

This sample plan can be used to develop your early learning program's emergency action plan.

*** Keep a copy of this plan with your child care policies and also with your disaster supplies in your grab-n-go bag. ***

Emergency Plan

This plan is reviewed with staff during orientation and with parents and guardians at the time of enrollment. The plan is reviewed with staff and parents annually, or sooner if the plan is updated.

Emergency Phone Numbers *In an emergency Call 911*

	Contact Name	Phone Number	Email / Web Site
Fire/Rescue (911)			
Police (911)			
Poison Control Poison Center		800-222-1222	www.poison.org
Local Hospital			
Electric Company			
Gas Company			
Water Company			
DEL Licensor			
CPS/DSHS Children's Administration Intake		1-800-End-Harm	

Describe how to sound the alarm and actions to be taken by a person discovering an emergency.



Emergency Alert System (EAS)

Visit these web pages and download weather apps to get important emergency information.

- Ready.Gov/alerts: <http://www.ready.gov/alerts>
- National Weather Service Email and SMS Weather Alert Services: <http://www.weather.gov/subscribe>
- American Red Cross Mobile Apps: <http://www.redcross.org/get-help/prepare-for-emergencies/mobile-apps>

About the Early Learning Program

Program name		
Program address		
Nearest cross street or landmark		
Facility phone number (phone should have at least 5 hours backup power)		
Contact name and number		
List two emergency contacts name and phone for different disasters (example: single home fire, power outage flooding, wide spread flooding).	In area	Out of area (at least 100 miles away)
Number of enrolled children and children on typical day		
How the program will account for children, staff, visitors during an emergency or evacuation (maintain required children/staff ratio)		
Action to be taken if the Early Learning Provider has an emergency that leaves children unsupervised		

Child/Parent Information

Complete one form for each child. Keep a copy of this information with your emergency kit(s).

Child's Information	
Child's Full Name	
Date of Birth	
Address	
Current medications	
Medical conditions/allergies	
Special needs or instructions	
Physician name / phone	
Parent / Guardian Information	
Full Name	
Relationship to Child	
Address	
Phone Number(s)	
Email Address(es)	
Place of Employment	
Parent / Guardian Information	
Full Name	
Relationship to Child	
Address	
Phone Number(s)	
Email Address(es)	
Place of Employment	

Additional Emergency Contacts: (include those who have permission to pick up the child and an out of area contact in case of a disaster). Children will only be released to contacts listed on the child's form who have proper identification.

Emergency Contacts name and phone number:

1. _____
2. _____

How will parents/guardians be contacted and reunite with children after the emergency:

<p>Procedure for Evacuation</p> <p><i>This procedure applies to any emergency where evacuation is required. Examples: Fire, strong smell of gas, after an earthquake</i></p>	<p><i>Adapt this Sample procedure to your program:</i></p> <ul style="list-style-type: none"> • <i>Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).</i> • <i>Evacuate the building quickly and calmly.</i> • <i>Take Grab-n-Go Bag and Emergency Supply Kit, if immediately available.</i> • <i>Have staff person check areas where children may be located or hiding before leaving building.</i> • <i>Gather in meeting spot outside and account for all children, staff, and visitors.</i> • <i>Call 911 from outside of building.</i> • <i>Do not re-enter building until cleared by authorities / fire department.</i>
<p>Procedure for Evacuating Infants / Toddlers</p>	<p><i>Describe how you will evacuate:</i></p> <ul style="list-style-type: none"> • <i>Infants / toddlers including infants in cribs, where cribs can be used for evacuation</i> • <i>Children with disabilities, functional needs or other special needs.</i>
<p>Alternative meeting place if the primary location is unsafe</p>	<p><i>Describe an alternate place you will take the children if the area around your facility is not safe.</i></p> <p><i>How will you transport the children and will you ensure the transportation is ready (enough gas in the vehicle)</i></p>

Family Home Child Care:

Date request was made to the local fire department to assist in evacuation planning. If the local first department does not provide this service, enter the date the request was made.

Date fire department visited the home for evacuation and emergency planning: _____

(See "Request for Fire Department Visit" form on DELs website)

Lockdown / Shelter-in-Place Procedures

Lockdown may be required with an active shooter or a dangerous person is in the area. There may be emergencies where you may need to shelter-in-place due to atmospheric contamination or radiation leaks. In both cases, listen to your radio or TV to stay informed.


<p><i>Describe or draw a diagram showing the safest area of the building where children will go for each emergency.</i></p>	
<p><i>Detail the location of emergency kits, which must be available in the safe areas.</i></p>	

<p>Procedures for Lockdown</p>	<p><i>Adapt this Sample procedure to your program:</i></p> <ul style="list-style-type: none"> • Lock outside doors and windows. • Close and secure interior doors. • Close any curtains or blinds. • Turn off lights. • Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor. • Maintain calm atmosphere in room by reading or talking quietly to children. • Remain in lockdown until notified by local authorities.
<p>Procedures for Shelter-in-Place</p>	<p><i>Adapt this Sample procedure to your program:</i></p> <ul style="list-style-type: none"> • Gather everyone inside, preferably in a room with few or no windows. • Shut down ventilation system, fans, and clothes dryer. • Close and lock doors and windows. • Account for all children. • Close off non-essential rooms. Close as many interior doors as possible. • Seal off windows, doors, and vents as much as possible. • Monitor radio for information and emergency instructions.

Earthquake Procedures

An earthquake is a sudden and violent shaking of the ground that comes without warning. The key to getting through this disaster is being prepared and to remain calm.

<p>Procedures for During an Earthquake</p>	<p>Go to the safe spots in your facility.</p> <ul style="list-style-type: none"> • DROP down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary. • COVER your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands. • HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
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<p>Procedures for After an Earthquake</p>	<p><i>Adapt this Sample procedure to your program:</i></p> <ul style="list-style-type: none"> • Account for all children, staff, and visitors. • Check for injuries and administer first aid as necessary. Call 911 for any life-threatening emergency. • Expect aftershocks. • Determine if evacuation is necessary and if outside areas are safe. If so, evacuate building calmly and quickly. • Escort children to designated meeting spot outside and account for all children, staff, and visitors. • Shut off main gas valve if you smell gas or hear hissing sound. • Monitor radio for information and emergency instructions. Stay off all phones (for 3-5 hours) unless you have a life-threatening emergency. • Call out-of-area contact when possible to report status and inform of immediate plan. • Remain outside of building until it has been inspected for re-entry.

Earthquake Preparedness: What Every Child Care Provider Needs to Know
<https://www.fema.gov/media-library-data/20130726-1452-20490-2572/fema-240.pdf>

Flood / Landslide / Mudslide Procedures

While floods usually happen with forewarning, a landslide or mudslide may occur with no notice. Having a plan is very important in dealing with these disasters.

<p>Procedures for Floods</p>	<p>If flooding is in the area:</p> <ul style="list-style-type: none"> • Determine if program should be closed. • Monitor radio for storm updates and any emergency instructions. • Notify parents/guardians to pick up or not drop off children if program is to be closed. <p>If site is in (imminent) danger of being flooded:</p> <ul style="list-style-type: none"> • Escort children to designated meeting spot. • Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building. • Account for all children, staff, and visitors.
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	<ul style="list-style-type: none"> • EVACUATE to safe location on higher ground, taking emergency Kit • Leave note at program site indicating where you are going. • Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact to let them know of your location. • If you have come into contact with floodwaters, wash well with soap and water. • Throw away food that has come into contact with floodwaters.
<p>Procedures for Landslide / Mudflow</p>	<p>EVACUATE, if possible.</p> <p>If too late to evacuate:</p> <ul style="list-style-type: none"> • Indoors: Take cover under sturdy furniture. • Outside: Get out of path of slide. • Run to high ground (uphill), away from slide. • If debris approaching, run for cover of trees or building. • If escape not possible, curl into ball and protect head.

Tsunami/Seiche

Although a tsunami and seiches is rare, if you live along the coast or a large body of water, it is a possibility. CAUTION - If there is noticeable recession in water away from the shoreline this is nature's tsunami warning and it should be heeded. You should move away from the shoreline immediately.

<p>Procedures for Tsunami</p>	<p><i>Adapt this Sample procedure to your program:</i></p> <ul style="list-style-type: none"> • Follow the evacuation order issued by authorities and evacuate to high ground or inland immediately. • Escort children to designated meeting spot. • Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building. • Account for all children, staff, and visitors. • Leave note at program site indicating where you are going. • EVACUATE to safe location on higher ground, taking emergency kit. • Once out of danger, contact parents/guardians or emergency contacts. • If unable to get through, phone out-of-area emergency contact to let them know of your location. • Stay away from the beach. Never go down to the beach to watch a tsunami come in.
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Volcanic Eruption Procedures

A volcanic eruption will likely also be accompanied by other disasters including flooding, landslides, or mudflows (also known as lahars).

<p>Procedures for Volcanic Eruption</p>	<p><i>Adapt this Sample procedure to your program:</i></p> <ul style="list-style-type: none"> • Follow instructions given by the authorities including any evacuation or shelter-in-place instructions. • If sheltering-in-place in an area experiencing ashfall, close doors, windows, and vents. Place damp towels at door thresholds. • If you must go outside use dust masks or wet handkerchiefs and eye protection. Keep small children indoors. • Monitor radio for information and emergency instructions.
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Wildfire

Each year there is a period during which wildfires are likely to occur and spread quickly without regard to anything in its path. If you live in an area where wildfires are likely to flare up, you must be vigilant during the season.

<p>Procedures for Wildfire</p>	<p><i>Adapt this Sample procedure to your program:</i></p> <ul style="list-style-type: none"> • Have an evacuation plan identifying what you will take with you when required to evacuate. • Make sure your emergency kit is ready. • Have fire extinguishers on hand and know how to use them (check expiration dates regularly). • Know where your gas, electric, and water main shut-off controls are located and how to safely shut them down in an emergency. • Stay informed! • Evacuate when told to do so and go to your designated emergency meeting location outside the fire or hazard area.
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Extreme Weather

Severe weather may present a danger year-round. Whether it's extreme heat, cold or threat of a harsh storm in your area, your plan should cover all severe weather potentials for your area.

<p>Procedures for Extreme Weather</p>	<p><i>Adapt this Sample procedure to your program:</i></p> <ul style="list-style-type: none"> • How you will determine if program is to remain open or be closed. • Monitor radio for storm updates and any emergency instructions.
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	<ul style="list-style-type: none"> • How will you notify parents/guardians to pick up or not drop off children if program is to be closed? <p>If site is to remain open during severe weather:</p> <ul style="list-style-type: none"> • Monitor radio for weather updates and any emergency instructions • Evacuate to your safe location when instructed by authorities. • Take emergency kit with you. • Once out of danger, contact parents/guardians or emergency contacts. • If you can't get through to them, phone out-of-area emergency contact to let them know of your location.
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Grab and Go Emergency Kit

A Grab and Go kit includes things you may need in the first hours following an emergency, and contains only a portion of your total disaster supplies. Adapt this list to include things the children in your care may need.

	A copy of your Emergency plan including contact information for children, parents and staff
	First Aid Kit
	Emergency contact forms for all children
	Child medication records and medications, if applicable
	Flashlight & Batteries
	Bottled water
	Age-appropriate snacks / formula
	Paper cups and bottles
	Diapers and wipes
	Plastic bags
	Age-appropriate time passers
	Alcohol-based Hand sanitizer

<i>Describe where “grab and go bags” are located.</i>	
<i>Describe how you will keep each child’s emergency contact information up to date</i>	

<i>and how medications will be accessible in an emergency</i>	
<i>Describe supply rotation system to prevent expiration.</i>	

Disaster Supplies

Your early learning program must prepare for a situation where parents are not able to get to their children for at least three days. To prepare your supplies on hand:

- Edit the list of supplies in the “Sample Emergency Plan” to meet your site’s needs. Include any special needs of the children in your care, including infants.
- “Grow” your stock of appropriate supplies by reviewing and prioritizing supplies you need.
- Develop a supply rotation system. Use perishable supplies in your normal operations.

	One gallon of water per person per day, a 3-day supply (rotate stock)
	Age appropriate non-perishable food, a 3-day supply of (rotate stock)
	Hand crank or Battery-powered radio and extra batteries
	Flashlight and extra batteries
	First aid kit (inspect every six months to check expiration dates)
	Whistle to signal for help
	Dust mask to help filter contaminated air
	Moist towelettes, garbage bags and plastic ties for personal sanitation
	Wrench or pliers to turn off utilities
	Manual can opener, dishes, utensils, and cups for food and water
	Local maps
	Cell phone with chargers, inverter or solar charger
	Two copies of Emergency Action Plan / Child’s emergency contact information
	Age-appropriate time passers
	Emergency medication (rotate every six months or sooner if required)
	Diapers and wipes
	Bedding / Blankets
	Instant hand sanitizer

<i>Describe supply location.</i>	
<i>Describe how you will keep each child’s emergency contact information up to date and how medications will be accessible in an emergency.</i>	
<i>Describe supply rotation system to prevent expiration.</i>	

First Aid Kit

Your first aid kit should contain adequate amounts of supplies for the staff and children in your program.

Required Supplies	
	Disposable nonporous protective gloves
	Adhesive bandages (assorted sizes)
	Small scissors
	Tweezer
	Elastic wrapping bandage
	Sterile gauze pads
	Ice packs
	Mercury free thermometer that uses disposable sleeves or is cleaned and sanitized after each use
	Sling or large triangular bandage
	Adhesive tape
	CPR mask with a one way valve
	Current first aid manual
Recommended supplies	
	Alcohol-based instant hand sanitizer
	Space blanket for Shock
	Instant cold compress
	Bottle of eyewash solution

Hazard Mitigation Checklist

- Are fire extinguishers properly charged, mounted securely, within easy reach?
- Are exits clear from obstructions such as locked doors, storage, or possible obstructions such as large nearby objects (i.e., bookcases, filing cabinets) that could fall and block the exit?
- Are appliances, cabinets and shelves attached to the wall or braced by being anchored together?
- Are heavy or sharp items stored on shelves with ledge barriers?
- Are blocks and heavy objects stored on the lowest shelves?
- Are television sets, fish bowls, and similar items restrained so they won't slide off?
- Are pictures and other wall hangings attached to the wall with wire and closed screw-eyes?
- Are cribs located away from the tops of stairs and other places where rolling could endanger them or where heavy objects could fall on them?
- Are blackboards and bulletin boards securely mounted to the wall or hung safely from the ceiling?
- Are lightweight panels, rather than shelving units or other tall furnishings, used to divide rooms?
- Are large windowpanes safety-glazed or covered with clear contact paper?
- Do partitions have plastic or safety glass panels, rather than ordinary glass?
- Is the street number of the center/home clearly and legibly visible from the roadway?
- In larger centers, is each internal/external door numbered or letter for identification?
- Do fluorescent lights have transparent sleeves to keep broken glass pieces from scattering?
- Do you have lights for an emergency?
- Are exits marked and lit?
- Do you have a sign-in and sign-out procedures for everyone entering your building?
- Does the emergency shut off for the water supply and electric service supply have a sign placed by the control identifying it as the primary disconnecting/shutoff means?
- Do you know where the emergency shut-offs are, how to operate them, and have the tools needed handy?
- Are the building's safe place and shelter-in-place locations and evacuation assembly areas marked on your posted floor plan?
- What is the income/outgo for your child care?
- What will it take to develop an appropriate contingency fund?

Practice Drills

The procedures listed in this plan will be practiced per this schedule. Before each practice drill, the children will be told that it is just a drill.

Emergency drills will be conducted with a variety of staff and during different times of the day. Include evening and overnight hours for early learning programs that care for children during those hours.

Emergency Drill and Fire Inspection Record

Year	Monthly Fire Drill Record			Quarterly Disaster Drill Record			
Date/time	# of Children	Length of Drill	Initials of Staff Present	Type of Drill	# of Children	Length of Drill	Initials of Staff Present
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							

Notes:

Monthly Fire Inspection

Date	What to look for:
Jan	Evacuation plan and procedures are posted
Feb	Exits open freely; exits are not blocked
Mar	Electrical appliances are working properly
Apr	Electrical outlets are not overloaded
May	Extension cords are not used in place of permanent wiring
Jun	Combustible trash is not allowed to accumulate
Jul	Flammable or combustible material is stored safely
Aug	Fireplaces, wood burning stoves, inserts and heaters are used safely and out of reach of children
Sep	
Oct	
Nov	
Dec	

Annual Service

Smoke Detector Battery Replacement Date:	CO Detector Battery Replacement Date:	Fire Extinguisher Service Date:
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