

Template for Out of School Time Child Care Program Emergency & Disaster Plan

Program's Name

Date of last review and/or update: ____/____/____

This form is provided for technical assistance purposes only.
Providers may use this form if they choose, but are **not** required to use this form.

Section _____
Responding to Medical Emergencies & Serious Injuries

We do the following when a child is seriously ill or injured and requires attention from a health care provider or emergency response team:

Section _____
Procedures for Fire, Earthquake, Flood, Power Failure, & Water Failure

We will do the following if there is a fire in the building:

We will do the following if there is an earthquake:

We will do the following if there is a flood:

We will do the following if there is a power failure:

We will do the following if there is a water failure:

Section _____
Emergency Shut off of Gas, Electricity & Water

The location and procedure for an emergency shut off of gas is as follows:

The location and procedure for an emergency shut off of electricity is as follows:

The location and procedure for an emergency shut off of water is as follows:

Section _____
Emergency Evacuation & Relocation

In the event that it becomes necessary to evacuate our building, staff and children will all go to the following location:

Should it become necessary to evacuate staff and children to this location, describe where a pre-prepared notice giving this address to parents will be posted so that parents can see it even if the center is closed and locked.

What are the directions to get to the emergency relocation site, and the means of transportation that will be used to get all staff and children to this site:

Describe how each child's presence will be accounted for in route to this relocation site, and once you arrive at the relocation site:

In the event that it becomes necessary to evacuate our building, we will do the following to ensure we have with us emergency contact information and emergency medical releases for each child ; including contact information for an out of area/state emergency contact person for the child, if available:

Describe how you will ensure that emergency supplies, including at least food, water, a first aid kit, and a cell phone, are taken with you to the emergency relocation site:

Describe how you will ensure adequate supervision of all children during an emergency, including at your emergency relocation site:

Describe the assignments for specific tasks to be performed by all staff members during an emergency:

Section _____
Children with Special Needs

Children with special needs include:

- children less than 30 months of age,
- children with limited mobility, and
- children who otherwise may need assistance in an emergency, such as children who are intellectually, physically, visually, and/or hearing impaired.

If you have children with special needs in care, how do you address their needs during fire and disaster drills?

If you have children with special needs in care, how do you address their needs in the event of an emergency?