

## SAMPLE EMERGENCY PLAN

### **SITE-SPECIFIC PLAN MODIFICATIONS**

Emergency Plans should be modified to be site-specific and include coordinated evacuation routes and procedures tailored for each center. To assist you in this effort, the attached Model Emergency Plan may be used as a guide. Each provider must adjust the plan as necessary.

In Accordance with LAC 67:III.7328 and 7378, Class A and Class B Daycare Facilities “shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of an emergency.”

TO COMPLETE THE EMERGENCY PLAN:

1. Follow this Model Plan, adapting it to your center’s situation and needs. The required licensing components are in **bold type** and suggested recommendations are in plain type.
2. Consider the hazards that affect your area. A daycare center in South Louisiana may need to consider the danger of hurricanes. A center in North Louisiana may need to consider winter ice storms. Depending on your area, you could be subject to flooding. There could be hazardous materials released from industrial plants or rail, barge or trucking accidents. All areas of Louisiana are at risk from severe storms and tornadoes, and all centers can be subject to fires or criminal acts.
3. Make sure that all of your employees are trained in the provisions of this plan so that they can act in an emergency. Make sure parents and guardians are informed of the provisions of this plan and know how to reunite with their children following an emergency

Coordination, planning and practice will help make everyone involved informed and prepared should an emergency arise.

4. This plan should be used as a guide as thoughtful planning and careful consideration must be used to develop a sound plan to cover your unique center needs. It is important to remember despite successful completion of the plan that planning is never “final” and will require your vigilance to make them better and more efficient every year.

**[*Daycare Center Name*]**  
**Emergency Plan**

**Revised [*Date*]**

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[Daycare Center Name] EMERGENCY PLAN

[Address]  
[City, ST Zip]  
PHONE:  
FAX:

**I. GENERAL**

- A. Emergencies happen; it is this center’s job to plan and practice for all types of hazards that could affect its occupants. The purpose of this plan is to describe the actions to be taken in an emergency to make sure that the children and staff of this center are kept from safe from harm. The safety and well being of children and staff shall always take first priority over all other considerations.**
- B. A copy of this plan should be kept in the office, and prominently posted next to the office door.**
- C. The plan shall be reviewed at least annually by the director for accuracy and updated as changes occur. Fire Drills shall be conducted monthly. Tornado drills shall be conducted monthly from March thru June.**
- D. The Fire Marshall shall review this plan and could require staff to demonstrate the plan to show that it is effective.**
- E. Quick response guides are attached to this plan as Tab A. The guides explain possible responses in the event of an emergency.**
- F. A list of emergency telephone numbers is attached as Tab D**

**II. SITUATION**

- A. This daycare center is located at [*Insert street and nearest intersecting street*]. A map showing the location is attached as Tab B.**

**Describe the center’s location, and show whether there is more than one building. Include a sketch map that shows the neighborhood and main streets. Also point out any other large landmarks that might help quickly identify your building in relation to the surrounding area.**

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- B. The daycare center has [number] buildings. A floor plan is attached as Tab C.**

Include a sketch floor plan of the building(s) with exits marked. The floor plan should show the office, utility spaces and any hazardous materials storage. It is recommended that for each type of hazard a separate map should be included and labeled to show what hazard it provides guidance for. For Example a map for Fire Drills, Sheltering in Place, or Building Lockdown maps should detail where staff and children will proceed and meet during these events.

- C. This center could be affected by hurricanes, severe storms, tornadoes, fires, criminal acts and hazardous materials incidents (*List all hazards, site dependent*)**

**List the major hazards that could affect the center. Include natural hazards such as floods and severe storms, and technological hazards such as businesses that handle hazardous materials and are within two miles of the center. Indicate any highways, railroads and waterways that have hazardous materials traffic within two miles of the center. If the center is within 10 miles of a Nuclear Center, procedures must be in place to address this hazard.**

- D. A list of the staff is attached at Tab E. The average number of children who are at the center most days is [*Insert Number*]. A roll with all the students that are present for the day should be included to conduct accountability checks after the plan has been executed.**
- E. A list of contact numbers for parents and guardians is attached at Tab E.**

### III. CONCEPT OF OPERATIONS

- A. The owner, [*Insert Name*], is in charge. When an emergency happens, she will be informed immediately and will inform the rest of the staff. One person should be assigned to listen for alerts on the radio and check on the status of the emergency.**
- B. Depending on the type of emergency, [*Insert Name*] will enact the appropriate emergency operations plan. [*Insert Name*] will work with First Responders to ensure the safety and security of all staff and**

children until they can be reunited with their parent or guardian. In the following sections of this plan each type of disaster that could affect the center will be listed and the plan for response will be provided. The plans list range for evacuation of the building or entire center to sheltering in place or even center security lockdown.

1. *Evacuate*

There are a number of hazards that could cause an evacuation. The most common would be a fire in or near the center's building(s), rising floodwaters or an evacuation order issued by the police, fire department or other governmental authority. The person in charge will order an evacuation. If the emergency is limited to a single building or area, staff and children will be moved to a safe distance. If the entire center has to be evacuated staff and children will be moved to a predestinated evacuation site. Staff will notify parents and guardians to come get their children at the evacuation site. In any evacuation children will be accounted for at the start, and again, at the completion. It is important for staff members to plan for and train on the procedure and guidelines set up to reunite children with the proper parent or guardian following an evacuation.

2. *Shelter In Place*

Shelter in Place means that the staff and the children in the daycare center will remain in the center's building(s). Sheltering can be used in emergencies such as severe storms, tornados, or hazard materials conditions in the area.

Any children or staff that are outside will be brought in, accounted for and put in their assigned rooms. Windows and doors will be firmly closed and checked for soundness. Storm shutters, if available, will be closed. If a storm gets very strong, and windows are threatened, children and staff will be moved to interior rooms and hallways. Staff members shall account for children and ensure that no one leaves the classroom/safe area.

In the event of a tornado warning, children and staff will be moved to interior hallways. Sheltering may also be used in the event of a hazardous chemical incident. Windows and doors will be shut and all fans, air conditioners and ventilators will be turned off. Cloths will be stuffed around gaps at the bottom of doors. The center will stay in Shelter until the authorities give an all clear.

**3. *Center Security Lockdown***

**Center Security Lockdown means that the staff and the children at the daycare center will remain in the center's building(s) with all doors and windows locked. Center Security Lockdown can be used in emergencies such as escaped prisoners, criminals being chased by police, threat made by a parent or other unknown person or any other event that threatens the safety of the staff and children.**

**The Director shall announce the "lock down" over the public address system or other designated system. The alert may be made using a pre-selected code word. Any children or staff that are outside will be brought in, accounted for and put in their assigned rooms. Children and staff will be moved out of hallways and placed in rooms that can be locked and secured. Staff members shall account for children and ensure that no one leaves the classroom/safe area.**

**Staff and children shall remain in the classroom/safe area, locking the classroom door, turning off the lights, and covering the windows. Staff shall encourage children to get under tables, behind cabinets, etc., and, if possible, engage in quiet story time activities with the children until "all clear" is announced**

**Staff shall secure center entrances and ensure that no unauthorized individual leaves or enters the center. The center will remain in lockdown until the authorities give an all clear. The director shall review this plan carefully and ensure that doors are strong and have the ability to fend off someone that is attempting to gain access to the center. It is recommended that all children and staff should be secured behind at least two locked doors. (Main entrance door and interior room door.)**

**Parent or authorized representative shall be notified no later than at the time of pick-up at the child's release of a "Lockdown" situation at the center on the date of the occurrence.**

**4. *Procedures for an Event at a nearby Nuclear Center***

**If the center is located within a ten-mile radius of a nuclear power plant or research center, the center shall also have plans for nuclear evacuation.**

- C. All actions shall be taken carefully and quickly to ensure that children and staff are protected from harm.**



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**D. Depending on the type of emergency, the staff will follow the steps listed in the attached Quick Response Guides. The emergency actions will be in three phases; Alert, Action and Recovery. See Tab A.**

**E. Procedures for Infants through Age 2**

**Describe how the center plans to address the needs of infants through children age two years during an emergency situation.**

**F. Procedures for Special Needs Children**

**An individualized emergency plan (including medical contact information and additional supplies/equipment needed) shall be in place for each child with special needs.**

**Describe how the center plans to address the individualized plans for each special needs child.**

**G. Procedures for Wheelchair Bound Children**

**Describe how the center plans to address the needs of wheelchair bound children during an emergency situation The plan shall specifically address the evacuation and transportation of children in wheelchairs.**

**H. Parental Notification and Reunification**

**Describe how the center plans to notify parents/ legal guardians during an emergency situation. There should be a primary and secondary means of contact for each family. The plan must also address reunification in situations that call for an evacuation of the center.**

#### **IV. ASSIGNMENT OF RESPONSIBILITIES**

**A. [Insert Name] is responsible for everything that happens to the children. She will see to it that there is always a person in charge of the center, that the person knows the provisions of the emergency plan and that the rest of the staff is trained and able to carry out the provisions of the plan.**

**B. Staff members should be provided a copy of the plan and trained to follow it. Every staff member should participate in the event of an emergency.**

**C. Emergency Pack**

The center shall maintain an emergency pack and all staff shall know the location of the pack. At a minimum, the pack shall contain the following and be replenished as needed:

- list of area emergency phone numbers
- list of emergency contact information and emergency medical authorization for all children enrolled
- written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parent(s)
- first aid kit
- hand sanitizer
- wet wipes
- tissue
- diapers if children enrolled who are not yet potty trained
- plastic bags
- battery powered flashlight
- battery powered radio
- batteries
- food for all ages of children enrolled, including infant food and formula
- disposable cups
- bottled water

**D. Provider shall also maintain a copy of all records, documents, and computer files necessary for the continued operation of the center following an emergency in a portable file and/or offsite location.**

**V. DRILLS**

**A. Fire**

Fire drills shall be conducted monthly and should include all staff. Drills shall be conducted at various times of the day to include all children (children attending on certain days only and/or at certain times only). The center shall maintain records of these drills. Documentation shall include: Date and time of drill, number of children present, amount of time to evacuate the center, problems observed during the drill and corrective actions taken, and the signatures of all staff present. The

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Licensing Section recommends that at least one fire drill every six months be held at rest time.

**B. Tornado**

Tornado drills shall be conducted monthly during the months of March, April, May and June and should include all staff. Drills shall be conducted at various times of the day to include all children (children attending on certain days only and/or at certain times only). The center shall maintain records of these drills. Documentation shall include: Date and time of drill, number of children present, problems observed during the drill, corrective actions taken, and the signatures of all staff present. The Licensing Section recommends that at least one tornado drill every six months be held at rest time.

**VI. PLAN REVIEW**

**A. Semi-annual Review**

The plan shall be reviewed with all staff at least twice per calendar year. Documentation evidencing that the plan has been reviewed with all staff shall include staff signatures and date reviewed.

**B. Annual Review by Director**

At a minimum, the plan shall be reviewed annually by the director for accuracy and updated as changes occur. Documentation of review by the director shall consist of the director's signature and date.

**C. Parental Notification of Emergency Plan**

Parents shall be informed of the details of this emergency plan prior to an emergency event.

**VII. SIGNATURE**

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**[Director's name], Director**

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**Date**

**[Daycare Center Name] EMERGENCY PLAN**

**VIII. TAB A – QUICK RESPONSE GUIDES**

**EVACUATIONS**

**ALERT PHASE**

What is the Threat?

1. FIRE: Move children to fire exits and out of the building.
2. GAS SMELL: Move children to fire exits and out of the building.
3. WATER LEAK INSIDE: Move children away from the leak and ensure power is shut off to the affected area.
4. WATER RISING OUTSIDE: If time permits, evacuate building and area ahead of the water. If water rises too fast, stay in building and call for help. MOVING THROUGH FLOWING WATER IS EXTREMELY DANGEROUS.
5. HAZARDOUS MATERIALS RELEASE: If time permits, move children to a far evacuation site. If evacuation is not an option, SHELTER IN PLACE.
6. BUILDING DAMAGE: Determine severity and evacuate if needed.
7. BOMB THREAT: Notify authorities, evacuate children quickly. Check area you are evacuating to for packages or unusual items, if you see something suspicious move to another location.

**ACTION PHASE**

Primary Staff Actions:

1. Move children quickly and quietly to assembly areas inside or outside depending on the type of emergency.
2. Account for all children and staff.
3. Check for injuries.
4. Pick up emergency information manual and take during evacuation.
5. If an area evacuation is required, secure transportation and notify parent or guardian of reunification location.

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### Secondary Staff Actions:

1. Close windows.
2. Call 911
3. When possible leave a staff person behind in a safe place to meet with first responders.

### RECOVERY PHASE

1. After evacuation does a danger exist in the building?
  - a. If yes, do not allow staff or children go back in to the building.
2. Is the area dangerous, with flood waters, live wires, etc.?
  - a. If yes, do not allow staff or children go back in to the area.
3. Who should you contact to find out when it is safe to return to the area?
  - a. Call the local Police or Fire Department non- emergency number. If you don't know, then don't go.
4. Should children be brought back to the center after evacuation?
  - a. If the event was serious enough to evacuate then it should be evaluated for safety prior to return of the children and staff.
  - b. Enact reunification plans, have parents or guardians pick up children at pre-designed pick up point.

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**FIRE**

**ALERT PHASE**

1. Do you hear smoke detectors?
  - a. If yes, Evacuate immediately.
2. Do you see smoke?
  - a. If yes, Evacuate immediately.
3. Do you see flames?
  - a. If yes, Evacuate immediately. Assist handicapped people out of the building.
4. Is the main exit blocked?
  - a. If yes, use your second exit. Always know two ways out.
  - b. If unable to evacuate in a multi-story building, go to a safe location near and window. Hang something out the window to alert firemen that you need help.
5. Should you call the fire department from the center?
  - a. If any of the above applies, then evacuate first call for help from a safe location.

**ACTION PHASE**

1. Account for all children and staff. Ensure everyone is out of the Fire Departments way.
2. Once everyone is outside stay there, remembering "Get out and Stay out".
3. If the fire is small, you may be able to put it out with a fire extinguisher. Only do so if you are trained to use it. Remember keep the exit door behind you and never let the fire get between you and the exit. Don't be a hero if the fire is too big for one extinguisher get out, the fire department will be there soon.
4. Remember these safety tips:
  - a. Always crawl low to the floor in smoke.
  - b. Feel each door for heat before opening it.
  - c. If your clothing catches fire: STOP, TO THE FLOOR, AND COVER YOUR FACE WITH YOUR HANDS AND ROLL UNTIL THE FIRE IS PUT OUT.

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RECOVERY PHASE

1. Be Ready to answer the Fire Departments questions:
  - a. Is anyone still in the building?
  - b. Is anyone injured?
  - c. Where did the fire start?
  - d. Is there anything in the building that could be dangerous to firefighters such as: GASOLINE, CHEMICALS, PROPANE, PAINT, ETC.?
  - e. How long has the fire been burning?
2. Do not go inside the building until the fire Department says it's safe to do so.

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**FLOOD**

**ALERT PHASE**

1. Is there severe weather or a weather warning?
  - a. If yes, turn on the radio or TV to get up to date weather information.
2. Is there a Flash Flood or a Flood Warning?
  - a. If yes, turn on the radio or TV to get up to date weather information.
3. Is the Center in a flood prone area?
  - a. If yes, turn on the radio or TV to get up to date weather information.
  - b. Follow instructions from local authorities.
  - c. Advise staff to remain alert.
4. Is water coming in to the building?
  - a. If yes, attempt to seal up areas where water is entering. If unable to evacuate move children to the highest part of the building or place them on top of desks. Call 911 for help. **DO NOT** move children out of the building or in to flooded areas, the water could be moving very fast.

**ACTION PHASE**

**Primary Staff Actions:**

1. Use sand bags to secure areas were water can enter.
2. Check nearby multi-story buildings for shelter.
3. Have first aid kit ready if needed.
4. Review responsibilities with staff.
5. Preplan evacuation routes prior to emergency and use them when needed.
6. Follow evacuation orders from First Responders.



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Secondary Staff Actions:

1. Protect equipment and files from water by placing them in plastic bags or moving them to higher ground.
2. Turn off utilities before leaving to reduce fire hazard.
3. Enact reunification plan so parents and guardians know where to meet their children.
4. If it is safe to do so leave a staff member behind to inform responders and parents where their children have been moved to.

RECOVERY PHASE

1. Has the severe weather watch/warning been lifted?
  - a. If sheltered in place, return to normal.
  - b. If evacuated, begin return preparations.
2. Is the building damaged?
  - a. If yes, see building damaged checklist.
3. Is everybody accounted for?
  - a. Resume normal operations as soon as possible.

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**SHELTER IN PLACE**

**ALERT PHASE**

What is the threat?

1. Severe weather or tornado:
  - a. Get information from the radio, TV or phone.
2. Hazardous materials release:
  - a. Get all children and staff inside.
  - b. Close and seal all doors, windows and vents.
  - c. Turn off air conditioning/heating and fans.
  - d. Turn off or extinguish any open flame device.
  - e. Keep radio and TV on to get bulletins.

**ACTION PHASE**

Primary Staff Actions:

1. Call 911 and tell them you are sheltering in place.
2. Move to interior of the building locate an area that is safe and secure such as interior hall ways bathrooms or small rooms located in the center of the center.
3. Seal off the room where you are sheltering with tape, blankets, plastic bags, etc only if hazmat condition exists.

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4. If it's a tornado have children and staff get next to the wall in the center of the building and tell them about the tornado tuck position.
5. Make sure you have a radio, TV, phone, water and a first aid kit in the shelter area.
6. Do not leave the building until the authorities give an all clear notice.

Secondary staff actions:

1. Have diapers, toys, games, and bottles in sealed area.
2. Remove and discard any clothing exposed to the hazardous material.
3. If skin is exposed to hazardous material, wash with soap and water. Use a lot of water.

RECOVERY PHASE

1. Have you received an all clear from the authorities?
  - a. Return center to normal operations.
2. Are there still questionable areas but no obvious clues or has the building sustained damage that requires evacuation?
  - a. Call authorities and request assistance.

**[Daycare Center Name] EMERGENCY PLAN**

**CENTER LOCKDOWN**

**ALERT PHASE**

1. Has there been a threat of criminal action against the center, or any other type of criminal action in the area?
  - a. If yes, call the proper authorities immediately.
  - b. If yes, account for all children and staff, and then move everyone inside the building.
  - c. If yes, have staff look for any suspicious persons near the center.
  - d. Lock all exterior doors and windows.
2. Is a criminal or mentally unstable person present in the center, threatening some type of action?
  - a. If yes, find out whether he or she is within reach of any children or has harmed anybody.
  - b. If yes, try to get children and staff out of reach of the person. Place them behind a locked door.
  - c. If yes, call for assistance from 911 or law enforcement.

**ACTION PHASE**

**Primary Staff Actions:**

1. If a person is threatening or committing criminal acts, get children and staff away from the person attempt to lock all exterior doors and call 911.
2. When possible move children to one room where a second door can be locked. If you cannot lock the door, place object in front of the door so that it is hard to open.
3. If the person has harmed anybody, get to the injured person and perform first aid.

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Secondary staff actions:

1. Account for all children and staff.
2. Keep other people away from the center if possible.
3. Have a staff member meet law enforcement responders outside the center and brief them on the situation if possible otherwise stay on the phone until responders arrive.
4. Stand by to assist responders to locate the person, get a good description of the person.

**RECOVERY PHASE**

1. Make sure that authorities have issued an all clear, that the person or danger has been removed or otherwise rendered safe.
2. Return to normal activities as soon as possible.

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**IX. TAB B – MAP OF PROPERTY AND SURROUNDING AREA**

**[Daycare Center Name] EMERGENCY PLAN**

**X. TAB C – BUILDING FLOOR PLAN WITH EVACUATION ROUTES**

**[Daycare Center Name] EMERGENCY PLAN**

**XI. TAB D – EMERGENCY CONTACT NUMBERS**

**A.** *Fire*

**B.** *Police*

**C.** *Poison Control 1-800-222-1222*

**D.** *Office of Emergency Preparedness*

**E.** *State Fire Marshal*

**F.** *Department of Children and Family Services*

Licensing Section – 225-342-9905

Child Protection Statewide Hotline 1-855-452-5437

**G.** *Power Company*

**H.** *Water Company*

**I.** *Gas Company*

**J.** *etc.*



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**XII. TAB E – OTHER CONTACT NUMBERS**

**A. *Staff***

**B. *Parents/ guardians***