

# Emergency Preparedness Plan for **FACILITY NAME**

**INSERT LOGO IF APPLICABLE**

Date

Address

This emergency action plan includes the following information for **NAME OF FACILITY**:

**TIP: This table of contents can be updated by right clicking on it and choosing to update the entire table or just the page numbers.**

## Table of Contents

Basic Information .....	3
Purpose .....	4
Employee Responsibilities .....	4
Authorities and References .....	4
Evacuation .....	5
Shelter-in-Place .....	6
Parent Reunification.....	7

This document presents a sample child care emergency action plan.

### **Instructions:**

This document includes text with instructions, examples and tips which should be deleted once the facility specific information is added. This includes text boxes, red text, highlighted text and other instructional content.

## Basic Information

Record information on your childcare site to ensure preparedness in case of an emergency.

**TIP: Keep this information posted where staff can see it and update on a regular basis.**

Please keep this page updated and posted

<b>Facility Name</b>	
<b>Facility Address</b>	
<b>Facility Phone Number</b>	
<b>Facility Main Contact</b>	
<b>Emergency Kit Location</b>	
<b>Fire Extinguisher Locations</b>	
<b>Number of Children</b>	

## Emergency Contacts

Identify the contact information for emergencies and post in easily accessible locations.

<b>Emergency Coordinators</b>		
<b>Primary</b>		
<b>Secondary</b>		
<b>After Hours</b>		

<b>CONTACT NUMBERS</b>	
<b>Fairfax City Police</b>	<b>911</b>
<b>Fairfax City Police (non-emergency)</b>	<b>703-385-7924</b>
<b>Fairfax City Fire</b>	<b>911</b>
<b>Fairfax City Fire (non-emergency)</b>	<b>703-385-7847</b>
<b>Poison Control</b>	<b>800-222-1222</b>
<b>Dominion Virginia Power</b>	<b>888-667-3000</b>
<b>Gas</b>	
<b>Fairfax Water</b>	<b>703-698-5800</b>
<b>City of Fairfax Emergency Management</b>	<b>703-385-4856</b>
<b>Fairfax Hospital</b> 3300 Gallows Road Falls Church, VA 22042	<b>703-776-4001</b> <b>(non-emergency)</b>
<b>Insurance Provider</b>	

## Purpose

An emergency that involves the FACILITY NAME could impact and cause physical damage to the facilities, disrupt daily and/or weekly activities, and could threaten the ability to serve its customers and the community.

In this section provide an introduction to the Plan which describes:

1. Purpose of the document (document processes and procedures for the timely and efficient response to emergencies)
2. Time of implementation (In anticipation of, or in response to an emergency or incident impacting the church facility)
3. Desired outcome that will be achieved through the planning process (Being prepared and understanding what to do in various types of emergencies can reduce anxiety, fear, and losses that may occur)

## Employee Responsibilities

Each preschool staff member has specific duties and responsibilities in which they have been trained. Cell and land line phones are easily available to staff.

## Authorities and References

This plan was developed to meet section 22 VAC 15-3—610 of the Standards for Licensed Child Day Centers as set forth by the Commonwealth of Virginia and was **DATE APPROVED**

**TIP: Check to be sure these authorities or references are up-to-date as some of them may change from time to time.**

It is recommended that you coordinate with local law enforcement, fire, and emergency managers when developing your emergency action plan. This plan was created after review of current preschool/church policies and the Fairfax City Emergency Management planning review criteria as well as consultations with:

## Evacuation

In case of the need to evacuate our site, the following procedures will be followed.	
<b>Evacuation Routes/Exits</b>	Describe routes and exits and include a map if possible
<b>Evacuating Infants/Toddlers</b>	<p>Provide direction on how children should be evacuated</p> <p><b>EXAMPLE:</b></p> <ul style="list-style-type: none"> <li>• Children will be evacuated together using a portable play yard with wheels. <ul style="list-style-type: none"> <li>○ The center owns two play yards, each of which remain placed near each of the exits (front and back)</li> </ul> </li> <li>• In case of the need to evacuate through a window, children will be placed out of windows first, using any items available to safely place them on the ground (pillows, blankets, etc...)</li> </ul>
<b>Evacuating Pre-school Aged Children</b>	Provide directions on how older children will be evacuated, note example above.
<b>Notification</b>	<p>Outline procedures for notification of an evacuation</p> <p><b>EXAMPLE:</b></p> <p>Once all children have been safely evacuated:</p> <ul style="list-style-type: none"> <li>• 9-1-1 will be called</li> <li>• All parents/guardians will be notified via telephone of the evacuation</li> </ul>
<b>Emergency Kit Information</b>	<p>Describe use and location of emergency kits and information</p> <p><b>EXAMPLE:</b></p> <ul style="list-style-type: none"> <li>• Emergency kits are located near each exit.</li> <li>• Emergency kits will be taken when possible.</li> <li>• Each portable play yard will have an envelope attached to it with each child's emergency contact information.</li> </ul>
<b>Evacuation Site Name</b>	<p>Describe the evacuation site and when each site would be used, e.g., for fire vs. flooding or a bomb.</p> <p><b>EXAMPLE:</b></p> <ul style="list-style-type: none"> <li>• Neighborhood (specific address and in what situation this site will be used)</li> <li>• Out-of-neighborhood (specific address and in what situation this site will be used)</li> <li>• Out-of-town (specific address and in what situation this site will be used)</li> </ul>

<p><b>Transportation to Evacuation Location</b></p>	<p>Describe how children will be transported to the evacuation site</p> <p>EXAMPLE:</p> <ul style="list-style-type: none"> <li>• Children will be pushed in portable play yards or strollers to the neighborhood evacuation site weather permitting.</li> <li>• Children will be driven in personal vehicles, with car seats to the evacuation site.</li> </ul>
<p><b>Re-entry</b></p>	<p>Explain what the re-entry procedures are for the facility</p> <p>EXAMPLE:</p> <ul style="list-style-type: none"> <li>• After emergency personnel give the Emergency Coordinator the “all clear” signal, the Emergency Coordinator will give the lead teachers the “all clear” signal to reverse the route and re-enter the building.</li> <li>• If the building is determined to be unsafe, the Emergency Coordinator will contact the parents/guardians by phone and will follow the Reunification Procedures outlined below.</li> </ul>

Shelter-in-Place

<p><b>In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:</b></p>	
<p><b>Location</b></p>	<p>Explain where in the facility children will be taken to shelter in place.</p> <p>EXAMPLE: Children will be taken to an interior room in the basement of the church</p>
<p><b>Emergency Supplies</b></p>	<p>Explain what emergency supplies are kept onsite and where for sheltering in place</p> <p>EXAMPLE:</p> <ul style="list-style-type: none"> <li>• Emergency kits with food (including formula), toys, and water are stored in the basement.</li> <li>• A first aid kit is stored in the basement.</li> <li>• A cell phone will be brought to the basement</li> <li>• Emergency contact sheets are kept with the supplies.</li> <li>• Supplies for sealing the room are stored in the basement.</li> <li>• Extra cots, portable play yards and blankets are kept in the basement.</li> </ul>

<b>Notification</b>	<p>Outline procedures for notification when sheltering in place</p> <p>EXAMPLE:</p> <ul style="list-style-type: none"> <li>• Parents/guardians will be notified via telephone that the facility is sheltering in place and will provide any information available from authorities</li> <li>• Parents/guardians will be notified via telephone once the immediate threat has passed</li> </ul>
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## Parent Reunification

<p><b>In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.</b></p>	
<b>Notification</b>	<p>Outline process and procedures for what information parents/guardians can expect when notified</p> <p>EXAMPLE:</p> <ul style="list-style-type: none"> <li>• Parents/guardians are provided: <ul style="list-style-type: none"> <li>○ Information on each evacuation site</li> <li>○ Contact information for point of contact cell and home phone</li> </ul> </li> <li>• Parent/guardian contact numbers are <ul style="list-style-type: none"> <li>○ Stored in point of contact's cell phone</li> <li>○ Attached to portable play yards</li> <li>○ Kept in emergency kits</li> </ul> </li> </ul>
<b>Release</b>	<p>Explain the procedure for releasing children after an event.</p> <p>EXAMPLE:</p> <ul style="list-style-type: none"> <li>• Children will only be released to those listed on the emergency contact sheets provided by the parent/guardian.</li> </ul>