

CHILD CARE EMERGENCY PREPAREDNESS AND RESPONSE PLAN – HOME PROVIDERS

Date of plan: _____ Date plan reviewed/updated (annually): _____

1. Basic Information: Provide information about your child care home

Name:	
Address:	
Phone:	
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			
Fire		911/	
Ambulance/Emergency Medical Technicians (EMTs)		911/	
Hospital			
Poison Control		1-800-222-1222	http://www.iowapoisn.org/
County Emergency Manager			
Electric Company			
	Shut off location in home:		
Gas Company			
	Shut off location in home:		
Water Company			
	Shut off location in home:		
Insurance Agent			
Radio/TV Station			
Neighbor			
Neighbor			
Out-of-State Contact			

	Contact Name	Phone	Email/Website
DHS Child Care Compliance Staff Person			http://dhs.iowa.gov/
Reporting Serious Child Injuries/Death (within 24 hrs.)			ccsid@dhs.state.ia.us Child Care Injury/Incident Report
DHS Child Abuse Hotline		1-800-362-2178	
DHS Child Care Complaint Hotline		1-844-786-1296	
Child Care Resource & Referral Agency			www.iowaccrr.org
Child Care Nurse Consultant			http://idph.iowa.gov/hcci

3. Emergency Assessment: After completing the risk assessment, select emergencies or disasters your child care home is likely at risk for. (*check all that apply*) Use Section 10 to describe each of the emergency procedures identified (checked) below if not already addressed in Sections 4-9.

	Bomb threat		Hazardous material exposure (ex. train derailment, grain elevator explosion, chemical sprays/leaks, etc.)		Structural damage to child care home
	Criminal activity		Ice/snow storms		Thunderstorm/lightening
	Dangerous person or potentially violent situations		Injury/medical emergency – provider/staff		Tornado watch/warning
	Earthquake		Injury/medical emergency – child		Utility outages – power failure or water line disturbance
	Fire/smoke		Missing, lost or abducted child		List additional event likely to happen in your area
	Flooding		Mudslide/landslide		List additional event likely to happen in your area
	Gas leak		Nuclear power plant or research facility accident		List additional event likely to happen in your area

4. Parent Reunification: If you must evacuate your child care home 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:	Describe information you give to parents: location of evacuation sites, emergency contact information for your child care home, etc. Location(s) of emergency contact information for each parent/guardian.
Delay in reuniting children with parents or authorized emergency contact:	It may take an extended period of time to reunite a child with their parents. Describe your procedures for extending hours of operation in the event that parents cannot pick up their child. Identify ways to access resources with responsibility for temporary care of children in situations where you are unable to reach parents or authorized emergency contacts in the aftermath of a disaster.
Release	Describe your procedures for reuniting children with parents, including steps to ensure that you only release children to parents/guardians or other authorized individuals.

5. Evacuation: If we need to evacuate my child care home because there is a fire, gas leak, structural damage, etc., we will use the following procedures:

Evacuation routes/exits:	List the areas/rooms used for child care. List exits from each area/room, including rescue windows, if applicable, and describe the route you will take from each. Attach a site diagram of the evacuation routes/exits that is also posted in each area/room used for child care.
Evacuation sites:	<ol style="list-style-type: none"> 1. Location/address of the neighborhood location (for example, if you had a fire): 2. Location/address of the out-of-neighborhood location (for example, if you had a gas leak or bomb threat and as directed by emergency officials): 3. Location/address of the out-of-town location (for example: following a widespread disaster – tornado, flood, etc., and as directed by emergency officials):
Transportation to evacuation locations:	Describe how you will transport children to each off-site evacuation location. Consider how you will safely travel to each of your evacuation locations. Do you have a valid driver’s license? Do you have a way to transport children safely to each off-site evacuation location? If not currently, discuss options with your county emergency manager to develop a plan based on community resources available.
Additional:	Additional information not covered above: For example, moving to an off-site evacuation location when extreme weather conditions exist. How will you ensure all children are present and accounted for? For example, ‘name to face’ rollcall, daily attendance sheet, etc. Procedures for pets, emergency medications, etc. for children and staff (co-provider, substitute, etc).

6. Shelter-in-Place/Lockdown: If we need to stay in the safest place inside my child care home 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., **OR** when there is 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:	Identify the location(s) of the designated shelter-in-place and/or lockdown location.
Evacuation routes/exits:	List the areas/rooms used for child care. List exits from each area/room and describe the route you will take from each. Include a site diagram of the evacuation routes/exits that is also posted in each area/room used for child care.
Additional:	Additional information not covered above.

7. Evacuating infants/toddlers and others (children/individuals in the household) with limited mobility, special needs or chronic medical needs:

Describe how you will move infants/toddlers and others with limited mobility in an emergency. Include specific items you will need to transport infants/toddlers (i.e., evacuation cribs, wagon, sled, etc.).

Include additional information about items/supplies you will need to meet the needs of individual children. For example, diapers, formula, medication, specialized medical equipment, comfort kit, etc.

8. Emergency records/supply kits:

Describe the following:

Where you store emergency contact information and how you will access it in an emergency. Include other places you will keep emergency contact information.

How will you ensure all children are present and accounted for? For example, 'name to face' rollcall, daily attendance sheet, etc.

The contents and location of emergency supply kit(s) and emergency records kit.

9. Notifications:

Include:

How you will communicate the emergency plan to children;

How you will notify emergency services;

How and when you will communicate with parents; and

Who will decide when it is safe to return to your child care home? (i.e., authorization should come from emergency response officials)

10. Hazard/Incident Specific Events: List other types of emergencies or disasters identified in Section 3 in the risk assessment. Use this section to identify your emergency procedures. For example, flash flood, missing child, or power outage.

Event	
Steps you will take:	
Additional:	

Event	
Steps you will take:	
Additional:	

Event	
Steps you will take:	
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Steps you will take:	
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Event	
Steps you will take:	
Additional:	

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

Protecting your computer hardware	How are you protecting your child care business computer hardware?
Protecting your computer software	How are you protecting your child care business computer software?
If your computer is destroyed, critical documents are maintained and available	How are you protecting critical documents?
Back-up records, including a copy of insurance policies, bank account records and computer back-ups stored in a secure location (fire/water resistant safe)	<p>On-Site: Do you have paper or electronic copies in your emergency records kit?</p> <p>If you care for children on the Child Care Assistance Program (CCA), how are you protecting those records? Do you use DHS's online KinderTrack System for submitting attendance information and claims?</p>
	<p>Off-Site: Are records backed up using a portable device (thumb drive, external drive, etc.) or stored on 'Cloud' storage on the Internet (e.g., Google Drive, Microsoft 360, etc.)? Do you have a way to access records if you lose electricity or Internet connection?</p>

Providing continuity if accounting and payroll records are destroyed	<p>How are you protecting accounting records?</p> <p>Do you have records available electronically? If so, are records backed up using a portable device (thumb drive, external drive, etc.) or stored on 'Cloud' storage on the Internet (e.g., Google Drive, Microsoft 360, etc.)?</p>
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12. 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 child care home and restore services as quickly as possible;
- Meet the needs (physical, health and emotional) of children, families and yourself; and
- Provide a supportive and caring environment that brings normalcy back into children's lives

Communication systems:	<p>Describe your procedures for updating DHS compliance (spot checker) staff, the Child Care Assistance Program, Child Care Resource & Referral, and families about your child care home's status.</p> <p>Describe your procedures for getting updates from DHS compliance (spot checker) staff, the Child Care Assistance Program, Child Care Resource & Referral, and families.</p>
Reopening your child care business	<p>What steps must you complete to verify that your child care home is safe to care for children? Who is qualified to inspect your child care home to determine if it is safe?</p> <p>If there is damage that requires repairs, do you have a list of contractors with contact information that can provide emergency repair services?</p> <p>What necessary equipment and supplies will you need?</p> <p>What resources will you need to set up child care area(s)?</p> <p>What steps do you need to do to restore meal and snack service?</p> <p>If you must remain closed temporarily, refer parents to the CCR&R Parent Referral Line, 1-855-244-5301, for a list of child care providers in the area.</p>
Alternate location for your program:	<p>If your child care home is severely damaged or destroyed, do you have an alternate location to continue to provide child care? If yes, will you transport children to the alternate location?</p> <p>What steps must you complete before caring for children at the alternate location? (e.g., DHS pre-inspection, etc.)</p>
Displaced families:	Describe procedures for allowing parents' access to their child's immunization records, health forms, etc.
Support networks to cope with trauma:	List support networks and resources available for yourself and families to cope with the trauma associated with the emergency or disaster. Refer to your child care consultant or child care nurse consultant for supports and resources available.