PLAN FOR EVACUATION AND CARE OF CHILDREN DURING EMERGENCIES AND DISASTERS FOR FAMILY DAY CARE HOMES

Keep the plan updated as changes are made. Emergency evacuation plans must include plans for off-site evacuations for events such as: fire, flood, bomb threat, or structural damage. The plan must also include strategies for emergencies requiring staying in-place such as: lockdown, chemical release, or tornado.

FAMILY DAY CARE HOME EMERGENCY INFORMATION

Name of Provider: _______________________________________________________________________

Address of Provider: _______________________________________________________________________

Major Crossroads/Intersections: _______________________________________________________________________

Simple Directions: _________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Corded Telephone Number (Landline): __________________________ Cellular Telephone Number: __________________

Email Address: _________________________________________________________________

Emergency Contact Person (someone who will know the location of the children and your plan):

Name: _______________________________________________________________________

Address: _______________________________________________________________________

Corded Telephone Number: __________________________ Cellular Telephone Number: __________________

For Life-Threatening Emergencies

Call 911
PLAN FOR IN-PLACE EMERGENCIES
(Emergencies when you remain in your home)

Location of Safe Room in your home (away from windows/doors): ________________________________________________________________

Utility Shut-off Location:
Gas/Propane Gas Company Telephone Number: _____________________________
Electric Electric Company Telephone Number: _____________________________
Water Water System Telephone Number: _____________________________

Equipment Location:
Fire Extinguisher: ______________________ Fire Alarm: ______________________
Smoke Detector: ______________________ Fuse Box: ______________________

Considerations for Children in Care:
Where will you store the following items to move them quickly to your Safe Room or for off-site relocation?
First Aid Kit: ______________________ Flashlight: ______________________
Food: ______________________ Water: ______________________
Battery Operated Radio: ______________________ Spare Batteries: ______________________

Children’s Records including Emergency Contact Names and Telephone Numbers: ________________________________________________________________

Communication Plan for Each Child’s Parent/Guardian: ________________________________________________________________

How will you meet the needs of infants? ________________________________________________________________

How will you meet the needs of children with Special Needs? ________________________________________________________________

How will you meet the needs of children with chronic medical needs? ________________________________________________________________
PLAN FOR OFF-SITE EVACUATION
(Emergencies when you must leave your home)

ORDERED EVACUATION
In the event of an immediate, ordered evacuation, I plan to: _____________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Name of Relocation Site: ________________________________________

Address of Relocation Site: ______________________________________

Corded Telephone number of Relocation Site: ______________________

How will you reunite parents and children: _________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Transportation to Off-site Location
How will you transport children (consider the number of children that may need to be transported)? ______________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

How will you obtain permission to transport? ______________________
________________________________________________________________________________________________________________

Communication Plan:
How will parents/guardians be notified/updated if off-site relocation is necessary? _________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

Supervision of Children:
List your plans for supervising children during the evacuation: ______________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

List your plans for supervising children at the relocation site: ______________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
### PLANS FOR OTHER EMERGENCIES

**HURRICANE**

<table>
<thead>
<tr>
<th>Hurricane Evacuation Zone: ____________________</th>
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<tbody>
<tr>
<td>In the event of a hurricane, I plan to:</td>
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**FLOOD**

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<th>In case of a flood in your home and you must leave, I plan to:</th>
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**FIRE**

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<th>In the event of a fire and you must leave your home, I plan to:</th>
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**LOCKDOWN** (shelter in place)

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<tr>
<th>In the event of an ordered lockdown, I plan to (be sure to include how you would notify parents)</th>
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**BOMB THREAT** (evacuate home)

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<th>In the event of a bomb threat, I plan to:</th>
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**TOXIC FUMES/CHEMICAL RELEASE**

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<th>In the event of toxic fumes and you must leave you home, I plan to:</th>
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**TOXIC FUMES/CHEMICAL RELEASE**

<table>
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<th>In the event of toxic fumes and you can remain in home, I plan to:</th>
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**TORNADO** (stay in home)

In the event of a tornado, I plan to:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

**Evacuation Kit Supplies:**  (It is suggested that you keep an evacuation kit with the following items)

- Children’s Records w/Emergency Information
- Food
- Water
- First Aid Kit
- Battery Operated Radio
- Flashlight
- Spare Batteries
- Books
- Appropriate Toys
- Blankets
- Diapers and Moistened Wipes

My contingency plan for emergencies or disaster situations will be:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

□ My substitute and household members have been trained to manage an emergency.

**Signature of Provider:** ________________________________________________

**Date:** _______________________________________________________________________

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