

Participant Handout #12

Child Care Program Emergency Plan

(Adapted from the Sample Emergency Plan at www.ready.gov)

Child Care Program Emergency Plan	
Child Care Program Information	
Name of program	
Street address	
City	
State	
ZIP code	
Telephone number	
Location of Alternate Facility	
Name of facility	
Street address	
City	
State	
ZIP code	
Telephone number	
Directions to facility	
Primary Emergency Contact at Child Care Program	
Name	
Telephone number	
Alternate telephone number	
Email address	
Telephone number outside of area	
How to Contact 9-1-1	
Emergency	
Non-emergency police	
Non-emergency fire	
Insurance provider	
	Types of Disasters Most Likely to Occur in Our Area

Shelter-in-Place Plan	
Close-program manager and alternate	
Close-program manager responsibilities	
Shelter manager and alternate	
Shelter manager responsibilities	
Person responsible for issuing all-clear	
Persons able to handle medical emergencies	
Storm shelter location	
“Seal the room” shelter locations	
Person responsible for maintaining and refreshing emergency supplies	
Process for reminding staff to keep personal supplies needed to remain in place	
Dates plan to stay in place will be practiced	
Dates warning system will be tested for taking shelter in place	
Communications	
How we will communicate our emergency plans to the staff	
How we will communicate our emergency plans to the children	
In the event of a disaster how we will communicate with the staff	
Cyber Security	
How we will protect our computer hardware. How we will protect our computer software	
If our computers are destroyed, where we will use back-up computers	
Back-Up of Records	
Person responsible for backing up critical records including children’s records, payroll, accounts, etc.	
Where back-up records, including a copy of insurance policies, facility plans, bank account records, and computer back-ups are stored onsite	
Offsite location of second set of back-up records	
How the program will provide for continuity if the accounting and payroll records are destroyed	

Emergency Contact Information Annual Review

Date the emergency plan will be reviewed and updated

Members of Our Emergency Planning Team

Staff

Staff

Staff

Parent

Parent

Others

Others

Name and Phone Number of Others to Coordinate this Plan With

Neighbors

Businesses

Schools

Churches

CCR&R

Others

Person in Charge of Operations Needed for Reopening

Facility inspection and repair

Contacting families and employers

Obtaining equipment and supplies

Setting up rooms

Accessing records

Restoring meal and snack service

Obtaining building inspections and licensing approval

Other:

Other:

Other:

Contact for Help with Post-Disaster Clean-up

Name

Street address

City/state/zip code

Phone/Fax

Email address

CCR&R Contacts (phone, fax, e-mail)

Local

State

National

NACCRRRA, (703) 341-4100, (703) 341-4101, info@naccrrra.org