

CCAP Provider Emergency Plan

The Provider shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies. This plan should be reviewed with staff annually and updated as changes occur.

Basic Information: Complete the information below on your residence/center to ensure preparedness in case of an emergency.

Provider Name:	
Provider Address:	
Provider Phone:	
Provider Main Contact	
Emergency Kit Location (s):	
Number of Children:	
Number of Classrooms:	

Emergency Contacts: Complete the contact information below in the event of an emergency and post in easily accessible locations.

Agency	Contact Name	Phone	Email/Website
Fire/Rescue (911)			
Police (911)			
Fire (911)			
Hospital			

Poison Control			
Emergency Manager			
Electric Company			
Gas/Water Company			
Insurance Provider			
Provider Certification			
Child Care Licensing			

Evacuation: In case of the need to evacuate, complete how the following procedures will be followed:

Evacuation routes / exits:	Please attach a building map with evacuation exits in the event of an emergency.
Evacuation Infants / Toddlers	<p>Example: children will be placed in portable cribs with wheels and exit through the front and back doors.</p> <ul style="list-style-type: none"> • How? • In What? • Where?
Evacuation of Student with Special Needs	<ul style="list-style-type: none"> • How? • Where?

	<ul style="list-style-type: none"> • With Whom?
Notification	<p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> • 911 will be called • Parents will be notified of the evacuation • Licensing will be notified in the event of damage
Evacuation Pack	See attached page for Evacuation Pack
Evacuation Sites: (Parents must be notified)	<ul style="list-style-type: none"> • Address in the event of fire Place Address City, State, Zip Phone • Address in the event of flooding, explosion, bomb threat Place Contact Person Address City, State, Zip Phone
Transportation to Evacuation Locations:	<p>Example: Children will be pushed in portable cribs or strollers and will walk.</p> <p>Example: Children will be bused using car seats to the local gym.</p>

Shelter-In-Place/ Lockdown: In case of the need to stay put due to weather or any unforeseen act or notification from authorities, complete how following procedures will be followed:

Location:	Example: Children will be taken to an interior room in the building.
Emergency Supplies	<p>Example: Pack(s) are located in each room.</p> <p>Place room locations here</p>
Notification:	Example: Parents/guardians will be notified once the immediate threat has passed.

	State when Parents/Guardians will be notified
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Parent Reunification: 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.

Notification:	<ul style="list-style-type: none"> • Parents/guardians are provided: <ul style="list-style-type: none"> ○ Information on each evacuation site ○ Contact information for the residence/center • Parent/guardian contact numbers are: <ul style="list-style-type: none"> ○ Located where? ○ Example: Kept in Emergency Kits ○ Example: Kept with classroom teachers
Release:	<ul style="list-style-type: none"> • Children will only be released to contacts listed on the child's form with proper identification.

Child/Parent Information: For each child in your residence/center identify contact emergency information and attach to this template. Information should include Child's Name, Date of Birth, Address, Allergies, Parent/Guardian Information, Emergency contact (1), Emergency contact (2), and Medical information (Doctors name, address, and phone number). Keep a copy of this information in your emergency kit and update annually or as changes occur.

Evacuation Pack: The residence/center may have an evacuation pack that is **checked frequently for the expiration dates of supplies and batteries, as well as the location of which is known to all staff.** Please check if you're your evacuation pack contains at a minimum:

- A list of area Emergency Numbers;
- Emergency contact information and emergency medical authorization for all children;
- Emergency Pick-Up form;
- First Aid Supplies;
- Hand sanitizer;
- Wet Wipes;
- Tissue;
- Diapers for children who are not toilet trained and plastic bags for diapers;
- A battery-powered flashlight and radio and batteries or a crank flashlight and radio; and
- Disposable cups and bottled water