

Family Child Care Emergency Plan

A clear plan for caregivers and families.

Provider / Program Name:

Implemented on:

PLAN REVIEW

Review this plan with staff during orientation and with parents or guardians at enrollment. Review it annually with both groups, or sooner if procedures, contacts, or children’s needs change.

Emergency Response Procedures

Staff follow the procedures written below for each type of emergency.

EVACUATION If the site must be evacuated because of a fire, gas leak, or another emergency, staff will follow these steps:

SHELTER IN PLACE Use these procedures during severe weather, a nearby hazardous-material release, a safety threat outside the building, or another hazard that makes it unsafe to leave.

Emergency Response Procedures

Specific steps caregivers will take and how they will keep children supervised.

LOST OR MISSING CHILD

Describe the immediate search, supervision for the other children, who is notified, and how the incident is documented.

MEDICAL EMERGENCY

Describe how staff respond to a medical emergency, serious injury, or death involving a child or caregiver.

NATURAL DISASTER

Describe how staff respond to a natural disaster, such as an earthquake or flood, when evacuation or shelter procedures are needed.

Emergency Contacts & Facility Information

Keep this page current and accessible to caregivers during an emergency.

Important Numbers

Record current phone numbers and contact names. Call 9-1-1 for life-threatening emergencies.

Emergency Contact	Phone Number	Contact Name
Life-Threatening Emergencies (Police, Fire, Ambulance)	911	
Poison Control		
Local Hospital		
Licenser		
Child Protective Services (CPS)		
Police Department (non-emergency)		
Local Fire Department (non-emergency)		
Power Company		
Electric Company		
Gas Company		

Facility Information

Daycare Name	
Daycare Address	
Nearest Cross Street or Landmark	
Daycare Phone Number	
Daycare Main Contact	
Emergency Kit Location	

Updated:

Emergency Drills Record

Record one fire evacuation drill for each month. Use the fields below to document the drill.

Name of Facility:

Director Name:

Fire Evacuation Drill

Complete monthly

Month	Date & Time	Duration	# of Children	# of Adults	Alert method used	Notes	Staff Initials
SEP							
OCT							
NOV							
DEC							
JAN							
FEB							
MAR							
APR							
MAY							
JUN							
JUL							
AUG							

Staff must take emergency contact information, medical authorization, and current attendance records with them if leaving the child care area during a drill.

Other Drills

Complete other required drills at least every two months. Use one row per month to record when they occur.

Other Drills								Monthly tracking for non-fire drills
Month	Type of Drill	Date & Time	Duration	# of Children	# of Adults	Alert method used	Notes	Staff Initials
SEP								
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APR								
MAY								
JUN								
JUL								
AUG								

Additional drill notes

Staff must take emergency contact information, medical authorization, and current attendance records with them if leaving the child care area during a drill.