



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA CHILDCARE RESOURCE SERVICE Emergency Preparedness Plan

Child care address: _____

Directions to my child care: _____

My phone number: _____

My cell number: _____

Number of children in my care: _____

License #: _____

Hours children are in my care: _____

Evacuation Location & Procedure

Evacuation Site Outside of My Child Care

Location Description: _____

Directions: _____

Cell Number: _____

Date contacted local fire department and shared plan: _____/_____/_____
Month Day Year

Evacuation Site in My Neighborhood

Address: _____

Directions: _____

Land Line Phone Number: _____

Cell Number: _____

Date contacted evacuation location and shared plan: _____/_____/_____
Month Day Year

Date contacted local fire department and shared plan: _____/_____/_____
Month Day Year

County Wide Evacuation Site

Name of Location Designated by
County Office of Emergency Services: _____

Address: _____

Directions: _____

Cell Number: _____

Date contacted local fire department and shared plan: _____/_____/_____
Month Day Year

Evacuation of Children

1. Designate a signal to alert the children to the evacuation
 - Clapping
 - Whistle
 - Song
 - _____
2. Line children up at the evacuation exit.
3. Non-walking infants
 - a. Name: _____ Carried by/Evacuation Method: _____
 - b. Name: _____ Carried by/Evacuation Method: _____
 - c. Name: _____ Carried by/ Evacuation Method: _____
4. Account for all children
 - Each child listed on the morning sign in sheet is lined up or held, ready to evacuate.

Staff Role Assignments

Evacuation Coordinator (LEAD)

Assigned: _____

Job Description:

- Determine evacuation location and verify with location that it is OK for you to evacuate your child care to that location, verify they will not be on lockdown during an emergency, verify they have bathroom/water services for the children you will bring over.
- Inform parents of your fire plan, evacuation location, emergency contact information and directions to evacuation location.
- Coordinate and document fire drills monthly.
- After fire drills determine problem areas and make changes to plan if necessary.
- Call Emergency Services.
- Take the lead in giving instructions to children and staff during evacuation.
- Contact parents from evacuation site.
- Ensure evacuation of any pets.
- Maintain emergency food and water in facility for each child and staff to last 48 hours.
- If you smell gas, shut down gas. If not, LEAVE IT.
- Train staff on the fire plan and their roles and responsibilities.
- Train a co-worker to be your back up LEAD in case you are not capable of doing so. The backup will be: _____

I agree to take responsibility for this position.

Signature: _____

Emergency Supply Coordinator

Assigned: _____

Job Description:

- Ensure emergency kit has all required supplies listed below.
- Every 3 months verify information on children and staff emergency cards is current including the names of people authorized to pick up the child from the evacuation location.
- Bring emergency container/kit to evacuation site.
- Bring emergency binder to evacuation site containing emergency phone numbers, children's identification and emergency information, children's consent for medical treatment, children's health history.
- Bring any prescribed medications for children to evacuation site.

I agree to take responsibility for this position.

Signature: _____

Role Call Taker

Assigned: _____

Job Description:

- Make sure each day parents sign their children in as present.
- Take class roster during the evacuation.
- Before leaving the house/building take roll.
- Before leaving the house/building account for all staff.
- Upon arriving at evacuation location take roll and account for all staff.
- Inform lead if anyone is missing throughout the process.

I agree to take responsibility for this position.

Signature: _____

First Aid

Assigned: _____

Job Description:

- Keep First Aid Training and CPR up to date.
 - o Date Certified: _____

- Every 6 months check First Aid Kit for appropriate supplies
 - o Date Checked: _____

- Before leaving for evacuation site check children and staff for injuries.
- Before leaving for evacuation site check bathrooms, closets and hiding places for lost children.
- If injuries are found treat as appropriate.
- Upon arrival at evacuation site re-check children and staff for injuries.
- If necessary call 911 to report serious injuries.
- Report all findings to the Lead so he/she can keep parents informed.

I agree to take responsibility for this position.

Signature: _____

Back Up Care Givers

If I have to leave the facility to deal with an emergency these are the people that have agreed to come to my facility and assist until I return:

Name: _____

Name: _____

Phone #: _____

Phone #: _____

Alternate Phone # _____

Alternate Phone # _____

Address:

Address:

Date of agreement:

Date of agreement:

_____/_____/_____
Month Day Year

_____/_____/_____
Month Day Year

Health and Safety Assessment

The YMCA Childcare Resource Service conducted a health and safety assessment of my facility and provided me feedback on emergency preparedness. I have made any recommended changes to make my facility more prepared for an emergency.

Date of Assessment: _____/_____/_____
Month Day Year

Signature: _____

Parental Acknowledgement

As a parent with a child spending time in this child care facility I understand the importance of emergency preparedness and I have received a copy of this emergency plan and understand all of its contents.

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Evacuation Drills

Date	Start Time	Finish Time	Problems	Solutions

For questions and information on disaster trainings contact the YMCA Childcare Resource Service HealthLine at 1-800-908-8883.