



**Attachment D**  
**School Readiness Provider**  
**Emergency**  
**Preparedness Plan**

School  
Readiness  
Provider

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Physical  
Address

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Telephone Number

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

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**Child Care Facility or Home**

Name of facility \_\_\_\_\_

Date of Plan \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone number \_\_\_\_\_

Number of children in care \_\_\_\_\_

Child care is provided during these hours \_\_\_\_\_

Child care is provided on these days \_\_\_\_\_

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**Possible Emergencies**

This child care facility or home may be subject to natural disasters and emergencies listed below. Plans are included to respond to these types of situations.

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**Emergency Telephone List***Caregiver*

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*Substitute caregiver*

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**EMERGENCY SERVICES**

Emergency Management Agency (EMA) \_\_\_\_\_

Nearest Hospital \_\_\_\_\_

Police Dept \_\_\_\_\_

Fire Dept \_\_\_\_\_

Ambulance \_\_\_\_\_

Poison Control \_\_\_\_\_

**UTILITIES****EVACUATION SITE**

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Electric Company \_\_\_\_\_

Water Company \_\_\_\_\_

Gas Company \_\_\_\_\_

Telephone Services \_\_\_\_\_

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**Transportation**

If it becomes necessary to relocate the children to a safer location, the following transportation will be used.

Number of children to be moved \_\_\_\_\_

**TRANSPORTATION #1**

Owner \_\_\_\_\_

Type of vehicle \_\_\_\_\_

Driver \_\_\_\_\_

No. of passengers (including driver) \_\_\_\_\_

Normal location of vehicle \_\_\_\_\_

Way to contact owner \_\_\_\_\_

**TRANSPORTATION #2**

Owner \_\_\_\_\_

Type of vehicle \_\_\_\_\_

Driver \_\_\_\_\_

No. of passengers (including driver) \_\_\_\_\_

Normal location of vehicle \_\_\_\_\_

Way to contact owner \_\_\_\_\_

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## Plan for Shelter in My Center or Home

In case of inclement weather conditions (tornado, ice storm, snow, high wind), explosion, or hazardous materials outside of the facility or home.

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## **Plan for Evacuation to Shelter Away from My Facility or Home**

In case of fire, flooding, chemical spill, bomb threat, etc.

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**Plan for Shelter in My Center or Home in the Case of Lockdown**

In case of lockdown at my facility or home

**Floor Plan Sketch of**

(name of child care provider)



Letter of Agreement between \_\_\_\_\_ *(name of child care provider)*

and \_\_\_\_\_ *(name of emergency evacuation site)*

to serve as an emergency evacuation site for child care children and adults.

**Information about Child Care Provider**

**Information about Evacuation Site**

Name of facility \_\_\_\_\_

Name of facility \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Telephone number(s) \_\_\_\_\_

Name of contact person(s) \_\_\_\_\_

\_\_\_\_\_

Hours of operation \_\_\_\_\_

\_\_\_\_\_

Number of children and adults  
potentially evacuating \_\_\_\_\_

Hours of operation \_\_\_\_\_

**Driving directions from child care facility or home to evacuation facility:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Attach map with directions from child care provider to evacuation facility to this agreement)*

**Check off items that the evacuation site will provide in an emergency:**

- Water
- Food
- Transportation
- Telephone
- People to assist
- Other \_\_\_\_\_

\_\_\_\_\_ *(name of evacuation facility)*  
agrees to serve as an emergency evacuation site for

\_\_\_\_\_ *(name of child care provider)*

**Signatures**

|  |      |
|--|------|
| Authorized Evacuation Site Representatives | Date |
| Child Care Provider                        | Date |

*Signed copies of this agreement should be kept on file at both the child care home and the emergency evacuation site.*

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**Has been relocated to**

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**Map from** \_\_\_\_\_ *(name of child care provider)*

**to** \_\_\_\_\_ *(evacuation site)*



**Directions:**

***Give to parents every year and to new parents as they enter your program***

Name of Child Care Provider:

Date letter distributed:

Dear Parents,

I want to assure you of our/my concern for the safety and welfare of the children in our/my child care facility/home. In light of recent world and local events, I have developed an emergency plan that will be put into place in case an emergency situation arises. Plans for emergency care are reviewed annually. The specific type of emergency will guide where and what special care will be provided.

- **Shelter at my home** – This plan would be put into place in case of a weather emergency or unsafe outside conditions or threats. In this plan, the children will be cared for indoors at the facility/home and all the doors may be locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.
- **Evacuation to another site** – This plan would be put into place in the event that it is not safe for children to remain in the facility/home. I have arranged for alternate sites for care. The choice of site will be determined by the specific emergency and where would be an appropriate place to go.
- **Method to contact parents** – In case of an emergency, parents will be called. If we need to evacuate to another site, a note will be placed on my door to tell you where to pick up your child. Depending on the distance from the facility/home, the children will either walk or be transported to the alternate site.
- **Emergency over/reuniting with children** – Parents will be called and reunited with their children as soon as possible after the emergency.

When you enrolled your child in our/my care, you completed a list of emergency contacts and persons who may pick up your child. It's very important to keep that list up-to-date in case an emergency occurs. Please see me if you want to review the emergency contact information that I have for your child.

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we/I are/am prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren). In the event of an actual emergency, we/I will call you as soon as it is safe to do so. At that time you will be informed about what steps will be taken. If you have questions regarding this information, please share them with us/me.

Sincerely,

SIGNATURE: \_\_\_\_\_ Owner \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_