



# Sample Childcare Emergency Action Plan

November 2011

For Training Purposes Only with  
Multihazard Planning for Childcare



**FEMA**

**This emergency action plan includes the following information for Mom’s Maple Street Childcare Center:**

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This document presents a sample child care emergency action plan. It is recommended that you coordinate with local law enforcement, fire, and emergency managers when developing your emergency action plan.

This sample plan is for training purposes only and is based on a fictional child care facility and location. It is important to tailor all emergency plans to the specific hazards and needs of your site and community.

for training purposes only

## Mom's Maple Street Childcare Center: Emergency Action Plan

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**Basic Information:** Record information on your childcare site to ensure preparedness in case of an emergency.

<b>Facility Name:</b>	Mom's Maple Street Childcare Center
<b>Facility Address:</b>	6789 Maple Street Grand, Michigan 48000
<b>Facility Phone:</b>	(313)123.1234
<b>Facility Main Contact:</b>	Amelia Milne
<b>Emergency Kit Location(s):</b>	Hall coat closet and basement
<b>Number of Children:</b>	3

**Emergency Contacts:** Identify the contact information for emergencies and post in easily accessible locations.

	<b>Contact Name</b>	<b>Phone</b>	<b>Email/Web Site</b>
Fire/Rescue (911)	Grand EMS	(313)555.0000	
Police (911)	Sgt. Jones	(313)555.1000	
Fire (911)	Capt. Mike Thomas	(313)555.1001	
Hospital	Grand Hospital	(313)313.7700	<a href="http://www.grandhospital.org">www.grandhospital.org</a>
Poison Control	Poison Center	(800)222.1222	<a href="http://www.poison.org">www.poison.org</a>
Local Emergency Manager	Carol Garcia	(313)777.9900	<a href="mailto:C.garcia@grandemm.gov">C.garcia@grandemm.gov</a>
Electric Company	Grand Power	(313)777.8800	<a href="http://www.michgrandpower.com">www.michgrandpower.com</a>
Gas Company	Grand Gas	(313) 558.9999	<a href="http://www.grandgasco.com">www.grandgasco.com</a>
Water Company	Grand Water	(313)888.1234	<a href="http://www.grandh20.com">www.grandh20.com</a>
Insurance Provider	Ron McCoy	(313)200.3333	<a href="mailto:R_mccoy@ronins.com">R_mccoy@ronins.com</a>

**Mom's Maple Street Childcare Center: Emergency Action Plan**

**Evacuation:** In case of the need to evacuate our site, the following procedures will be followed:

<p><b>Evacuation routes/exits:</b></p>	<ul style="list-style-type: none"> <li>• Children are cared for on the main level of the house only and are not permitted on second level or in basement.</li> <li>• Exits (all windows and doors are checked regularly to ensure opening):             <ul style="list-style-type: none"> <li>○ <b>Living room:</b> Front door and windows.</li> <li>○ <b>Kitchen:</b> Sliding doors and windows</li> <li>○ <b>Dining room/family room:</b> Front door and windows</li> </ul> </li> </ul>
<p><b>Evacuating Infants/Toddlers:</b></p>	<ul style="list-style-type: none"> <li>• Children will be evacuated together using a portable play yard with wheels. The site owns two portable play yards each of which remain placed near each of the two exits (front and back doors).</li> <li>• In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.</li> </ul>
<p><b>Notification:</b></p>	<p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> <li>• 911 will be called</li> <li>• Parents will be notified of the evacuation</li> </ul>
<p><b>Emergency Kits/Information:</b></p>	<ul style="list-style-type: none"> <li>• Emergency kits will be taken when possible.</li> <li>• Each portable play yard will have an envelope attached to it with each child's emergency contact information.</li> </ul>
<p><b>Evacuation Sites:</b></p>	<ul style="list-style-type: none"> <li>• <b>Neighborhood (e.g., for fire):</b>              Marcia Wilkinson              6790 Maple Street              Grand, Michigan 48000              (313)123.6789</li> <li>• <b>Out-of-neighborhood (e.g., explosion, flooding):</b>              Main Street Elementary School              1234 Main Street              Grand, Michigan(313)123.4422              Contact: Tim Johnson</li> <li>• <b>Out-of-town (e.g., hurricane, widespread flooding)</b>              William and Sara Stevens (Brother and Sister-in-Law)              5561 Highway 29              Petit, Michigan              (248)222-4455</li> </ul>
<p><b>Transportation to Evacuation Locations:</b></p>	<ul style="list-style-type: none"> <li>• Children will be pushed in portable play yards or strollers to the neighborhood evacuation site and weather permitting to the elementary school (.25 of a mile away).</li> <li>• Children will be driven in a personal vehicle, with three car seats, to the elementary school or the Petit, Michigan location.</li> </ul>

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**Shelter-in-Place:** In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

<b>Location:</b>	Children will be taken to an interior room in the basement of the house.
<b>Emergency Supplies:</b>	<ul style="list-style-type: none"><li>• Emergency kits with food (including formula), toys, and water are stored in the basement.</li><li>• A first aid kit is stored in the basement.</li><li>• A battery-powered radio and NOAA radio is stored with the emergency supplies.</li><li>• Cell phone will be brought to the basement.</li><li>• Emergency contact sheets are kept with the supplies.</li><li>• Supplies for sealing the room are stored in the basement.</li></ul>
<b>Notification:</b>	<ul style="list-style-type: none"><li>• Parents/guardians will be notified once the immediate threat has passed.</li></ul>

**Parent Reunification:** In case of the need to evacuate 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.

<b>Notification:</b>	<ul style="list-style-type: none"><li>• Parents/guardians are provided:<ul style="list-style-type: none"><li>○ Information on each evacuation site.</li><li>○ Contact information for Amelia Milne, cell phone and home phone.</li></ul></li><li>• Parent/guardian contact numbers are:<ul style="list-style-type: none"><li>○ Stored in Amelia Milne's cell phone.</li><li>○ Attached to portable play yards.</li><li>○ Kept in emergency kits.</li></ul></li></ul>
<b>Release:</b>	<ul style="list-style-type: none"><li>• Children will only be released to contacts listed on the child's form with proper identification.</li></ul>

## Mom's Maple Street Childcare Center: Emergency Action Plan

**Child/Parent Information:** For each child at your site identify contact and emergency information. Keep a copy of this information with your emergency kit(s).

Child's Information		
<b>Child's Name:</b> Matthew Adams	<b>Date of Birth:</b> 10/10/2010	
<b>Address:</b> 459 Buckingham Road	<b>City:</b> Grand	<b>State:</b> MI
<b>Allergies, Special Instructions, Comforting Items:</b> Matthew is allergic to penicillin. Matthew uses a pacifier for comfort. He is not to have blankets or other items when sleeping. Roxanne is Matthew's sister.		
Parent Guardian Information (1)		
<b>Parent/Guardian Name:</b> Susan Adams		
<b>Relationship to Child:</b> Grandmother		
<b>Address:</b> Same (if different from child)	<b>City:</b>	<b>State:</b>
<b>Home #:</b> (249)321.2233	<b>Cell #:</b> (249)303.4499	<b>Work #:</b> (249)730.6643
<b>Email (personal):</b> s_adams@yahoo.net	<b>Email (work):</b> s_adams@squashinvest.com	
<b>Place of Work:</b> Squash Investments	<b>Address:</b> 12 York St., Grand, MI	
Parent Guardian Information (2)		
<b>Parent/Guardian Name:</b> Wayne Adams		
<b>Relationship to Child:</b> Grandfather		
<b>Address:</b> Same (if different from child)	<b>City:</b>	<b>State:</b>
<b>Home #:</b> (249)321.2233	<b>Cell #:</b> (249)303.4488	<b>Work #:</b>
<b>Email (personal):</b> w_admas@yahoo.net	<b>Email (work):</b>	
<b>Place of Work:</b> retired	<b>Address:</b>	
Additional Emergency Contact (1)		
<b>Name:</b> Mary Rhodes		
<b>Relationship to Child:</b> Aunt		
<b>Address:</b> 1262 Magnolia Rd	<b>City:</b> Grand	<b>State:</b> MI
<b>Home #:</b> (249)440-8877	<b>Cell #:</b> (249)303.7700	<b>Work #:</b> Stay-at-home mom
<b>Email (personal):</b> m_rhodes@yahoo.net	<b>Email (work):</b>	
Additional Emergency Contact (2)		
<b>Name:</b> Jason Adams		
<b>Relationship to Child:</b> Uncle		
<b>Address:</b> 1047 Maryland Ave.	<b>City:</b> Sunshine	<b>State:</b> WI
<b>Home #:</b> (420)719.5566	<b>Cell #:</b> (420)871.9870	<b>Work #:</b> (420)448.2213
<b>Email (personal):</b> j_adams@yahoo.net	<b>Email (work):</b> j_adams@charlesuniv.edu	
Medical Information		
<b>Practice:</b> West Grand Pediatrics	<b>Doctor's Name:</b> Sheldon Murphy	
<b>Address:</b> 45167 West Grand Highway	<b>City:</b> Grand	<b>State:</b> MI
<b>Phone #:</b> (249)898.9000		

**Child's Information**

**Child's Name:** Roxanne Adams **Date of Birth:** 6/10/2008  
**Address:** 459 Buckingham Road **City:** Grand **State:** MI  
**Allergies, Special Instructions, Comforting Items:**  
 Roxanne uses a pacifier to sleep and for comfort. She has a favorite blanket. Matthew is Roxanne's brother.

**Parent Guardian Information (1)**

**Parent/Guardian Name:** Susan Adams  
**Relationship to Child:** Grandmother  
**Address:** Same **City:** **State:**  
 (if different from child)  
**Home #:** (249)321.2233 **Cell #:** (249)303.4499 **Work #:** (249)730.6643  
**Email (personal):** s\_adams@yahoo.net **Email (work):** s\_adams@squashinvest.com  
**Place of Work:** Squash Investments **Address:** 12 York St., Grand, MI

**Parent Guardian Information (2)**

**Parent/Guardian Name:** Wayne Adams  
**Relationship to Child:** Grandfather  
**Address:** Same **City:** **State:**  
 (if different from child)  
**Home #:** (249)321.2233 **Cell #:** (249)303.4488 **Work #:**  
**Email (personal):** w\_admas@yahoo.net **Email (work):**  
**Place of Work:** retired **Address:**

**Additional Emergency Contact (1)**

**Name:** Mary Rhodes  
**Relationship to Child:** Aunt  
**Address:** 1262 Magnolia Rd **City:** Grand **State:** MI  
**Home #:** (249)440-8877 **Cell #:** (249)303.7700 **Work #:** Stay-at-home mom  
**Email (personal):** m\_rhodes@yahoo.net **Email (work):**

**Additional Emergency Contact (2)**

**Name:** Jason Adams  
**Relationship to Child:** Uncle  
**Address:** 1047 Maryland Ave. **City:** Sunshine **State:** WI  
**Home #:** (420)719.5566 **Cell #:** (420)871.9870 **Work #:** (420)448.2213  
**Email (personal):** j\_adams@yahoo.net **Email (work):** j\_adams@charlesuniv.edu

**Medical Information**

**Practice:** West Grand Pediatrics **Doctor's Name:** Sheldon Murphy  
**Address:** 45167 West Grand Highway **City:** Grand **State:** MI  
**Phone #:** (249)898.9000

Child's Information		
<b>Child's Name:</b> Hope Carlisle	<b>Date of Birth:</b> 4/04/2009	
<b>Address:</b> 3939 Parcell Rd.	<b>City:</b> Grand	<b>State:</b> MI
<b>Allergies, Special Instructions, Comforting Items:</b> Hope does not have any allergies and loves chocolate. Hope's stuffed bunny is her comforting item.		
Parent Guardian Information (1)		
<b>Parent/Guardian Name:</b> Lisa Carlisle		
<b>Relationship to Child:</b> Mother		
<b>Address:</b> Same (if different from child)	<b>City:</b>	<b>State:</b>
<b>Home #:</b> (249) 766.0980	<b>Cell #:</b> (249)560.3131	<b>Work #:</b> (249)321.2498
<b>Email (personal):</b> lisa_72@superemail.com	<b>Email (work):</b> carlisle_lisa@yatestech.com	
<b>Place of Work:</b> Yates Technology	<b>Address:</b> 49251 Douglas Highway, Grand, MI	
Parent Guardian Information (2)		
<b>Parent/Guardian Name:</b> Benjamin Carlisle		
<b>Relationship to Child:</b> Father		
<b>Address:</b> Same (if different from child)	<b>City:</b>	<b>State:</b>
<b>Home #:</b> (249)766.0980	<b>Cell #:</b> (249)746.9251	<b>Work #:</b> (249)909.9900
<b>Email (personal):</b> ben_70@superemail.com	<b>Email (work):</b> b_car@franklinandcarlisle.com	
<b>Place of Work:</b> Franklin and Carlisle	<b>Address:</b> 217 Main St., Grand, MI	
Additional Emergency Contact (1)		
<b>Name:</b> Mary Carlisle		
<b>Relationship to Child:</b> Grandmother		
<b>Address:</b> 456 Gordon St.	<b>City:</b> Grand	<b>State:</b> MI
<b>Home #:</b> (249)229.3442	<b>Cell #:</b> (249)765.5673	<b>Work #:</b> NA
<b>Email (personal):</b> mary@samdog.net	<b>Email (work):</b>	
Additional Emergency Contact (2)		
<b>Name:</b> Brenda McCormick		
<b>Relationship to Child:</b> Aunt		
<b>Address:</b> 256 Brock Creek Rd.	<b>City:</b> Victory	<b>State:</b> CO
<b>Home #:</b> (722) 505.7201	<b>Cell #:</b> (722).671.2377	<b>Work #:</b> (722)556.2091
<b>Email (personal):</b> aunt_b@yahoo.com	<b>Email (work):</b> b_Mc@overoutfitters.com	
Medical Information		
<b>Practice:</b> East Boulevard Family Practice	<b>Doctor's Name:</b> Margaret Sevilla	
<b>Address:</b> 470 East Boulevard, Suite 200	<b>City:</b> Grand	<b>State:</b> MI
<b>Phone #:</b> (249)730.4400		