

(Name of Facility)

**Day Care
Emergency
Operations
Plan**

**Part III
Supporting Documents**

Date: _____

ATTACHMENT 1 – NOTIFICATION PHONE LIST

[illegible]

ATTACHMENT 2 – TRANSPORTATION ASSETS

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

Number of children/staff who will need to be moved _____

Amount of supplies/records that will need to be moved _____

Vehicles that will be used.

- Owner _____ Type of vehicle _____
Driver _____ # of passengers (including driver) _____
Normal location of vehicle _____
Means of contacting owner _____
- Owner _____ Type of vehicle _____
Driver _____ # of passengers (including driver) _____
Normal location of vehicle _____
Means of contacting owner _____
- Owner _____ Type of vehicle _____
Driver _____ # of passengers (including driver) _____
Normal location of vehicle _____
Means of contacting owner _____
- Owner _____ Type of vehicle _____
Driver _____ # of passengers (including driver) _____
Normal location of vehicle _____
Means of contacting owner _____

ATTACHMENT 3 – FACILITY LAYOUT AND ASSEMBLY AREA

(Provide sketch and identify shelter areas and staffed checkpoints.)

ATTACHMENT 4 – EVACUATION PLAN MAP TO RELOCATION CENTER

**DRAWING OF EVACUATION ROUTE FROM _____ DAY CARE FACILITY,
_____, _____ COUNTY TO _____,
_____, COUNTY**

(Provide sketch or map from day care to relocation center)

ATTACHMENT 5 – COMMUNICATIONS WITH PARENTS/GUARDIANS

Parents and guardians need to be informed of provisions in the Emergency Operations Plan. This letter will provide the information that they need. A copy of this letter should be given to parents of newly enrolled children, and at least once per year to all parents.

Insert your own wording here or use this suggested script.

To the Parent (s)/Guardian (s) of **(child's name)**:

This letter is to assure you of our concern for the safety and welfare of children attending **(insert name of day care facility)**. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Relocation Facility at **(insert name of relocation facility)**.
- *Modified Operation*, May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions,) but may be necessary in a variety of situations.

Please listen to **(list your local radio/television stations here)** for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation and it's safe for you to pick up your child.

The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.

The form designating persons to pick up your child is included with this letter for you to complete and have returned to the day care center no later than **(insert reasonable response time here)**. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact **(name of individual designated to handle inquiries and their telephone number/extension).**

Sincerely,

(Title)

ATTACHMENT 6 – CHILD PICK-UP AUTHORIZATION

I, _____, authorize **(facility name)** to release my child(ren) to the person(s) designated . This is in consonance with the **(facility name)** Emergency Operations Plan.

**Student's
Name**

**Designated Custodian (s)
Name & Relationship**

Your Signature

Relationship

Date

Print Name

Address

Address

(Home Phone)

(Work)

(Cell)

*NOTE: Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.
PLEASE PRINT CLEARLY.*

ATTACHMENT 7 – SELECTION OF “CLOSEST SHELTER”

If it is unsafe for the occupants of the facility to go outside, provisions should be made to provide “protected spaces” inside. Depending on time available, staff should move their groups of children to the “closest shelter” inside the facility.

These spaces should:

- Be in the interior of the building, away from glass that may shatter.
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to shaking from an earthquake or tornado.
- Have furniture and wall-hangings secured so that they will not fall onto occupants.

Suggestions are:

- Interior halls,
- Rest rooms, closets or other small areas
- If hallways are not suitable, use the inside wall of a room.

Have everyone sit facing the wall, protecting their head and face with their arms against the wall.

ATTACHMENT 8 – SELECTION OF INTERIOR SHELTER

If it is unsafe for the occupants of the facility to go outside, and there is time to move to the best available shelter, provisions should be made to provide “protected spaces” inside the facility.

These spaces should:

- Be in the interior of the building, away from glass that may shatter.
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to shaking from an earthquake or tornado.
- Have furniture and wall hangings secured so that they will not fall onto occupants.

Suggestions on where to find these “protected spaces” are:

- In multi-story facilities.
 - o Use identified shelters or basements.
 - o Use first floor interior halls.
 - o Use rest rooms or other enclosed small areas away from large glassed-in areas or large open rooms.
- In one-story facilities.
 - o Use identified shelters.
 - o Use basements and interior hallways.
 - o Use rest rooms or other areas away from large glassed-in areas or open rooms.

If hallways are not suitable, use the inside wall of a room on the opposite side of the corridor from which the storm is approaching.

In either one or multi-story facilities rest rooms are usually suitable, especially if the room is centrally located.

**DAY CARE CENTER
CHILDREN AND STAFF
HAVE
RELOCATED TO**

(Facility Name)

NOTE: The facility is located at _____

ATTACHMENT 10 – EMERGENCY KITS AND SUPPLIES

This list contains the **minimum** items you should have in your center in case of an emergency.

Center Emergency Kit

(Should be packed in a backpack or other container that is mobile in the event of an evacuation and be located in a central and easily accessible location.)

- ☐ Copies of all contact lists
 - o For families **and** staff, include the name, phone number, and e-mail as well as information for someone preferably out-of-state, at least out of the immediate area*
 - o Phones numbers and e-mails for your Sponsor Liaison and/or immediate Supervisor*
- ☐ Flashlights with extra batteries
 - o Long-life, emergency flashlights*
- ☐ Battery-operated radio and extra batteries
 - o AM/FM, weather band/TV band*
- ☐ Manual can-opener
- ☐ First Aid Kit
 - o Add gloves and Kleenex*
- ☐ Notepad and pens/pencils
- ☐ Scissors
- ☐ Hand-Sanitizer and cleansing agent/disinfectant
- ☐ Whistle
- ☐ Disposable Cups
- ☐ Wet Wipes

In the Center in General

- ☐ Charged cell phone
- ☐ One gallon of water for every four children and staff
- ☐ Disposable cups
- ☐ Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. – should be nut-free in case of allergies
- ☐ Extra supplies of critical medication such as insulin, epi-pens, etc. for children and staff

Each Child Should Have:

- ☐ A change of seasonally appropriate clothing
- ☐ A blanket
- ☐ Extra diapers (one-day supply as space allows)
- ☐ Extra formula (one-day supply as space allows)

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Location of Emergency Kits: _____

Locations of Additional Emergency Supplies: _____

Location of Cell Phone: _____