



Sample Childcare Emergency Action Plan

November 2011

For Training Purposes Only with
Multihazard Planning for Childcare



FEMA

This emergency action plan includes the following information for Mom’s Maple Street Childcare Center:

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This document presents a sample child care emergency action plan. It is recommended that you coordinate with local law enforcement, fire, and emergency managers when developing your emergency action plan.

This sample plan is for training purposes only and is based on a fictional child care facility and location. It is important to tailor all emergency plans to the specific hazards and needs of your site and community.

for training purposes only

Mom's Maple Street Childcare Center: Emergency Action Plan

Basic Information: Record information on your childcare site to ensure preparedness in case of an emergency.

Facility Name:	Mom's Maple Street Childcare Center
Facility Address:	6789 Maple Street Grand, Michigan 48000
Facility Phone:	(313)123.1234
Facility Main Contact:	Amelia Milne
Emergency Kit Location(s):	Hall coat closet and basement
Number of Children:	3

Emergency Contacts: Identify the contact information for emergencies and post in easily accessible locations.

	Contact Name	Phone	Email/Web Site
Fire/Rescue (911)	Grand EMS	(313)555.0000	
Police (911)	Sgt. Jones	(313)555.1000	
Fire (911)	Capt. Mike Thomas	(313)555.1001	
Hospital	Grand Hospital	(313)313.7700	www.grandhospital.org
Poison Control	Poison Center	(800)222.1222	www.poison.org
Local Emergency Manager	Carol Garcia	(313)777.9900	C.garcia@grandemm.gov
Electric Company	Grand Power	(313)777.8800	www.michgrandpower.com
Gas Company	Grand Gas	(313) 558.9999	www.grandgasco.com
Water Company	Grand Water	(313)888.1234	www.grandh20.com
Insurance Provider	Ron McCoy	(313)200.3333	R_mccoy@ronins.com

Mom's Maple Street Childcare Center: Emergency Action Plan

Evacuation: In case of the need to evacuate our site, the following procedures will be followed:

<p>Evacuation routes/exits:</p>	<ul style="list-style-type: none"> • Children are cared for on the main level of the house only and are not permitted on second level or in basement. • Exits (all windows and doors are checked regularly to ensure opening): <ul style="list-style-type: none"> ○ Living room: Front door and windows. ○ Kitchen: Sliding doors and windows ○ Dining room/family room: Front door and windows
<p>Evacuating Infants/Toddlers:</p>	<ul style="list-style-type: none"> • Children will be evacuated together using a portable play yard with wheels. The site owns two portable play yards each of which remain placed near each of the two exits (front and back doors). • In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.
<p>Notification:</p>	<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
<p>Emergency Kits/Information:</p>	<ul style="list-style-type: none"> • Emergency kits will be taken when possible. • Each portable play yard will have an envelope attached to it with each child's emergency contact information.
<p>Evacuation Sites:</p>	<ul style="list-style-type: none"> • Neighborhood (e.g., for fire): Marcia Wilkinson 6790 Maple Street Grand, Michigan 48000 (313)123.6789 • Out-of-neighborhood (e.g., explosion, flooding): Main Street Elementary School 1234 Main Street Grand, Michigan(313)123.4422 Contact: Tim Johnson • Out-of-town (e.g., hurricane, widespread flooding) William and Sara Stevens (Brother and Sister-in-Law) 5561 Highway 29 Petit, Michigan (248)222-4455
<p>Transportation to Evacuation Locations:</p>	<ul style="list-style-type: none"> • Children will be pushed in portable play yards or strollers to the neighborhood evacuation site and weather permitting to the elementary school (.25 of a mile away). • Children will be driven in a personal vehicle, with three car seats, to the elementary school or the Petit, Michigan location.

Mom's Maple Street Childcare Center: Emergency Action Plan

Shelter-in-Place: In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

Location:	Children will be taken to an interior room in the basement of the house.
Emergency Supplies:	<ul style="list-style-type: none">• Emergency kits with food (including formula), toys, and water are stored in the basement.• A first aid kit is stored in the basement.• A battery-powered radio and NOAA radio is stored with the emergency supplies.• Cell phone will be brought to the basement.• Emergency contact sheets are kept with the supplies.• Supplies for sealing the room are stored in the basement.
Notification:	<ul style="list-style-type: none">• Parents/guardians will be notified once the immediate threat has passed.

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 Amelia Milne, cell phone and home phone.• Parent/guardian contact numbers are:<ul style="list-style-type: none">○ Stored in Amelia Milne's cell phone.○ Attached to portable play yards.○ Kept in emergency kits.
Release:	<ul style="list-style-type: none">• Children will only be released to contacts listed on the child's form with proper identification.

Mom's Maple Street Childcare Center: Emergency Action Plan

Child/Parent Information: For each child at your site identify contact and emergency information. Keep a copy of this information with your emergency kit(s).

Child's Information		
Child's Name: Matthew Adams	Date of Birth: 10/10/2010	
Address: 459 Buckingham Road	City: Grand	State: MI
Allergies, Special Instructions, Comforting Items: Matthew is allergic to penicillin. Matthew uses a pacifier for comfort. He is not to have blankets or other items when sleeping. Roxanne is Matthew's sister.		
Parent Guardian Information (1)		
Parent/Guardian Name: Susan Adams		
Relationship to Child: Grandmother		
Address: Same (if different from child)	City:	State:
Home #: (249)321.2233	Cell #: (249)303.4499	Work #: (249)730.6643
Email (personal): s_adams@yahoo.net	Email (work): s_adams@squashinvest.com	
Place of Work: Squash Investments	Address: 12 York St., Grand, MI	
Parent Guardian Information (2)		
Parent/Guardian Name: Wayne Adams		
Relationship to Child: Grandfather		
Address: Same (if different from child)	City:	State:
Home #: (249)321.2233	Cell #: (249)303.4488	Work #:
Email (personal): w_admas@yahoo.net	Email (work):	
Place of Work: retired	Address:	
Additional Emergency Contact (1)		
Name: Mary Rhodes		
Relationship to Child: Aunt		
Address: 1262 Magnolia Rd	City: Grand	State: MI
Home #: (249)440-8877	Cell #: (249)303.7700	Work #: Stay-at-home mom
Email (personal): m_rhodes@yahoo.net	Email (work):	
Additional Emergency Contact (2)		
Name: Jason Adams		
Relationship to Child: Uncle		
Address: 1047 Maryland Ave.	City: Sunshine	State: WI
Home #: (420)719.5566	Cell #: (420)871.9870	Work #: (420)448.2213
Email (personal): j_adams@yahoo.net	Email (work): j_adams@charlesuniv.edu	
Medical Information		
Practice: West Grand Pediatrics	Doctor's Name: Sheldon Murphy	
Address: 45167 West Grand Highway	City: Grand	State: MI
Phone #: (249)898.9000		

Child's Information

Child's Name: Roxanne Adams **Date of Birth:** 6/10/2008
Address: 459 Buckingham Road **City:** Grand **State:** MI
Allergies, Special Instructions, Comforting Items:
 Roxanne uses a pacifier to sleep and for comfort. She has a favorite blanket. Matthew is Roxanne's brother.

Parent Guardian Information (1)

Parent/Guardian Name: Susan Adams
Relationship to Child: Grandmother
Address: Same **City:** **State:**
 (if different from child)
Home #: (249)321.2233 **Cell #:** (249)303.4499 **Work #:** (249)730.6643
Email (personal): s_adams@yahoo.net **Email (work):** s_adams@squashinvest.com
Place of Work: Squash Investments **Address:** 12 York St., Grand, MI

Parent Guardian Information (2)

Parent/Guardian Name: Wayne Adams
Relationship to Child: Grandfather
Address: Same **City:** **State:**
 (if different from child)
Home #: (249)321.2233 **Cell #:** (249)303.4488 **Work #:**
Email (personal): w_admas@yahoo.net **Email (work):**
Place of Work: retired **Address:**

Additional Emergency Contact (1)

Name: Mary Rhodes
Relationship to Child: Aunt
Address: 1262 Magnolia Rd **City:** Grand **State:** MI
Home #: (249)440-8877 **Cell #:** (249)303.7700 **Work #:** Stay-at-home mom
Email (personal): m_rhodes@yahoo.net **Email (work):**

Additional Emergency Contact (2)

Name: Jason Adams
Relationship to Child: Uncle
Address: 1047 Maryland Ave. **City:** Sunshine **State:** WI
Home #: (420)719.5566 **Cell #:** (420)871.9870 **Work #:** (420)448.2213
Email (personal): j_adams@yahoo.net **Email (work):** j_adams@charlesuniv.edu

Medical Information

Practice: West Grand Pediatrics **Doctor's Name:** Sheldon Murphy
Address: 45167 West Grand Highway **City:** Grand **State:** MI
Phone #: (249)898.9000

Child's Information		
Child's Name: Hope Carlisle	Date of Birth: 4/04/2009	
Address: 3939 Parcell Rd.	City: Grand	State: MI
Allergies, Special Instructions, Comforting Items: Hope does not have any allergies and loves chocolate. Hope's stuffed bunny is her comforting item.		
Parent Guardian Information (1)		
Parent/Guardian Name: Lisa Carlisle		
Relationship to Child: Mother		
Address: Same (if different from child)	City:	State:
Home #: (249) 766.0980	Cell #: (249)560.3131	Work #: (249)321.2498
Email (personal): lisa_72@superemail.com	Email (work): carlisle_lisa@yatestech.com	
Place of Work: Yates Technology	Address: 49251 Douglas Highway, Grand, MI	
Parent Guardian Information (2)		
Parent/Guardian Name: Benjamin Carlisle		
Relationship to Child: Father		
Address: Same (if different from child)	City:	State:
Home #: (249)766.0980	Cell #: (249)746.9251	Work #: (249)909.9900
Email (personal): ben_70@superemail.com	Email (work): b_car@franklinandcarlisle.com	
Place of Work: Franklin and Carlisle	Address: 217 Main St., Grand, MI	
Additional Emergency Contact (1)		
Name: Mary Carlisle		
Relationship to Child: Grandmother		
Address: 456 Gordon St.	City: Grand	State: MI
Home #: (249)229.3442	Cell #: (249)765.5673	Work #: NA
Email (personal): mary@samdog.net	Email (work):	
Additional Emergency Contact (2)		
Name: Brenda McCormick		
Relationship to Child: Aunt		
Address: 256 Brock Creek Rd.	City: Victory	State: CO
Home #: (722) 505.7201	Cell #: (722).671.2377	Work #: (722)556.2091
Email (personal): aunt_b@yahoo.com	Email (work): b_Mc@overoutfitters.com	
Medical Information		
Practice: East Boulevard Family Practice	Doctor's Name: Margaret Sevilla	
Address: 470 East Boulevard, Suite 200	City: Grand	State: MI
Phone #: (249)730.4400		