



# Center Emergency Plan

Date of Plan Implementation: \_\_\_\_\_

**OAR 414-305-0210(1)** A center must have a written plan for emergency preparedness that addresses evacuation, relocation, shelter-in-place and lockdown procedures, and responding to medical emergencies and other incidents that center staff will follow, unless otherwise instructed by emergency personnel. **(2) A center's written plan must clearly define roles and responsibilities for all staff in an emergency and identify the center's procedures for:**

	Person Responsible
<p><b>Sounding an alarm</b> and alerting staff of the emergency:</p>	
<p><b>Notifying emergency authorities</b>, including the poison control center, when necessary:</p>	
<p><b>During an emergency</b> ensuring that all children in attendance are supervised and accounted for (during and after an emergency)</p> <p>Ensuring children's emergency contact information and medical authorization and staff emergency contact information is accessible during and after an emergency:</p>	
<p><b>Evacuation</b> Include evacuating children to a designated safe area or relocating children to alternate shelter. Designated safe areas and alternative shelters must be a minimum of 50 feet from the building being evacuated.</p>	
<p><b>Relocation</b> Include a designated alternative safe location in the event of an evacuation, and designation of staff members to take the emergency contact number file to the evacuation site in the event of an evacuation:</p>	
<p><b>Medical Emergencies</b> Include responding to serious illness, serious injury or death of a child or staff. The plan must identify a licensed physician, hospital, or clinic to be used for emergency medical care:</p>	

**Name of medical facility:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_



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<p><b>Shelter in place/Lockdown</b>          Include moving children to a designated location in the center for sheltering-in-place and lockdown emergencies.</p>	<p><b>Person Responsible</b></p>
<p><b>How the center will inform parents where children will be located in the event of an evacuation and how children will be reunited with their families,</b> include notifying parents after the emergency ends and how children will be reunited with their families as the evacuation, relocation, or sheltering/lockdown is lifted:</p>	
<p><b>A center must observe weather conditions and other possible hazards to take appropriate action for child health and safety.</b> Conditions that pose a health or safety risk may include, but are not limited to heat in excess of 100°F or pursuant to advice of the local authority, or cold less than 20°F, or pursuant to advice of the local authority;</p> <ul style="list-style-type: none"> <li>• Air quality emergency ordered by a local, state, or federal authority on air quality or public health;</li> </ul>	
<p><b>Other Issues</b> including responding to a lost or missing child and responding to health and safety emergencies or suspected abuse of children, staff, volunteers, or family members occurring while they are on the premises of the center;</p>	
<p><b>Responding to natural and man-made disasters</b> including power outages, Earthquake, Flooding, Landslides, Lightning storm, Tsunami, Tornado, etc. if there is immediate or likely danger:</p>	



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<p><b>Maintaining continuity of care after a natural or man-made disaster</b>, 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.</p>	<p><b>Person Responsible</b></p>
<p><b>Responding to incidents involving a hostile intruder</b> or man caused events such as violence at a child care facility:</p>	
<p><b>Procedures to address the needs of individual children with special needs, and children with chronic medical conditions:</b></p>	
<p><b>Director Signature</b></p>	<p><b>Date</b></p>

**Note:**

A center must have written policies identified in 414-305-0200(2)(a-t), which includes the center's emergency preparedness plan, and provide them to:

- (a) Staff and volunteers at the time of hire and when policies change; and
- (b) Parents at the time of a child's enrollment and when policies change.

According to **OAR 414-305-0210(4)** A center must review the written plan and all emergency procedures at least once per licensing year and update the procedures as needed; and

(5) A center must review the written plan with center staff once annually and whenever the plan is updated.

Date annual review or update completed on: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Date annual review or update completed on: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Date annual review or update completed on: \_\_\_\_\_ Staff initials: \_\_\_\_\_