

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care

**Evacuation Planning Form for
Child Care Emergency/Disaster
Preparedness**

For

Child Care Provider or Program Name: _____

Date: _____

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Helpful Information Child Care Sample Forms for Emergency Disaster Preparedness Planning

In addition to this basic planning form, the following information and supportive sample forms are available at <http://chfs.ky.gov/dCBS/dcc/> to assist Child Care providers in Emergency Disaster Preparedness Planning:

1. Division of Child Care Things to Know When Preparing for an Emergency and/or Disaster in Child Care
2. Sample Child Care Child Information Form
3. Sample Child Care Daily Attendance Record Form
4. Sample Child Care Emergency Disaster Preparedness Parent Information Form for Reunification
5. Sample Child Care Evacuation Response Checklist Form
6. Sample Child Care Emergency Disaster Roster Sign Out Form
7. Sample Child Care Fire Drill Form
8. Sample Child Care Earthquake and Tornado Drill Form
9. Sample Child Care Bomb Threat Information Form
10. Sample Child Care Emergency Disaster Preparedness Provider Statement
11. Child Care Emergency Disaster Preparedness Planning Checklist

Child Care Regulatory References for Emergency/Disaster Preparedness

199.895 Evacuation plan required for child-care centers and family child-care homes -- Annual updating of plan -- Provision of plan to local emergency management officials and parents. (Effective July 12, 2012) (1) A child-care center licensed under KRS 199.896 and a family child-care home certified under KRS 199.8982 shall have a written plan for evacuation in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the center or home. The plan shall include but not be limited to:

- A designated relocation site and evacuation route;
- Procedures for notifying parents of the relocation and ensuring family reunification;
- Procedures to address the needs of individual children including children with special needs;
- Instructions relating to the training of staff or the reassignment of staff duties, as appropriate;
- Coordination with local emergency management officials; and
- A program to ensure that appropriate staff is familiar with the plan's components.

(2) A child-care center and a family child-care home shall update the evacuation plan by December 31 each year.

(3) A child-care center and a family child-care home shall retain an updated copy of the plan for evacuation, provide an updated copy to appropriate local emergency management officials, and provide a copy to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.

922 KAR 2:120. Child-child care center health and safety standards.

- "Adequate supervision" means that qualified staff devotes full-time attention to a child in care and ensures the child is within scope of vision and range of voice.

922 KAR 2:110. Child-care center provider requirements.

- The following records shall be maintained at the child-care center for five (5) years:
 - A written record of quarterly, practiced earthquake and tornado drills detailing the date, time, and children who participated;
 - A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated;
 - A written plan and diagram outlining the course of action in the event of natural or manmade disaster, posted in a prominent place.

Certification of Family Child –Care Homes/Registered Provider

922 KAR 2:100 Section 10: General Requirements, 922 KAR 2:180 Section 3: Additional Requirements

- Each floor level used for child care shall have at least one (1): unblocked exit to the outside; smoke detector, fire extinguisher; and carbon monoxide detector if the home uses fuel burning appliances; or has an attached garage.
- At least one (1) working land-line, unless the cabinet has been notified that the telephone is temporarily out of service) telephone on each level used for child care with a residential or commercial line and a list of emergency numbers posted by each telephone, including numbers for the police, fire station, emergency medical care and rescue squad and poison control.
- A fire and tornado drill shall be conducted during hours of operation at least monthly and documented.
- An earthquake drill shall be conducted during hours of operation; at least quarterly and documented.

Emergency/Disaster Preparedness Planning

A Child Care Provider/ Facility should prepare plans that allow for partial or full evacuation in a quick and efficient manner. Causes for evacuation may include fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic spill, electrical failure or structural damage. In the event of an emergency/disaster, evacuation should be done as quickly and safely as possible. When planning it is important to keep in mind there are three types of evacuations to consider.

- **Sheltering in place:** Children and staff remain at the facility/home but seek shelter for the emergency/disaster at hand. This would include tornado and chemical releases.
 - **On-site evacuation:** Children and staff move out of the facilities affected areas and relocate to another area on the property.
 - **Off-site evacuation:** Children and staff/provider are relocated to designated location not on the property
- A) A completed Emergency/Disaster Plan should be reviewed and updated annually. A copy of the plan should be shared with local authorities that may be responding to your emergencies.
- B) All child care providers should be trained in plan procedures and provided clear guidelines to their responsibilities during times of emergency/disaster. New child care provider orientation should include training and review of emergency/disaster procedures.
- C) All children should be involved in practicing emergency/disaster procedures as outlined by licensing regulations.
- D) Floor plans of the child care location should be posted in each classroom and in public spaces showing exits and directional evacuation routes. Copies of floor plans should be shared with local authorities that may be responding to your emergencies.
- E) Fire drills are to be held monthly and documentation should include date, time, and names of children who participated in the drill. Individual classroom attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- F) Tornado and earthquake drills are to be held quarterly. Other types of drills should be held at least twice a year and attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- G) Power generators (if available) and other emergency/disaster equipment should be tested on a regular schedule.
- H) Grab-n-go-kits are a gallon size zip and seal bag to create individual activity bags for each child in the program. Each bag could include items like a recent photo of the child, laminated emergency card, 4-6 crayons, a small notebook for doodling or a board book.
- I) A best practice recommended Emergency/Disaster Supply kit should include the following:
- | | |
|--|---|
| ✓ Class roster with emergency contact information | ✓ Formula |
| ✓ Battery or solar operated radio | ✓ Phone card\ Cell phone |
| ✓ Blankets/bucket | ✓ Plastic trash bags |
| ✓ Crescent wrench to shut off gas line if needed (professional will need to restore) | ✓ Sanitation supplies (diapers, wipes, toilet paper, soap, and toweling) |
| ✓ Extra batteries (replaced twice a year) | ✓ Water (1-3 gallons per person per day, 3 day minimum) & disposable cups |
| ✓ First aid kit (see state child care regulations for required items) | ✓ Wet wipes/tissues |
| ✓ Flashlight(s) | ✓ Whistles |
| ✓ Permanent marker(s) | ✓ Work gloves |
| ✓ Hand sanitizer | ✓ Map of area for evacuation or for locating shelters |
| ✓ Non-perishable food items and manual can opener (minimum supply for 3 days) | ✓ Other items as your program requires (Children's Records) |

Emergency/Disaster Procedures and Evacuation Planning Form

General Information and Instructions

- A. The first priority of a child care provider is the safety of the children and staff. Emergency/disaster plans are to provide the providers with procedures to be followed to help ensure everyone's wellbeing.
- B. When an emergency/disaster occurs, it is necessary to maintain adequate supervision of the children. In the state of Kentucky, adequate supervision is defined as qualified staff devoting full-time attention to a child in care and ensures the child is within scope of vision and range of voice.
- C. **Please complete the following form and respond to each question. If the question is "not applicable" to your child care setting please state so and a reason. All information with a "*" is required by a child care regulation.**

Evacuation Planning Form for Child Care Emergency/Disaster Preparedness

Insert Provider/Program Name and Information				
Name of Child Care Provider/Program	*			
Street Address	*			
City, State, Zip Code	*			
Telephone Number	*			
Number of children enrolled	*			
Number of staff (if applicable)	*			
Sheltering in Safe Place				
The designated safe place in this location is :	*			
On-Site Safe Evacuate Location				
The designated on-site safe location for evacuation is :	*			
Off -Site Safe Evacuation Location #1				
Name of Location	*			
Street Address	*			
City, State and Zip Code	*			
Telephone Number	*			
Directions/Evacuation route to this safe location *Attach a map if needed	*			
Is there a written agreement with this location (Recommended as a best practice)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Off Site Safe Evacuation Location #2				
Name of Location				
Street Address				
City, State and Zip Code				
Telephone Number				
Directions/Evacuation route to this safe location *Attach a map if needed				
Is there a written agreement with this location (Recommended as a best practice)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Insert Provider/Program Primary Emergency/Disaster Contact Information				
Name	*			
Telephone Number	*			

Cell Number	*
Email Address	*
Contact Phone Number Outside of the Area (Recommended as a best practice)	
Insert Provider/Program Emergency/Disaster Contacts (phone and /or fax, e-mail)	
EMERGENCY	911 or local authorities
Accounting Service	
Bank	
Building Inspector	
Child Care Resource & Referral Agency http://www.kentuckypartnership.org	
Community Based Services	
Electric Company	
FEMA	
Food Service Vendor	
Gas Company	
Health Department	
Hospitals	*
Local Emergency Management http://kyem.ky.gov/teams/Pages/countydirectors.aspx	*
Inspections, License, Permits	
Insurance Agent	
Licensing (local/state)	*
Newspaper	
Non-emergency Fire	
Non-emergency Police	
Payroll Service	
Poison Control	*
Radio Stations	
State Emergency Management http://kyem.ky.gov/teams/Pages/default.aspx	
Television Stations	
Waste Management	
Water Company	
Insert Provider/Program Planning Team Members	
Director	
Staff Member (s)	
Parent (s)	
Other	
Coordinating/Collaborative Agencies in the Area (phone and /or fax, e-mail)	
Neighbor	
Business	
Church	
Other	
Contact Information for Coordinating Program Re-Opening (phone and /or fax, e-mail)	
Facility/home Inspection/Repair	
Contacting Families/Employers	

Obtaining Equipment/Supplies	
Room Set up	
Accessing Records	
Food Service Coordination	
Obtaining building inspections/licensing approval	
Post Disaster Clean up Services (phone and /or fax, e-mail)	
Restoration Services	
Evacuation Plan	
Evacuation Manager/Alternate	*
Person responsible for “all clear”	*
Assembly site manager/alternate	*
Staff-person with First Aid/CPR	*
Contact number out-of-area <small>(Recommended as a best practice)</small>	
E-mail address out of area <small>(Recommended as a best practice)</small>	
Person responsible for copy and posting of building site maps	*
Person responsible for marking evacuation exits	*
Location of evacuation exits	*
On-site evacuation location	*
Off-site evacuation site	*
Shelter-in-Place Plan	
Shelter- in -Place Coordinator	*
Shelter- in- Place Coordinator Alternate	*
Coordinator responsibilities	*
Staff with First Aid/CPR	*
Storm Shelter Locations	*
“Seal the Room” Shelter Location(s)	*
Staff Responsible for Maintaining/Refreshing Emergency/Disaster Supplies	*
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	*
Communication System	
How we will train our staff on emergency/disaster plans	*
How we will communicate our emergency/disaster plans to the children and parents to ensure family reunification.	*
In the event of a emergency/disaster, how we will communicate with the staff/parents	*
Cyber Security	
How we will protect our computer	

hardware	
How we will protect our computer software	
If our computers are destroyed, we will use back up computers located where	

Back Up Records

Person responsible for backing up critical records including children's/ staff records, payroll, accounts, etc.	
On-site location of back up records including insurance policies, facility/home plans, bank accounts records, and computer back ups	
Offsite location of additional copy of back-up records	
How will the program provide for continuity if the accounting and payroll records are destroyed	

Emergency/Disaster Shut Off Locations

Electricity	
Water	
Gas	

Emergency/Disaster Equipment Locations

Alarm Box	
Fire Extinguisher(s)	*
First Aid Kit (s)	*
CPR Face Shields	*
Emergency/Disaster Kit	

Emergency/Disaster Preparedness Plan required Communication
Please check "yes" or "no" and give the applicable date

Provided an updated copy of this plan to appropriate local emergency management officials and whenever the plan is updated.	* Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date	*
Provided an updated copy of "The Parent Emergency/Disaster Evacuation Information Form for Reunification" to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.	* Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

Emergency /Disaster Contact Information Annual Review

Date the emergency/disaster plan will be reviewed and updated	*
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Child Care Roles and Responsibilities

Please list each person responsible for each responsibility

Who	Primary	Alternate	Location of this responsibility
Declares an emergency/disaster and actions to be taken			
Calls 911			
Turns off HVAC systems			
Turns off Security System			
Assures each child/staff has their grab-n-go-bag			
Completes room search			
Contacts families			
Sends family communications (e-mail)			
Post sign on door			
Changes voice mail			
Retrieves supplies			
Food/water			
Attendance list			
Family & staff contact information			
Copies of emergency/disaster records including emergency/disaster medical care consent			
Copies of care plan for children with special needs			
Written directions to designated evacuation site(s)			
Emergency/Disaster money <small>(Recommended as a best practice)</small>			
Medical supplies			
Extra supplies of critical medications			
Disaster supply kit <small>(Recommended as a best practice)</small>			
On-Going Basis	Assigned Staff	Date	Notes/Comments
Attendance records			
Emergency/disaster contact lists			
Emergency/disaster card and signed emergency medical care release			
Children's grab & go bags			
Rotate water and food			
Rotate infant formula			
Every Six Months	Assigned Staff	Date	Notes/Comments
Water: monitor expiration dates			
Food: monitor expiration dates			
Infant formula/food: monitor expiration dates			
First aid kit: Critical medications			

Child Care Roles and Responsibilities-continued

Every Year	Assigned Staff	Date	Notes/Comments
Emergency/Disaster Information for each Child			
Signed emergency/disaster medical care releases			
Care plans for children with special needs			
Map of area			
Directions to evacuation sites			
Money(This is a best practice recommendation)			
Pen and paper			
Whistles			
Vehicle keys			
Tools (hammer, crescent wrench, screwdriver, pliers with wire cutters)			
Matches in waterproof container			
Plastic shielding			
Every Year	Assigned Staff	Date	Notes/Comments
Duct tape			
Manual can opener			
Disposable bowls and utensils			
Plastic bag (sealable and unsealed)			
Household bleach (small bottle)			
Wet towelettes			
Hand sanitizer			
Toilet paper			
Diapers			
Diaper wipes			
Blankets			
Check for Presence and Operation Every Six Months	Assigned Staff	Date	Notes/Comments
Radio-battery powered			
Flashlight	*		
Extra batteries (check expiration dates)	*		
Extra flash light bulbs			
Charged cell phone			
Cell phone			

Disclaimer

This material is presented as general plan that may be used in planning for emergencies/disasters. Successful planning for any emergency/disaster should be done by individuals, organizations and the community with the assistance of local authorities: to include planning, training and exercising (practicing) to the emergency plan. Effective emergency response calls for good judgment by all involved. The presenters of this material disclaim any and all liability, loss, damages, claims, or risks of any kind or nature sustained or incurred as a consequence or result of, whether direct or indirect, the use and/or application either directly or indirectly, or any advice, information, or methods presented herein.

Signature of the Responsible Child Care Provider

I have reviewed the procedures outlined in this Emergency/Disaster Preparedness Plan and ensure that appropriate staff is familiar with the plan's components. These procedures will be followed in case there is an emergency/disaster affecting this child care.

*	*
_____	_____
Signature of the Child Care Provider	Date