

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

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

Emergency records/supply kits:	
Notifications:	
Evacuation sites:	
Transportation to evacuation locations:	
Additional:	

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:	
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. 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:	
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:	

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

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