

Family Child Care Written Evacuation Plan

This template was designed to help provide guidance as you develop your written emergency and evacuation plan for your child care program. Please consult the following rules for additional information:



Registered Family (RF) Home Rules: 414-210-0210(2)(a-o) and (3)(a-g)

This plan was implemented on

Certified Family (CF) Home Rules: 414-360-0210(2)(a-o) and (3)(a-g)

(date): _____

0210(2) The plan must include a provider's procedures for:

(a) Responding to a lost or missing child;

(b) Ensuring that all children in attendance are supervised and accounted for during and after an emergency;

(c) The way that caregivers and children are alerted of the emergency;

(d) Notifying emergency authorities, including the poison control center, when necessary;

(e) Evacuating children to a designated safe area or relocating children to alternate shelter. Designated safe areas and alternate shelters must be a minimum of 50 feet from the home being evacuated;

- (f) Moving children to a designated location in the home for sheltering-in-place and lockdown emergencies;**

- (g) Responding to natural and human-made disasters including power outages;**

- (h) Responding to serious illness, serious injury or death of a child or caregiver;**

- (i) Responding to incidents involving a hostile intruder;**

- (j) Addressing the needs of individual children, including children with disabilities or other specific needs, and children with chronic medical conditions;**

- (k) Ensuring children's emergency contact information and medical authorization and caregivers' emergency contact information is accessible during and after an emergency;**

(l) Notifying parents after the emergency ends and how children will be reunited with their families as the evacuation, relocation, or sheltering/lockdown is lifted;

(m) Maintaining continuity of care after a natural or human-made disaster, including access to copies of records, documents, and computer files necessary for continued operation stored in either a portable file or at an off-site location;

(n) Ensuring pool and swimming safety if applicable (see OAR 414-210-1300, and 414-360-1300).

(o) The plan must identify a licensed physician, hospital, or clinic to be used for emergency medical care.

Name of medical facility:

Address:

Phone #:

(3) A child care program must observe weather conditions and other possible hazards and take appropriate action for child health and safety:

(a) Heat in excess of 100°F, or pursuant to advice of the local authority;

(b) Cold less than 20°F, or pursuant to advice of the local authority;

(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;

(d) Earthquake;

(e) Air quality emergency ordered by a local, state, or federal authority on air quality or public health;

(f) Lockdown notification ordered by a public safety authority; and

(g) Other similar incidents.

Plan Developed By (name): _____

The plan must be reviewed at least once per licensing period and updated as needed.

Plan was reviewed and/or updated on (date): _____ By: _____

Plan was reviewed and/or updated on (date): _____ By: _____

Suggestions for Evacuation

- Call 9-1-1
- Make a quick assessment of the situation in the home, including any injuries to children or adults
- Evaluate evacuation routes to ensure they are clear of obstructions
- Bring disaster supplies (food, water, diapers, first aid kits), attendance records, children's enrollment forms, cell phone, jackets.
- Ensure that your evacuation site is a place you can easily access, and a place you could stay for up to 72 hours in the event of a natural disaster. Consider a neighbor's house, local school, church or other community center.
- Make sure parents/guardians know the exact address of where you are located. Parents/guardians will be given a pre-designated alternate pick-up site if children are evacuated. Parents/guardians should not try and enter the home during a lockdown or lockout and may be directed to stay away until authorities determine it is safe.

Suggestions for Shelter in Place, Lockdown or Building Lockout

- Call 9-1-1
- Gather all children inside into one room, preferably one with few exterior windows and doors.
- Close and lock all windows and doors.
- In case of intruder, turn off all lights, block the door from the inside, and keep children away from all doors and windows.
- Position children in a safe place against walls or on the floor; position children behind a bookcase or turn a table on its side to use as a buffer.
- Maintain as calm an atmosphere as you can. Provide quiet toys/items to help keep children quiet.
- In case of volcanic eruption, place damp towels at all thresholds and other places where ash could enter.

Suggestions for Earthquake

- Direct all children to "DROP, COVER, HOLD" and remain covering your head with your arms until the earth stops moving.
- Stay away from windows, bookcases, and other tall furniture that may tip over.
- Children will need your assistance if they are injured. Do no attempt to run to children, as you may get hurt. Instead, take immediate cover and call to the child with directions and reassurance.

Suggestions for Continuity of Care

- Have enough emergency supplies to care for each child for 72 hours. This includes water, blankets, formula, food, diapers, extra clothing, and a first aid kit.

Infants, Toddlers, Children with Special Needs, and Children with Medical Conditions

- Consider how you will assist these children in an evacuation.
- Ask a neighbor if they are willing to help.
- Consider an evacuation crib or a crib with wheels, stroller or wagon.
- Place special supplies (diapers, bottles, formula, medication) in an emergency backpack for easy access (stored under child safety lock [CSL] if necessary, depending on the contents).

Resources:

- Office of Emergency Preparedness and Emergency Management, Government of Jamaica, Public Education Materials, <https://www.odpem.org.jm/public-education-material/>.
 - Ready Campaign, Ready Kids, <https://www.ready.gov/kids>.
 - The Great Oregon ShakeOut, ShakeOut Resources, Schools and Childcare, K-12 Schools Drill Planning, Educational, and Preparedness Resources, Earthquake Safety For Parents and Care Providers of Young Children and Infants, <https://www.shakeout.org/oregon/resources/>.
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You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.