

SAMPLE EMERGENCY PLANS

This sample emergency procedures document **should be used as a guide** in establishing your own procedures. You should modify these procedures to meet the needs of your particular situation (number of personnel, number of children, needs of children in care, location of facility, etc.) and to meet the licensing rules of your particular facility type.

The document that you post should be concise, outlining the specific actions each person should take.

Sample emergency procedures that are included are:

- [Fire Emergency](#)
- [Tornado](#)
- [Serious Accident, injury or Illness](#)
- [Crisis Management](#) (Intruders, active shooters, bomb threats, other man-or woman-caused events)
- [Sample Emergency Poster](#)

When applicable, the sample emergency procedures include the following:

- A plan for evacuation
- A plan for safely moving children to a relocation site
- A plan for shelter-in-place
- A plan for lockdown
- A plan for contacting parents and reuniting families
- A plan for continuing operations during or after a disaster
- A plan for how each child with special needs will be accommodated during each type of emergency
- A plan for how infants and toddlers will be accommodated during each type of emergency
- A plan for how children with chronic medical conditions will be accommodated for each type of emergency

All licensed homes must keep the written emergency procedures for the following posted in a conspicuous location within the child care home:

- Fire
- Tornado
- Serious accident or injury
- Crisis management
- Water emergencies, if applicable

All licensed child care centers must keep the written emergency procedures for the following posted in a place visible to staff and parents:

- Fire
- Tornado
- Other natural or man-made disasters
- Serious accident, illness or injury

The crisis management plan for centers must be posted in a place known and easily accessible to all personnel.

All licensed child care centers must have emergency phone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and two main cross streets conspicuously posted in a place visible to staff.

For all licensed homes, it is best practice to also have the above posted in a conspicuous location.

Having written plans allows for the opportunity to prepare and to prevent poor judgments made during an emergency. People can react very unpredictably in emergency situations; at times forgetting their own addresses and telephone numbers. Do not count on you or your staff's memory to properly guide the authorities to your facility.

It is the responsibility of the facility to keep all personnel, including any part-time staff, and volunteers, informed of their individual duties and responsibilities in the event of an emergency.

Do not wait until an emergency occurs to prepare yourself and your staff. Practice emergency procedures frequently and make sure to include part-time staff and volunteers.

The following are also recommended:

- Develop an emergency evacuation diagram and post it with the written emergency plans.
- The written emergency plan should detail, in writing, each person's individual responsibilities in the event of an emergency.

Fire department personnel will usually help you with your evacuation procedures. If you are a new facility, don't forget to let the fire department know. It will help them respond promptly in a fire emergency.

Emergency medical personnel can sometimes visit your facility and ease the fears of children prior to a medical emergency by letting them become familiar with the various pieces of equipment and even with the ambulance itself. Contact your local emergency medical services to see if this service is available. If these resources are available to you, we urge you to use them. They can make interesting and potentially life-saving presentations at your facility.

The [Michigan State Police Homeland Security and Emergency Management website](#) is an excellent resource for information. The [Local Emergency Management Programs page](#) allows you to contact the local emergency management coordinator in your county. Local emergency management coordinators can assist you in the development of emergency preparedness plans and can provide training on emergency management. On the [MiReady page](#), you can find preparedness information and the [Family Preparedness Guide](#).

The American Academy of Pediatrics has a [Children's and Disasters webpage](#) that can help you ensure for the health of children in disaster situations.

The Federal Emergency Management Agency (FEMA) has an online training called [Planning for the Needs of Children in Disasters](#). The purpose of this course is to provide guidance to

children's programs about meeting the unique needs that arise among children as a result of a disaster or emergency.

[Get Ready. Get Safe. Training Hub](#) from [Save the Children](#) provides free trainings and resources that can help you prepare for and respond to the needs of children in emergencies. If you complete the free Child Care Emergency Preparedness training, you will receive the Child Care Emergency Preparedness Training Workbook. The workbook is designed to help you through the steps of collecting information and creating an emergency plan for your facility. The workbook contains an emergency plan template, worksheets to use to gather and identify information you will need in an emergency or disaster, and checklists to serve as "to-do" lists when creating your emergency plans.

SAMPLE

Fire Emergency Plan

Drill Information

Fire drills must be held quarterly. Monthly is recommended but quarterly should be considered the minimum frequency. All fire drills must be documented in the fire drill log which must be kept available at the facility.

Child Care Staff Member is coded as CCSM.

Fire Emergency EXAMPLE	
Actions	Tips to Consider
<ul style="list-style-type: none"> • Immediately upon discovery of any kind of fire in the home, or upon hearing the fire alarm/smoke detector CCSM #1 (or "I" if you are the only adult) will quickly gather all of the children and provide instructions for how to safely exit the building/home. • CCSM #1 will grab a cell phone, attendance logs, and the emergency backpack. <i>(If there is a second staff member, consider assigning this task to them.)</i> <p><i>(If there are other staff members)</i></p> <ul style="list-style-type: none"> • CCSM#2 will check the facility for any children that might have hidden or have been inadvertently left behind. 	<p>An emergency backpack may contain items such as:</p> <ul style="list-style-type: none"> • Child Information Records. • Activities such as books, small toys, and rattles. • Snacks and water. • Pacifiers, extra bottles, diapering supplies. • Blankets. • First aid supplies.
<ul style="list-style-type: none"> • CCSM #1 will take the children, along with the attendance log, cell phone, and emergency backpack, out through the closest, safe exit. • The designated meeting place is _____ <i>(fill in your desired location, e.g., the large oak tree at the end of the driveway).</i> • Once children are evacuated, CCSM #1 will call 911 to report the fire. <i>(This could also be done by CCSM #2)</i> 	<p>It is recommended that the designated location be a minimum of 50-feet from the building/home.</p> <p>The designated meeting place should be in a safe location, away from traffic and any other hazards in the area.</p>
<ul style="list-style-type: none"> • Once at the designated meeting place, CCSM #1 will instruct the children to wait quietly while roll is taken using the daily attendance log. • If any child is unaccounted for, CCSM #1 will notify fire department personnel immediately upon their arrival. • THE CHILDREN WILL NEVER BE UNATTENDED FOR ANY REASON. 	<p>RE-ENTERING A BURNING BUILDING/HOME IS STRONGLY DISCOURAGED.</p>

<ul style="list-style-type: none"> • After the immediate emergency has passed, CCSM #1 will contact parents to inform them of the fire emergency and to provide instructions on the plan for child pick-up if necessary. • If it becomes necessary to move farther away from the building/home due to excessive heat, inclement weather, fire department activities, or any other reason, we will follow our RELOCATION PLAN. 	
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The plans must include how infants and/or toddlers, children with special needs and children with chronic medical conditions will be accommodated.

For children with special needs and/or chronic medical conditions, the facility must have an individualized emergency plan (who will help the child and any accommodations that may be needed for that child) posted with the above information. If possible, the plan can broadly address a special need area, such as children with mobility issues.

SAMPLE

Tornado Emergency Plan

Drill Information

Tornado drills will be held two times a year during the months of March through November. All tornado drills must be documented on the fire and tornado drill log which will be kept available at the facility.

Tornado Emergency EXAMPLE	
Action	Tips to Consider
<ul style="list-style-type: none"> • Upon learning of a <u>tornado watch</u> in the area, CCSM #1 (or "I" if you are the only adult) will immediately turn on the radio to a local weather station. • CCSM #1 will monitor weather conditions until the weather watch is canceled or until the facility is closed and all children have been picked up. 	
<ul style="list-style-type: none"> • If a <u>tornado warning</u> is issued, CCSM #1 will immediately take children, attendance records, a cell phone, the emergency backpack and supplies to the designated shelter location _____ (<i>fill in your designated shelter location, e.g. basement, hallway etc.</i>) <p>CHILDREN WILL NOT BE LEFT UNATTENDED FOR ANY REASON.</p> <ul style="list-style-type: none"> • CCSM #1 will instruct the children where to sit and take roll using the attendance records. • Activities will be provided to children to help them remain quiet and occupied until the warning is lifted. 	<p>It is recommended that the designated shelter location be an interior room on the lowest floor level with no windows; an interior hall, closet or bathroom on the main level with no windows if no basement.</p> <p>The following emergency supplies are recommended for the tornado shelter area:</p> <ul style="list-style-type: none"> • Flashlight. • Battery-operated radio. • Water and snacks. • First aid kit. • Extra batteries. • Child information records. • Diapers and wipes. • Toys, books and activity materials. • Pillows and blankets.
<ul style="list-style-type: none"> • CCSM#1 will send a group text to families notifying them of the emergency and plans for pick-up or relocation if necessary. • We will follow RELOCATION PLAN if we need to go to our relocation site once the tornado warning is over. 	<p>You may also choose to call families or text them individually.</p>

The plans must include how infants and/or toddlers, children with special needs and children with chronic medical conditions will be accommodated.

For children with special needs and/or chronic medical conditions, the facility must have an individualized emergency plan (who will help the child and any accommodations that may be needed for that child) posted with the above information. If possible, the plan can broadly address a special need area, such as children with mobility issues.

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Serious Accident or Injury Plan

Accident / Injury Emergency EXAMPLE	
Action	Tips to Consider
<ul style="list-style-type: none">• CCSM #1 (or "I") will immediately call 911 and report the emergency (as needed).• CCSM #1 (or "I") will remain with the sick or injured child and administer emergency first aid as necessary:<ul style="list-style-type: none">○ Ensure and maintain an open airway.○ Control any bleeding with direct pressure.○ Ensure proper circulation as necessary (CPR).○ Reassure the child and keep him calm and quiet until the emergency medical personnel take over the child's care.	<p>This is done if conditions warrant notification of emergency personnel.</p> <p>If you have to accompany the child to the hospital, make sure there is a plan in place regarding who will be in charge and how the facility will continue to meet licensing requirements.</p>
<ul style="list-style-type: none">• Once the injured child is stabilized, CCSM #1 will provide quiet activities away from the injured child, but still within sight and/or hearing distance, to keep the remaining children calm.	

CRISIS MANAGEMENT PLAN

Intruder / Active Shooter EXAMPLE	
Action	Tips to Consider
<ul style="list-style-type: none"> In the event of an intruder or active shooter, CCSM #1 (or "I") will call 911 and report the emergency. 	
<ul style="list-style-type: none"> CCSM #1 will shut and lock doors and windows, if not already done. <i>(This could also be done by CCSM #2).</i> CCSM #1 will take attendance records, a cell phone, the emergency backpack and supplies to the designated shelter-in-place or safe spot location. CCSM #1 will reassure the children and keep them calm and quiet until the emergency has passed. 	<p>Consider working with local authorities to develop a plan for how you will know your home is secure.</p> <p>Ideal designated shelter-in-place or safe spot would be one that has doors that are easily locked or barricaded and no windows. If that isn't possible, create a barricade behind shelves or tables.</p>
<ul style="list-style-type: none"> CCSM #1 will make sure everyone is safe and unhurt and notify local authorities if there a physical threat inside the home or if someone is injured. CCSM#1 will send a group text to families notifying them of the emergency and plans for pick-up or relocation if necessary. 	<p>If parents will not have access to the home during a lockdown, it is recommended that you notify them of this in advance.</p>

The plans must include how infants and/or toddlers, children with special needs and children with chronic medical conditions will be accommodated.

For children with special needs and/or chronic medical conditions, the facility must have an individualized emergency plan (who will help the child and any accommodations that may be needed for that child) posted with the above information. If possible, the plan can broadly address a special need area, such as children with mobility issues.

BOMB THREATS – (Follow Evacuation/Relocation Plans)

The person receiving the bomb threat call should engage the caller in a conversation to get as much information as possible:

- Ask what time the bomb is set to go off.
- Ask questions regarding the specific location of the bomb.
- Ask about the appearance of the bomb package.
- Listen for background noise, e.g., radio, other people, traffic sounds, etc.
- Was the caller calm or hysterical?
- Was the caller's voice young or old?

- CCSM # 1 will notify authorities and call 911 to report the bomb threat.
- CCSM # 1 will follow **Relocation Plans** for safely evacuating and relocating children.

The plans must include how infants and/or toddlers, children with special needs and children with chronic medical conditions will be accommodated.

For children with special needs and/or chronic medical conditions, the facility must have an individualized emergency plan (who will help the child and any accommodations that may be needed for that child) posted with the above information. If possible, the plan can broadly address a special need area, such as children with mobility issues.

OTHER MAN- OR WOMAN-CAUSED EVENTS

POWER OUTAGE – (Follow Shelter-In-Place or Evacuation/Relocation Plans)

- Immediately upon discovery of a power outage, CCSM #1 will determine why the power is out, check the circuit breaker, and contact the local power company, if necessary.
- If compliance with the licensing rules cannot be maintained, such as running water, flushable toilets, temperature, visibility of children, etc. CCSM #1 will contact parents letting them know that they must pick children up within the hour.

SUSPICIOUS PACKAGE FOUND AT THE HOME – (Follow Evacuation/Relocation Plans)

Anyone that believes a box or other type of package/container appears to be suspicious should not touch the item.

- CCSM # 1 will notify authorities and call 911 to report the box/package to the police.
- CCSM # 1 will keep everyone away from the suspicious box/package.
- CCSM #1 will follow **Relocation Plans** for safely evacuating and relocating children.

The plans must include how infants and/or toddlers, children with special needs and children with chronic medical conditions will be accommodated.

For children with special needs and/or chronic medical conditions, the facility must have an individualized emergency plan (who will help the child and any accommodations that may be needed for that child) posted with the above information. If possible, the plan can broadly address a special need area, such as children with mobility issues.

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Missing Child EXAMPLE	
Actions	Tips to Consider
<p>CCSM #1 in charge: Immediately upon discovery of a missing child, alert the PROGRAM DIRECTOR or staff member in charge of the missing child.</p>	
<p>Assist CCSM #1 in searching the facility for the missing child.</p> <p>Quickly search in lavatories, closets, room corners, under desks, behind curtains, anywhere a child might have hidden or gone.</p>	
<p>CCSM #2</p>	
<p>Immediately begin a systematic search of the facility.</p> <p>Quickly search in lavatories, closets, rooms corners, under desks, behind curtains, anywhere a child might have hidden or gone.</p>	
<p>CCSM #2</p>	
<p>Keep remaining children calm and care for them until the missing child is found.</p>	
<p>PROGRAM DIRECTOR or CCSM #1</p>	
<p>Call 911 and report the missing child.</p> <p>The facility location is _____(fill in your street address, cross streets, etc.) XYZ Church 12345 E. Main St. Anytown, MI 41111 Telephone: 111-123-4567 Nearest cross street is Michigan Ave.</p> <p>We are located on the north side of Main Street, across from Suzie's Bakery.</p>	<p>This is done if the situation warrants notification of emergency personnel.</p>
<p>Notify the parents of the missing or lost child.</p>	
<p>Assist CCSM #1 in searching the facility for the missing child.</p> <p>Quickly search in lavatories, closets, rooms corners, under desks, behind curtains, anywhere where a child might have hidden or gone.</p>	

GAS LEAK

- If there is a gas leak detected in or very near the home, CCSM #1 will immediately evacuate according to the **EVACUATION / RELOCATION PLAN**.
- If the gas leak is in the vicinity of the home, CCSM #1 will contact the gas company to determine if there is a need to go to the relocation site following the **SHELTER-IN-PLACE PLAN**.

The plans must include how infants and/or toddlers, children with special needs and children with chronic medical conditions will be accommodated.

For children with special needs and/or chronic medical conditions, the facility must have an individualized emergency plan (who will help the child and any accommodations that may be needed for that child) posted with the above information. If possible, the plan can broadly address a special need area, such as children with mobility issues.

WATER MAIN BREAK

- If there is a water main break in or near the home, or total loss of water for any reason, the **facility must close** because compliance with the licensing rules cannot be maintained, such as running water, flushable toilets, etc. CCSM #1 will contact parents letting them know that they must pick children up within the hour.
- If the home still has water available, CCSM # 1 will contact the water company or local authorities to see if the facility needs to be evacuated or if the children can remain in the home until parents can arrive to pick up their children.

In the case of evacuation, follow the **EVACUATION / RELOCATION PLAN**. The plans must include how infants and/or toddlers, children with special needs and children with chronic medical conditions will be accommodated.

For children with special needs and/or chronic medical conditions, the facility must have an individualized emergency plan (who will help the child and any accommodations that may be needed for that child) posted with the above information. If possible, the plan can broadly address a special need area, such as children with mobility issues.

WINTER STORM

- Should a winter storm occur or be predicted while children are present, CCSM #1 will determine if the facility can stay open or if it must close. If the facility must close, parents will be called to inform them that children need to be picked up and/or call parents of children scheduled to arrive to inform them not to come.

Continuing Operations During or After a Disaster at a Child Care Home

During or after a disaster, operations will only continue if the home is able to comply with all child care licensing rules. Children will have access to quiet activities and snacks from the emergency backpack during both shelter-in-place emergencies and at the relocation site for emergencies requiring evacuation.

EVACUATION / RELOCATION PLAN

- If it becomes necessary to move away from the building due to excessive heat, inclement weather, fire department activities, or any other reason, all children will be moved to _____
(fill in your desired location, e.g., to the neighbor's home at 765 State St.).
- CCSM #1 (or "I") will instruct the children on how to safely move to the new location and help/guide them there.
- CCSM #1 will take attendance records, child information cards, a cell phone, and all necessary emergency medications for children to the relocation spot.
- Non-mobile infants will be placed in a stroller (if no stroller is available, infants could be carried by a child care staff member.) Toddlers will hold the hand of an older child or adult.

This location should also be safe.

Avoid crossing streets and other areas with traffic to get to this location.

The plan should also include an indoor relocation site, if possible.

- CCSM #1 will reassure the children and keep them calm and quiet.
- CCSM #1 will make sure everyone is safe and unhurt and notify local authorities if there is a physical threat inside the home or if someone is injured.
- CCSM #1 will send a group text to families notifying them of the emergency and plans for pick-up or relocation if necessary.

You may also choose to call or text families individually.

Do not separate the children. Keep them all together and stay with them at all times.

Do not release children to anyone other than their parents or other designated guardian as outlined on the Child Information Record.

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SHELTER-IN-PLACE PLAN	
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<ul style="list-style-type: none"> • CCSM #1 will shut and lock doors and windows, if necessary. <i>(This could also be done by CCSM #2).</i> • CCSM #1 will take attendance records, a cell phone, child information cards, emergency medications for children if needed, the emergency backpack and supplies to the designated shelter-in-place location away from windows and outside threats. • Infants and toddlers will be carried or helped to the safe place. Children with special needs or chronic medical conditions will 	
<ul style="list-style-type: none"> • CCSM #1 will make sure everyone is safe and unhurt and notify local authorities if there a physical threat inside the home or if someone is injured. • CCSM #1 will reassure the children and keep them calm and quiet until the emergency has passed. • CCSM#1 will send a group text to families notifying them of the emergency and plans for pick-up or relocation if necessary. 	<p><i>You may also choose to call or text families individually.</i></p> <p>Do not separate the children. Keep them all together and stay with them at all times.</p> <p>Do not release children to anyone other than their parents or other designated guardian as outlined on the Child Information Record.</p>