

EMERGENCY PREPAREDNESS: EMERGENCY OPERATIONS PLAN
 License Exempt Template for Family Friend and Neighbor and Facility Based

PROVIDER INFORMATION:

Name: _____ LE Provider #/RID #: _____

Address: _____ Phone number: _____

Email: _____ Number of children enrolled: _____

Program	Contact Name	Phone
Medical Emergency		911
Police		911
Police – non emergency		
Fire		911
Nearest Hospital		
Poison Control		1-800-222-1222
Insurance		
Relocation site (near)		
Relocation site (far)		
Bureau of Child Development and Head Start Collaborative		
Child Care Licensing Unit	Licensing Coordinator on Duty	603-271-9025
Licensing Coordinator		
Electric/Gas Company		
Water Company		
Health Officer		
Plumber		
Emergency Management Director		
Emergency System (local)		

LOCATION OF EMERGENCY ITEMS IN THE HOME OR PROGRAM:

**Tip: remember to have cell phone, extra phone charger and car keys easily accessible*

Daily list of children attending program: _____

Children’s emergency contact information: _____

First Aid Kit: _____

Medications (if applicable): _____

Location of home water shut off: _____

Location of home electrical/gas shut off: _____

Emergency supplies (recommended; see list): _____

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EVACUATION AND RELOCATION PLAN

An evacuation plan is developed to assist provider in evacuating all children in care in an efficient manner (*due to fire or other dangerous situation*) and should include:

- Location of exits
- Directions for exiting the building
- Items that should be taken when evacuating
 - Things to consider: - cell phone -phone charger - first aid kit - adult & child medications, -emergency contact information - list of the children present, etc.
- Location where provider and children are locating to (think about both near location and far location)

EVACUATION AND RELOCATION PLAN: In the event we need to evacuate the child care home, we will follow the directions from emergency personnel or the following procedures will be implemented:

<p>Evacuation routes/exits - Near (within walking distance):</p> <p><i>Attach a plan of your home and the surrounding area outside of your home</i></p>	<p><i>Use the Sesame Street Family guide or see samples on the Child Care Aware of New Hampshire Website (http://nh.childcareaware.org/emergency-planning/)</i></p> <p>Relocation site – Near (within walking distance) Name of facility: _____ Address: _____ Contact person: _____ Phone number: _____</p>
<p>Items to think about if evacuating Infants/Toddlers and other children with special care needs:</p>	<p><i>How are you transporting infants who cannot walk, etc.? Rolling crib? Stroller? Baby wearing carrier?</i></p>
<p>Communication with Families:</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 • If possible, a note with the relocation address and time of evacuation will be posted on the door
<p>Emergency Supplies & Location of kit(s):</p>	<p><i>Where are these items in your home/program?</i></p>
<p>Evacuation to relocation site – Far (outside of immediate area):</p>	<p>Relocation site – Far (outside of the immediate area) Name of facility: _____ Address: _____ Contact person: _____ Phone number: _____</p> <p><i>*Be certain to ensure relocation sites are safe to evacuate to</i> <i>*Let families know if emergency personnel directed you to a different location than you had planned</i></p>
<p>Transportation Plan to relocation site(s):</p>	<p><i>Are you walking with the children? Driving in your car? Hiring an Uber?</i></p>

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SHELTER-IN-PLACE: In the event we need to stay inside the home due to severe weather or notification from authorities, we will follow the directions from emergency personnel, or the following procedures will be implemented:

Location inside of home/building:	<i>What room in your home/building?</i>
Location of Emergency Supplies/First Aid Kit:	<i>Where are your supplies in your home/program? Remember to bring them with you to the secure location.</i>
Communication with Families:	

LOCKDOWN: In the event of a situation that may result in harm to persons inside the home, such as shooting, intruder, trespassing, or any situation deemed harmful at the discretion of the provider, the providers is to have a plan for a lockdown. A lockdown means the occupants of a home are restricted to the interior of the home and the doors and windows are secured to ensure no one enters or leaves until it is safe to do so.

Immediate first steps:	<ul style="list-style-type: none"> • Notify police • Lock all doors and windows • Pull shades/blinds/curtains, etc. • Bring first aid kit/emergency supplies to secure place
Location inside of home: <i>Go to a secure place of the home/building</i>	<i>*Can consult with local emergency personnel to identify most secure location within home</i>
Communication with Families:	

PARENT/FAMILY REUNIFICATION: In the event we need to evacuate and relocate, 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"> • Provider will call and/or text parents/guardians • Parent/guardian phone numbers are located:
Release:	<ul style="list-style-type: none"> • Children will only be released to the parent/guardian or contacts listed on the child's form with proper identification • Make sure the attendance is complete and clearly reflects who picked up the child and at what time

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RE-OPENING AFTER AN EMERGENCY: In the event the provider/facility needs to evacuate off-site due to an emergency, the provider/facility must ensure the home/building is safe prior to allowing children back into care. If you are unable to open immediately after an emergency, provide the families with the contact information of Child Care Aware of New Hampshire to help them find potential alternative care.

Items to consider prior to re-opening:	<ul style="list-style-type: none"> • Have a professional inspection of the home and repair any damage • If the home was impacted, contact child care licensing to conduct a review of the home to ensure all regulations are met
Plan for re-opening after an emergency:	
Communication to parents/guardians:	

COMMUNICATION PLAN WITH FAMILIES: During an emergency, accommodating the needs of the children in care is the priority of the provider. Communicating the emergency plan to parents, helpers, and local emergency managers prior to an emergency; and pre-planning how to notify parents when an emergency arrives, allows providers to concentrate on the children during an emergency.

Parents will be notified by (call, text, etc.): _____

The emergency plan is shared with parents (how, when, how often): _____

The emergency plan is practiced with the children in care (how, when, how often): _____

Plan is shared with (local emergency managers, fire department, etc.): _____

DOCUMENTATION OF EMERGENCY PREPAREDNESS DRILLS

Drill Type	Date Completed (*two per year)

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RECOMMENDED EMERGENCY SUPPLIES: Child care programs will need to be prepared to accommodate several children in a small space that is often away from the items used in care on a daily basis. The following is a list of recommended items to have available and on hand should an emergency occur. It is suggested to contact local emergency authorities on ideas and resources to help obtain the following items at as low of a cost as possible:

- infant formula
- bottled water
- weather radio with batteries
- parent contact information
- toilet paper
- paper towels
- relocation site agreements
- hand sanitizers
- disposable cups
- non-perishable food items
- flashlight and batteries
- diapers and wipes
- plastic bags
- extra children's clothing
- media releases for children
- sign up for Nixel Emergency Alerts for your town
- child registration and information
- child allergy information