

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

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:	
Evacuation sites:	
Transportation to evacuation locations:	
Additional:	

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:	
Evacuation routes/exits:	
Additional:	

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

8. Emergency records/supply kits:

9. Notifications:

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:	
Additional:	

Event	
Steps you will take:	
Additional:	

Event	
Steps you will take:	
Additional:	

Event	
Steps you will take:	
Additional:	

Event	
Steps you will take:	
Additional:	

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	
Protecting your computer software	
If your computer is destroyed, critical documents are maintained and available	
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)	
Providing continuity if accounting and payroll records are destroyed	

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:	
Reopening your child care business	
Alternate location for your program:	
Displaced families:	
Support networks to cope with trauma:	