Sample Emergency Plans

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MiLEAP
Michigan Department of Lifelong Education, Advancement, and Potential

Child Care Licensing

Individuals with disabilities may contact the MiLEAP ADA Coordinator to request an alternative format to these materials. Please visit www.michigan.gov/ADA for a list of state ADA coordinators.

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 in care, location of the facility/home, etc.) and to meet the licensing rules of your particular facility type.

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

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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.**

CENTERS

The following written emergency plans must be posted in a place visible to staff, volunteers and parents, R.400. 8269(3)(a):

- **Fires.**
- **Tornadoes.**
- **Floods.**
- **Power outages**.

The following written emergency plans must be maintained in a place known and easily accessible to staff, volunteers and parents, R. 400.8269(3)(b):

- **Extreme weather events.**
- **Other natural or man-made disasters.**
- **Serious accident, illness or injury.**
- **Bomb threats and other man-made emergencies.**

The following written emergency plan must be maintained in a place known and easily accessible to staff and volunteers, R. 400.8269(3)(c):

- **Intruders or active shooters**

HOMES

The following written emergency plans must be posted in a place visible to staff, volunteers and parents, R.400.1939(3)(a):

- **Fires.**
- **Tornadoes.**
- **Serious accident or injury.**
- **Water emergencies, if applicable.**
- **Floods.**

The following written emergency plans must be maintained in a place known and easily accessible to staff, volunteers and parents, R. 400.1939(3)(b):

- **Power outages.**
- **Extreme weather events.**
- **Other natural or man-made disasters.**
- **Bomb threats and other man-made emergencies.**

The following written emergency plan must be maintained in a place known and easily accessible to staff and volunteers, R. 400.1939(3)(c):

- **Intruders or active shooters.**

It is best practice to notify your assigned licensing consultant in the event of an emergency occurring at the home or center.

For all licensed centers, a copy of these plans should be posted in each room used by children (**except bathrooms**). All licensed child care centers ***must*** have emergency phone numbers, including 911, fire, police, the Michigan Mental Health Hotline (**866-903-3787**) and the Poison Control Center (**1-800-222-1222**), as well as the facility/home'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/home.

It is the responsibility of the center/home 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 child care facility/home, 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 child care facility/home 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 center/home.

The **Michigan State Police Homeland Security and Emergency Management** website is an excellent resource for information about response and recovery from natural and human-made disasters. 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 **Disasters and Children 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/home. 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.

EMERGENCY SUPPLIES FOR SHELTERING

The following emergency supplies are recommended for the designated shelter area on the premises:

- ✓ Flashlight.
- ✓ Battery-operated radio.
- ✓ Non-perishable snacks and bottled water.
- ✓ First aid kit.
- ✓ Extra batteries.
- ✓ Child information records.
- ✓ Diapers and wipes.
- ✓ Toys, books and activity materials.
- ✓ Pillows and blankets.
- ✓ Labeled medications.

EMERGENCY BACKPACK FOR EVACUATING

An emergency backpack that is easily accessible and manageable for evacuating the premises may contain items such as:

- ✓ Child Information Records.
- ✓ Activities such as books, small toys and rattles.
- ✓ Non-perishable snacks and bottled water.
- ✓ Pacifiers, extra bottles and diapering supplies.
- ✓ Blankets.
- ✓ First aid supplies.
- ✓ Labeled medications.
- ✓ Cell phone.

FIRE

Drill Information

Fire drills must be held not less than once every 3 months. Monthly is recommended but not less than every 3 months must be the minimum frequency. All fire drills must be documented in the fire drill log which must be kept available at the child care center/home.

ACTIONS

All actions will be conducted by staff present during the emergency.

Before:

- Keep exits, hallways, and stairways clear at all times.
- Assure smoke detectors and fire extinguishers are installed, operational, and maintained according to code.
- Store combustible materials away from heat sources.
- Prohibit smoking and vaping on the premises while children are in care.

During:

- Upon discovery of fire or alert from smoke detector; quickly gather all of the children and provide instructions for how to safely evacuate the building/home (verbally alert others by shouting **"Fire!"**)
- Quickly grab a cell phone, attendance records and the emergency backpack before evacuating.
- Check the building/home for any children that might have hidden or have been inadvertently left behind.
- Begin evacuation and take the children, along with the attendance log, cell phone and emergency backpack, out through the closest, safe exit.
- Infants and toddlers will be evacuated by ***child care staff members or licensee***.
- Children are escorted outside calmly – no one shall stop to collect personal belongings.
- Evacuate to the designated meeting place. ***Determine your desired location, e.g., the large oak tree at the end of the driveway***.
- Once all children and staff arrive at the designated meeting place, attendance shall be conducted immediately using the daily attendance log.

After:

- After the immediate emergency has passed, parents shall be notified of the emergency via individual or group message and provided instructions on the plan for relocation or child pick-up, if necessary, by ***the program administrator or licensee.***
- **A facility or home may only re-enter and resume operations after a fire once it has been determined that the building is safe for occupancy, the facility or home is able to comply with all child care licensing rules, and clearance to re-enter has been granted by local fire officials.**

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- Identify, in detail, where the nearest exits and fire extinguishers are located.
- Smoke detectors should be used during fire drills so that children are used to the sound during actual emergencies.
- **Re-entering a burning building is strongly discouraged.**
- 911 will be called by ***the program administrator or licensee.***
- 911 will be contacted immediately on notice if the fire alarm is not monitored.
- The designated meeting place should be a minimum of 50-feet from the building/home.
- The designated meeting place should be in a safe location, away from traffic and any other hazards in the area.
- **Any missing child or staff member shall be reported to emergency responders immediately.**

Relocation

If the facility/home is not usable and it becomes necessary to move further away from the building/home due to excessive heat, inclement weather, fire department activities or any other reason: **FOLLOW EVACUATION/RELOCATION PLAN.**

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

For children with disabilities 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.

TORNADO

Drill Information

Tornado drills must 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/home.

ACTIONS

All actions will be conducted by staff present during the emergency.

Before:

- Weather alerts from weather apps, local radio stations or news stations in your area will be immediately monitored upon learning of a tornado warning by ***the program administrator, licensee or staff in charge***.

During:

- If a tornado warning is issued, quickly grab a cell phone, attendance records, emergency backpack and supplies before sheltering-in-place.
- Children will be guided to the designated shelter location and instructed on where to sit. ***Determine your shelter-in-place location and FOLLOW SHELTER-IN-PLACE PLAN.***
- Infants and toddlers will be accommodated for by ***child care staff members or licensee***.
- Attendance will be immediately taken, and children shall not be left unattended for any reason.
- Position the children on the floor, facing interior walls, and covering heads and necks with arms, blankets or coats.
- Activities will be provided for children to help them remain calm, quiet and occupied until the warning is lifted.

After:

- After the immediate emergency has passed, parents shall be notified of the emergency via individual or group message and provided instructions on the plan for relocation or child pick-up, if necessary, by ***the program administrator, staff in charge or licensee***.
- Check for injuries and provide first aid to children as needed. If additional emergency medical care is required for children or staff, 911 shall be called by ***the program administrator, staff in charge or licensee***.
- **A facility or home may resume operations following a tornado emergency once it has been determined that the building remains in compliance with all child care licensing rules and there is no structural damage that would affect the safety of the building.**

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- Notify parents and guardians that children must not be released **during** warnings.
- 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 there is no basement.

Relocation

If the facility is not usable and it becomes necessary to move further away from the building/home due to structural damage, gas leaks, shattered windows or any other reason: **FOLLOW EVACUATION/RELOCATION PLAN.**

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

For children with disabilities 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.

SERIOUS ACCIDENT, ILLNESS OR INJURY

ACTIONS

All actions will be conducted by staff present during the emergency.

During:

- Call 911 only if conditions warrant notification of emergency personnel.
- The sick or injured child shall be taken care of and administered emergency first aid as necessary by ***child care staff members, program staff or licensee***.
  - *This shall include:*
    - *Ensuring and maintaining an open airway.*
    - *Controlling any bleeding with direct pressure.*
    - *Ensuring proper circulation as necessary (CPR).*
    - *Reassuring the child and keeping them calm and quiet until the emergency medical personnel take over the child's care.*

After:

- Once the injured child is stabilized, quiet activities away from the injured child, but still within sight and/or hearing distance, shall be provided by ***child care staff members, program staff, or licensee*** to the other children to keep the remaining children calm.
- Infants and toddlers will be accommodated for by ***child care staff members, program staff, or licensee.***
- Parents shall be called and clearly informed on what happened, the actions taken and, if requested, pick-up instructions by ***the program administrator, staff in charge, or licensee.***

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- 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/home will continue to meet licensing requirements.
- **IF 911 IS CALLED, NOTIFY PARENTS OR GUARDIANS IMMEDIATELY AFTER.**

The plans must include how infants and/or toddlers, children with disabilities 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.

FLOOD

ACTIONS

All actions will be conducted by staff present during the emergency.

Before:

- Weather alerts from weather apps, local radio stations or news stations in your area will be immediately monitored upon learning of a flood warning by ***the program administrator, licensee or staff in charge***.
- Continue monitoring weather conditions until the weather watch is canceled, or until the facility/home is closed and all children have been picked up.
- If evacuation becomes required, plan ahead for non-walking transportation, such as buses, vans, etc.

During:

- Ensure children are safe and maintain supervision at all times. Children shall not be left unattended for any reason.
- Move children to higher ground within the facility/home, if safe, and keep children away from floodwater and electrical outlets.
- Children will be guided to the designated shelter location and instructed on where to sit. ***Determine your shelter-in-place location and FOLLOW SHELTER-IN-PLACE PLAN.***
- Infants and toddlers will be accommodated for by ***child care staff members, program staff, or licensee***.
- 911 will be called if there is immediate danger by ***the program administrator, staff in charge or licensee.***
- If instructed by emergency officials to evacuate, take the children, along with the attendance log, cell phone and emergency backpack, out through the closest, safe exit.

After:

- After the immediate emergency has passed, parents shall be notified of the emergency via individual or group message and provided instructions on the plan for relocation or child pick-up, if necessary, by ***the program administrator, staff in charge or licensee.***
- **A facility or home may continue operations following a flood emergency once it has been determined that the building remains in compliance with all child care licensing rules, there is no structural damage, and the environment is safe for occupancy.**

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- Determine whether your facility/home is located in an area likely to flood by using the FEMA Flood Map Service Center (MSC).
- Flood water can be dirty and hazardous. It can even include sewage. Before a flood-affected region has been cleaned up, be cautious about having kids crawl on the ground.
- Children have the habit to put toys into their mouths. Toys that may have come into contact with flood water should be thoroughly cleaned.

Relocation

If the facility is not usable and it becomes necessary to move further away from the building/home due to water damage, standing water or any other reason: **FOLLOW EVACUATION/RELOCATION PLAN**.

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

For children with disabilities 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.

POWER OUTAGE

ACTIONS

All actions will be conducted by staff present during the emergency.

Before:

- Take an inventory of the items you use that rely on electricity and think about how a power outage would impact your ability to function without them.
- Install smoke and carbon monoxide detectors with battery backup.
- Write down your power company's phone number and consider saving their website and contact information to your phone. If the power goes out, you will be able to easily monitor the status of your outage.

During:

- Ensure children are safe and maintain supervision at all times.
- Immediately upon discovery of a power outage, the reason for the power outage shall be determined, the circuit breaker will be checked, and the local power company shall be contacted, if necessary, by ***the program administrator, staff in charge or licensee***.
- Children will be guided to the designated shelter location and instructed on where to sit. ***Determine your shelter-in-place location, and FOLLOW SHELTER-IN-PLACE PLAN.***
- Infants and toddlers will be accommodated for by ***child care staff members, program staff, or licensee***.
- Monitor children closely for signs of distress, such as lethargy, sweating and shivering.
- Activities will be provided for children to help them remain calm, quiet and occupied during a power outage.

After:

- If compliance with the licensing rules cannot be maintained, such as running water, flushable toilets, temperature, visibility of children, etc., parents will be informed that they must pick children up within the hour by ***the program administrator, staff in charge or licensee.***
- After the immediate emergency has passed, parents shall be notified of the emergency via individual or group message and provided instructions on the plan for relocation or child pick-up, if necessary, by ***the program administrator, staff in charge or licensee***.
- **A facility or home may continue operations following a power outage once it has been determined that the building remains in compliance with all child care licensing rules, there is no structural damage, running water is available, and indoor temperatures remain within a safe range for occupancy.**

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- **DO NOT** open refrigerators or freezers unless necessary.
- Follow food safety guidance by discarding perishable food if safe temperatures cannot be maintained. Use non-perishable foods and bottled water for meals or snacks.
- It is best practice to keep a written copy of your daily attendance log, not just digital.
- Ensure heating, backup lights and emergency supplies are available.
- **Avoid using candles to prevent accidental fire hazards.**
- Always keep blankets and winter coats for warmth in case of heat loss**. Blankets may not be used for infant sleep use.**

Relocation

If the facility is not usable and it becomes necessary to move further away from the building/home due to extreme heat or cold, no light source or any other reason: **FOLLOW EVACUATION/RELOCATION PLAN.**

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

For children with disabilities 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.

EXTREME WEATHER EVENTS

ACTIONS

All actions will be conducted by staff present during the emergency.

Before:

- Should a winter storm or other extreme weather emergency event occur or be predicted while children are present, the facility shall be determined if it can stay open or if it must close by ***the program administrator, staff in charge or licensee***.
- Check to make sure your furnace or other heating source is in good operating order.

During:

- If the facility must close, parents will be called to inform them that children need to be picked up, or the parents of children shall be called to inform them not to come until it is safe to do so.

After:

- After the immediate emergency has passed, parents shall be notified of the emergency via individual or group message and provided instructions on the plan for relocation or child pick-up, if necessary, by ***the program administrator, staff in chrage or licensee***.
- **A facility or home may continue operations during or following an extreme weather emergency if the building remains in compliance with all child care licensing rules. Children will have access to quiet activities and snacks from the emergency backpack during both shelter in place and at the relocation site.**

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- Ensure heating, backup lights, and emergency supplies are available if a winter storm or other extreme weather event is underway.
- Dress children appropriately, and request that parents or guardians provide extra clothes.
- **Portable heating devices must not be used when children are in care.**

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

For children with disabilities 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 NATURAL OR MAN-MADE DISASTERS

GAS LEAK

ACTIONS

All actions will be conducted by staff present during the emergency.

During:

- If you smell gas or suspect a gas leak, **DO NOT** turn the lights on/off or interact with any other electrical appliance that may create a spark risk.
- Immediately evacuate all children to the designated meeting place outside.
- Infants and toddlers will be accommodated for by **child care staff members, program staff, or licensee.**
- 911 and the gas utility provider will be called by ***the program administrator, staff in charge or licensee***.

After:

- After the immediate emergency has passed, parents shall be notified of the emergency via individual or group message and provided instructions on the plan for relocation or child pick-up, if necessary, by ***the program administrator, staff in chrage or licensee***.
- **A facility or home may continue operations during or following a gas leak emergency if the building remains in compliance with all child care licensing rules and until officials confirm it is safe to re-enter.**

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- The meeting place should be a recommended distance of **at least 50 feet** from the building/home in cases of a gas leak due to wind potentially shifting gas toward the meeting place.
- **It is recommended to install carbon monoxide detectors throughout the building/home.**

Relocation

If emergency responders or other personnel instruct you to not enter the facility/home until further notice:

FOLLOW EVACUATION/RELOCATION PLAN.

WATER MAIN BREAK

ACTIONS

All actions will be conducted by staff present during the emergency.

During:

- **DO NOT** use tap water if contamination is suspected or unless cleared safe.
- If there is a total loss of water for any reason, the facility **MUST** close due to compliance with the licensing rules being unsustainable (e.g., the lack of safe drinking water and toileting/hygiene maintenance).

After:

- After the immediate emergency has passed, parents shall be notified of the emergency via individual or group message and provided instructions on the plan for relocation or child pick-up, if necessary, by ***the program administrator, staff in chrage or licensee***.
- The licensing consultant will be called and informed by ***the program administrator or licensee***.

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- Switch to bottled water for drinking.
- If a boil-water advisory is issued, follow local health department guidance.

Relocation

If the facility/home still has water available, contact the water company or local authorities to see if the facility needs to be evacuated or if the children can remain in the building/home until parents or guardians can arrive to pick up their children. In the case of evacuation: **FOLLOW EVACUATION/RELOCATION PLAN.**

The plans for other natural or man-made disasters must include how infants and/or toddlers, children with disabilities and children with chronic medical conditions will be accommodated.

For children with disabilities 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 AND OTHER MAN-MADE EMERGENCIES

BOMB THREATS

ACTIONS

All actions will be conducted by staff present during the emergency.

During:

- The person receiving the bomb threat call should engage the caller in a conversation to get as much information as possible.
  - If the threat is received by email, text or mail, **DO NOT** delete or discard it, and keep the threat exactly as you received it.
- ***The program administrator, staff in charge or licensee*** will be signaled to notify authorities and call 911 to report the bomb threat.
- Infants and toddlers will be accommodated for by ***child care staff members, program staff or licensee***.

After:

- After the immediate emergency has passed, parents shall be notified of the emergency via individual or group message and provided instructions on the plan for relocation or child pick-up, if necessary, by ***the program administrator, staff in chrage or licensee***.
- The licensing consultant will be called and informed by ***the program administrator or licensee***.

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- **Take all threats seriously and engage with the caller to uncover the answers to the following questions, if 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?
- **CHILDREN MUST NEVER BE TOLD ABOUT THE BOMB THREAT.** Use calming language instead, such as "We are going outside for safety."

SUSPICIOUS PACKAGE

ACTIONS

All actions will be conducted by staff present during the emergency.

During:

- Do not touch, move or open an unknown package or container if it appears suspicious.
- ***The program administrator, staff in charge or licensee*** will notify authorities and call 911 to report the package to the police.
- Infants and toddlers will be evacuated by *child care staff member, program staff or licensee.*

After:

- After the immediate emergency has passed, parents shall be notified of the emergency via individual or group message and provided instructions on the plan for relocation or child pick-up, if necessary, by ***the program administrator, staff in chrage or licensee***.
- The licensing consultant will be called and informed by ***the program administrator or licensee***.

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- **Train staff to recognize suspicious characteristics such as:**
  - No return address.
  - Excessive postage, tape or wires visible.
  - Strange odors or powder residue.
  - Ticking or unusual sounds.
  - Unexpected delivery.

Relocation / Lockdown

Adhere to law enforcement for how best to proceed following a bomb threat or suspicious package emergency. If the threat is indicated to be inside the building/home: **FOLLOW EVACUATION/RELOCATION PLAN.**

If law enforcement advises remaining inside and indicates that the threat is outside the building/home: **FOLLOW LOCKDOWN PLAN.**

MISSING CHILD

ACTIONS

All actions will be conducted by staff present during the emergency.

During:

- If you suspect a child is missing, **immediately take attendance**.
- Immediately upon discovery of a missing child, alert ***the program administrator, staff in charge or licensee*** in charge of the missing child.
- Immediately begin a systematic search of the facility while *the* ***child care staff member or licensee*** keeps the remaining children calm and cares for them until the missing child is found.
- Call 911 only if conditions warrant notification of emergency personnel. If 911 is called, notify the parents of the child as soon as possible.

After:

- If you have to accompany law enforcement for questioning, make sure there is a plan in place regarding who will be in charge and how the facility/home will continue to meet licensing requirements.
- Quiet activities away shall be provided by ***program staff or licensee*** to the other children to keep the remaining children calm.
- Infants and toddlers will be accommodated for by ***program staff or licensee.***
- Parents shall be called and clearly informed on what happened, the actions taken and all further updates by ***the program administrator or licensee.***

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- **Quickly search in bathrooms, closets, room corners, under desks, behind curtains or anywhere a child might have hidden or gone.**

The plans for bomb threats and other man-made emergencies must include how infants and/or toddlers, children with disabilities and children with chronic medical conditions will be accommodated.

For children with disabilities 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.

INTRUDER OR ACTIVE SHOOTER

ACTIONS

All actions will be conducted by staff present during the emergency.

Before:

- Ensure window blinds or coverings are readily available for quick lockdown initiation.

During:

- In the event of an intruder or active shooter, 911 will be called and the emergency will be reported by ***the program administrator, program staff, child care staff member or licensee.***
- **FOLLOW LOCKDOWN PLAN**. The doors and windows shall be shut and locked, if not already done, by ***child care staff members, program staff or licensee.***
- Move children to the nearest safe room, lock the doors and turn off the lights.
- Infants and toddlers will be accommodated for by ***child care staff members, program staff or licensee.***
- Staff will not open the door for anyone unless directed by local authorities.
- Quickly grab a cell phone, attendance records, emergency backpack and supplies before moving to the designated shelter-in-place or safe spot.
- Attendance shall be immediately taken, and **children shall not be left unattended for any reason**.
- If directly confronted by the intruder, all adults should prioritize protecting the children.
- The **RELOCATION/EVACUATION PLAN** shall only be followed if the threat is within proximity of the facility/home and a clear, safe exit path is available.

After:

- You should **NOT** reopen on the same day. It is best practice to close for the remainder of the day and obtain law enforcement clearance prior to reopening.
- ***The program administrator, program staff, or licensee*** will make sure everyone is safe and unhurt and notify local authorities if someone is injured.
- After the immediate emergency has passed, parents shall be notified of the emergency via individual or group message and provided instructions on the plan for child pick-up by ***the program administrator or licensee.***
- The licensing consultant will be called and informed by ***the program administrator or licensee***.

TIPS TO CONSIDER

Helpful considerations to implement into your emergency plans.

- **An active shooter or intruder may include:**
  - An unauthorized individual attempting to enter the building.
  - An individual displaying threatening or violent behavior.
  - Reports of a weapon on-site or nearby.
  - Law enforcement notification of a threat in the area.
- Consider working with local authorities to develop a plan for how you will know your building or home is secure.
- Ideal designated safe spot locations would be an area that has doors that are easily locked or barricaded and with no windows. If that is not possible, create a barricade behind shelves, tables or other sturdy objects.
- If using an approved temporary locking device or system you **MUST** include this in these plans.
- If parents or guardians will not have access to the building or home during a lockdown, it is recommended that you notify them of this in advance.
- Consider providing trauma-informed support and offering resources to families or program staff affected.
- If possible, **CHILDREN MUST NEVER BE TOLD ABOUT INTRUDER OR ACTIVE SHOOTER.** Children may panic or cry so plan for noise management strategies.

NOTE: Julia Cook's I'm Not Scared... I'm Prepared - ALICE is a great resource many schools use to prepare young children for Lock Down preparedness.

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

For children with disabilities 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.

EVACUATION/RELOCATION PLAN

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.

- If it becomes necessary to move away from the building due to any reason, all children will be evacuated to the designated relocation site. Identify your primary desired location within walking distance and a secondary relocation site that requires vehicle transport.
  - For example: **Nearby school, church, community center, etc.**
    - 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.
- ***Program staff or licensee*** will instruct the children on how to safely move to the new location and help/guide them there.
- ***Program administrator, staff in charge, or licensee*** will take attendance records, child information cards, a cell phone, and all necessary emergency medications for children to the relocation site.
- Non-mobile infants will be placed in a stroller (if no stroller is available, infants could be carried by program staff). Toddlers will hold the hand of an older child or adult.
- **Program staff or licensee will:**
  - Reassure and keep children calm and quiet.
  - 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.
  - Call individually or send a group message to families notifying them of the emergency and plans for child pick-up or relocation, if necessary.
  - Keep the children all together and stay with them at all times.
  - NOT release children to anyone other than their parents or guardians as outlined on the Child Information Record.
- **Your plan should clearly state:**
  - How 911 will be contacted.
  - How your licensing consultant will be contacted.
  - How parents or guardians will be contacted.
    - Parents should be notified as soon as it is safe to do so. Share specific information regarding that the facility has been evacuated, the children are safe, and whether early pick-up is required.

SHELTER-IN-PLACE/LOCKDOWN PLAN

The purpose of this plan is to ensure the safety of children and staff when an emergency requires remaining inside the facility or home. Situations that may require sheltering in place include:

- Severe weather (tornado warnings, severe storms)
- Hazardous material spills or chemical releases
- Nearby police activity or community emergencies
- Air quality emergencies (smoke, wildfire, chemical exposure)

- Identify safe shelter areas within the building/home. Shelter areas can include basement rooms, interior hallways, bathrooms without windows, or interior classrooms and should be:
  - Away from windows and exterior doors.
  - Located on the lowest level of the building when possible.
  - Sufficient in space for all children and staff.
  - Structurally sound.
- **Program administrator, staff in charge or licensee will:**
  - Announce shelter-in-place/lockdown procedures to all staff present in a way so as to not scare the children.
  - Bring attendance records and emergency contact information.
  - Account for all children and staff.
- **Program staff, child care staff members or licensee will:**
  - Move children calmly to the designated shelter area.
  - Bring emergency supplies.
  - Maintain supervision of children.
  - Check bathrooms or other rooms for children not immediately accounted for.
  - Secure doors and windows, if necessary.
  - Assist with communication.
- **Shelter areas should have access to emergency supplies.**
- **Your plan should clearly state:**
  - How 911 will be contacted.
  - How your licensing consultant will be contacted.
  - How parents or guardians will be contacted.
    - Parents should be notified as soon as it is safe to do so. Share specific information regarding that the facility has been evacuated, the children are safe, and whether early pick-up is required.