of children, families and staff; and
- Provide a supportive and caring environment that brings normalcy back into children’s lives

Communication systems:	
Reopening your facility	
Alternate location for your program:	
Displaced families:	
Displaced staff:	
Support networks to cope with trauma:	