

## **EMERGENCY INFORMATION PARENT LETTER**

Dear Parent/Guardian:

As part of our child care program's emergency planning, I want to tell you where we will go in an emergency when we need to leave our building and how you can contact us. Your child's safety is very important in our program. By planning for emergencies and practicing our emergency plan through drills, we can reduce the risks of an emergency and help lessen fear and anxiety for your child.

It is very important to let us know when there is a change in your contact information, as well as, for people that you told us to contact in an emergency if we cannot reach you. If you want to review the contact information currently in our records, please let me know.

**Evacuation and Relocation:** If we must leave our building and go to a safer place, the type of emergency will determine the evacuation location we go to.

1. Our **Neighborhood** evacuation location in an emergency, such as a fire, is:

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2. Our **Out-of-Neighborhood** evacuation location in an emergency, such as a gas leak or hazardous material spill, is:

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3. Our **Out-of-Town** evacuation location in an emergency, such as a tornado or flash flooding, is:

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**Communication:** In an emergency, we will contact you as soon as the children are safe. If we cannot reach you, we will contact individuals you gave us as emergency contacts. We can only release your child to you or individuals that you identified in our records as being authorized to pick up your child. Also, we will share emergency information with \_\_\_\_\_ as another way to communicate with you. Note: If there is an emergency situation that does not allow us to go to the evacuation locations we've identified, we will contact you with our location as soon as the children are safe.

I have included a card that you can cut out and put in your wallet. This card has our evacuation locations and contact information. The card also includes an out-of-state contact if in-state phone service is down.

**Emergency Supplies:** I encourage you to provide a "comfort kit" for each of your children in our child care program. In an emergency, it is important for your child to have personal items that will help keep him/her calm when separated from you during and after an emergency. The kit will stay in our building. I suggest the kit include the following items: a change of clothes and socks; a small toy, stuffed animal or book; a picture of the child; a family picture; and a comforting note from you.

You can put the items in a large, sealed plastic bag with your child's name on it. When you have your kit ready, please give it to me when you drop off your child.

Emergency planning is important for our program and may also be important for your family's safety and well-being in an emergency or disaster. The *Ready Iowa* website has resources available to help you develop an emergency plan for your family. <http://beready.iowa.gov/>

I want you to know that in an emergency, we will stay with and care for your child. If you want to learn more about our program's emergency plan or have any questions or concerns, please let me know.

Sincerely,

### Child Care Emergency Plan–Wallet Card

Child Care Provider: \_\_\_\_\_  
Owner/Director Name: \_\_\_\_\_  
☎Phone: \_\_\_\_\_  
Address of Child Care Facility: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

☎ DIAL 911 FOR EMERGENCIES ☠ POISON CONTROL 1-800-222-1222

### Out of Area Emergency Contact Information

Name: \_\_\_\_\_  
☎Phone: \_\_\_\_\_  
\_\_\_\_\_  
Neighborhood Evacuation Location: \_\_\_\_\_  
\_\_\_\_\_  
Out-of-Neighborhood Evacuation Location: \_\_\_\_\_  
\_\_\_\_\_  
Out-of-Town Evacuation Location: \_\_\_\_\_

Iowa Child Care Resource and Referral  
www.iowaccrr.org

### Child Care Emergency Plan–Wallet Card

Child Care Provider: \_\_\_\_\_  
Owner/Director Name: \_\_\_\_\_  
☎Phone: \_\_\_\_\_  
Address of Child Care Facility: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

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### Out of Area Emergency Contact Information

Name: \_\_\_\_\_  
☎Phone: \_\_\_\_\_  
\_\_\_\_\_  
Neighborhood Evacuation Location: \_\_\_\_\_  
\_\_\_\_\_  
Out-of-Neighborhood Evacuation Location: \_\_\_\_\_  
\_\_\_\_\_  
Out-of-Town Evacuation Location: \_\_\_\_\_

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