

Be Prepared

A Guide for Disaster Emergency Evacuation Preparation

EMERGENCY EVACUATION PLAN

In the event of an emergency or a disaster situation that requires an evacuation of _____, one of the following plans shall be implemented. In all situations, the caregiver/director in charge when evacuating shall:

- Take an accurate attendance/attendee list of staff and children
 - Account for all children and staff as they board/depart vehicles
 - Bring any necessary medications/supplies and emergency records for all staff and children
 - Take a cellular phone if available to be used for emergency notifications
1. If the emergency environment is confined to the immediate area of the child care facility – e.g., fire or toxic fumes – and the children cannot stay on the premises, the children will be taken to _____ by (method of transportation) _____, where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or a continuation of care for the remainder of the day. **The place of safety** should be close by and within walking distance, if appropriate.

In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by _____ to _____, where they will be examined and family/guardian/emergency contacts will be notified.

2. If the emergency is more widespread and encompasses a larger area (such as a neighborhood or several homes) due to a non-confined environmental threat – e.g., toxic fumes from a spill, floodwaters, wild fire, etc. – and the children cannot remain in the area, the children will be taken to _____, by _____, where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or a continuation of care.
3. In the event of a major environmental hazard requiring a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, earthquake, hurricane, etc., children will be transported to a **Red Cross designated mass shelter** by _____ where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for their pick up.

- a. Those child care facilities in Nuclear Power Plant Evacuation Areas should follow the procedures established by the State Emergency Management Agency. Those procedures should be shared with all family/guardians of children enrolled.

In the event of an emergency requiring an evacuation away from facility premises, the facility shall coordinate necessary provisions for the transportation and continued care of children until parent/guardian or an authorized individual picks up the child.

Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

- ❖ **Evacuation away from the center:** (name, address, contact person, and telephone number of a facility that agrees to serve as short-term host facility until children are picked up)

- ❖ **Evacuation area at a distance for secured evacuation:** (name, address, contact person, and telephone number of a facility that agrees to serve as short-term host facility until children are picked up)

- **Transportation arrangements in detail:**

- ❖ **Shelter (in-place) in detail:** (also called “prepare-to-stay” or “lockdown”)

Definition of terms:

Host facility: A nearby public school or other building.

Continuation of Care: Resumption of care/services after an interruption due to an emergency or disaster.

Shelter-in-Place: The process of staying where you are and taking shelter, rather than trying to evacuate.