

CHILD CARE EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Date of plan: _____

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:	
Registration/Max. Child Capacity:	

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

	Contact Name	Phone	Email/Website
Police/Sheriff		911/	
Fire		911/	
Ambulance/Emergency Medical Technicians (EMTs)		911/	
Hospital			
Poison Control		1-800-222-1222	http://www.iowapoisson.org/
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			
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			ccsid@dhs.state.ia.us
DHS Child Abuse Hotline		1-800-362-2178	
DHS Child Care Complaint Hotline		1-844-786-1296	
Child Care Resource & Referral Agency		1-877-216-8481	www.iowaccrr.org
Child Care Nurse Consultant			http://idph.iowa.gov/hcci

3. Emergency Assessment: Identify emergencies or possible disasters likely for your facility.
(check all that apply)

	Bomb threat		Hazardous material exposure		Structural damage to facility
	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

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

4. Parent Reunification: If 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:	Describe information you give to parents: location of evacuation sites, emergency contact information for the facility, 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 our facility 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. Include a site diagram of the evacuation routes/exits that is also posted in each area/room used for child care.
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Evacuating infants/toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	Describe how you will evacuate infants/toddlers and others with limited mobility. Include additional information about items/supplies you will need to meet the needs of individual children. For example, diapers, formula, medication, specialized medical equipment, etc.
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. The contents and location of emergency supply kit(s) and emergency records kit and who is responsible for the kits when evacuating the facility.
Notifications:	Include: Who will decide when to evacuate the facility; How you will tell staff about evacuation decisions; 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 the facility?
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. Do you have a valid driver's license? Do you have a way to transport children and staff 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.

6. Shelter-in-Place: If 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:	Identify the location of the designated shelter-in-place 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.
Evacuating infants/toddlers and others (children and staff) with limited mobility, special needs or chronic medical needs:	Describe how you will relocate infants/toddlers and others with limited mobility to the shelter location. Include additional information about items/supplies you will need to meet the needs of individual children. For example, diapers, formula, medication, specialized medical equipment, etc.
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. The contents of emergency supplies that you will store in the shelter: including items and supplies for extended periods (1-3 days). For example formula, water, food hand sanitizer, diapers, toys, first aid kit, battery-powered radio, etc.
Notifications:	Include: Who will decide when to shelter-in-place in the facility; How you will tell staff about shelter-in-place decisions; How you will communicate the emergency plan to children; How you will notify emergency services (if necessary); How and when you will communicate with parents; and Who will decide when it is safe to stop sheltering-in-place?
Additional:	Additional information not covered above.

7. Lockdown: If we need to stay in the safest place inside our facility 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 of the designated 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. NOTE: You are not required to post the diagram of lockdown evacuation routes/exits in each area/room used for child care.
Evacuating infants/toddlers and others (children and staff) with limited mobility, special needs or chronic	Describe how you will relocate infants/toddlers and others with limited mobility to the shelter location. Include additional information about items/supplies you will need to meet the needs of individual children. For example, diapers, formula, medication, specialized medical equipment, etc.

medical needs:	
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. The contents of emergency supplies that you will store in the shelter: including items and supplies for extended periods (1-3 days). For example formula, water, food hand sanitizer, diapers, toys, first aid kit, battery-powered radio, etc.
Notifications:	Include: Who will decide when to implement lockdown procedures in the facility; How you will tell staff about lockdown decisions; How you will communicate the emergency plan to children; How you will notify emergency services (if necessary); How and when you will communicate with parents; and Who will decide when it is safe to stop lockdown sheltering?
Additional:	Additional information not covered above.

8. Hazard/Incident Specific Events: Provide information about your procedures for emergencies or disasters likely to happen in your area. For example, flash flood, missing child or power outage.

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:	

9. 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 facility's computer hardware?
Protecting your computer software	How are you protecting your facility's 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, facility plans, bank account records and computer back-ups stored in a secure location (fire/water resistant safe)	On-Site: Do you have paper or electronic copies in your emergency records kit? If you care for children on the Child Care Assistance Program (CCA), how are you protecting those records? Do you use DHS's KinderTrack System for submitting attendance information and claims?
	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?
Providing continuity if accounting and payroll records are destroyed	How are you protecting accounting and payroll records? 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.)?

10. 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:

- Rebuild you 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

Reopening your facility	<p>What steps must you complete to verify that your facility is safe to care for children? Who is qualified to inspect your facility 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? Do you have a list of equipment and supply vendors if you need equipment or supplies replaced?</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, do you have mutual aid agreements in place with other area child care facilities to temporarily care for children until your program can reopen?</p>
Alternate location for your program:	<p>If your facility/building 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, fire marshal inspection, etc.)</p>
Displaced families:	<p>Describe your procedures for sharing immunization records, health forms, etc. with other child care providers or schools if a family is displaced and must relocate based on a disaster.</p>
Communication systems:	<p>Describe your procedures for updating DHS registration/licensing staff, the Child Care Assistance Program, Child Care Resource & Referral, families, and staff about your facility’s status.</p> <p>Describe your procedures for getting updates from DHS registration/licensing staff, the Child Care Assistance Program, Child Care Resource & Referral, families and staff.</p>
Displaced staff:	<p>Describe your strategies for replacing staff that are not returning to work.</p>
Support networks to cope with trauma:	<p>Describe support networks and resources available for yourself, staff and families to cope with the trauma associated with the emergency or disaster.</p>