



Preparation is Key!

Emergency & Disaster Preparedness Plan (Please Print)

Section 1

Name (As it appears or will appear on license):	OCC License Number:
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Family Center

Name of Program:

Address of Program:

Emergency Phone Numbers:

Landline:	Cell:
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Section 2

In addition to **911**, these **Emergency Telephone Numbers** will be posted (location): _____

Agency/Service	Telephone Number	Agency/Service	Telephone Number
Substitute		Health Department	
Local Police/Sheriff Dept.		Hospital	
Local Fire Dept.		Your local OCC office	
Poison Control Center		Neighbor #1	
Gas & Electric		Neighbor #2	
Water		Relative	
MD Office of Emergency Mgmt. (MEMA)		Other	

Section 3

The local **Emergency Alert System (EAS)** stations are: _____ AM _____ FM _____ TV

Responsibilities in an Emergency:

Task	✓	Name
-Declaring an Emergency/ Determining when it's is over		
-Primary Emergency Contact at Child Care Program		
-Calling for Assistance		
-Contacting families		
-Making the decision to evacuate		
-Initiating contact with Alternative site		
-Carrying the "Disaster Kit"		
-Arranging transportation, if necessary		
-Carrying medications & special needs equipment		
-Determining when emergency is over		
-Conducting emergency drills		
-Someone to provide assistance with special needs children		
-Carrying & confirming Attendance Records		
-Pet arrangements (only if time permits)		

Note: The majority of tasks above will be 'self' for Family providers. However, it is very important to review and if necessary, designate the task to a family member or neighbor.



Section 4

Children, Staff and Program Records

To safeguard the records of the children, staff and the program, I will : _____

Section 5

Alternate location sites (one within walking distance and one with using transportation) are:

Name	Address	Telephone #

Section 6

DISASTER SUPPLY KIT

Below is a list of suggested items to be included in your 'Disaster Supply Kit'. These items should be sufficient to sustain your group for 72 hours. Please add any items that you feel would best suit your individual needs.

✓	Supplies
	One or more changes of clothing for each child
	Disposable diapers and pull-ups, wet wipes, garbage bags and plastic ties for disposal
	Water (1 gallon per child, 2 gallons per adult, additional for sanitation and flushing toilets. Dated and replenished once a year.
	Powdered/canned infant formula (if infants are present)
	Powdered or canned milk
	Can opener
	Baby foods
	Non-perishable food items including snacks
	Disposable cups, bowls, plates and eating utensils
	Hand sanitizers and cleaning agents
	Blankets
	Battery operated radio with extra batteries (AM/FM/Weather band)
	Flashlights with long life batteries with extra batteries and bulbs
	First aid kit
	Extra games, books, activities to keep children occupied
	Whistle to signal for help
	Charged cell phone
	Dust and filter masks
	Basic tool kit (hammer, pliers, wrench, etc.)
	Plastic sheeting and duct tape to seal off rooms if necessary
	Garbage bags and plastic ties for personal sanitation
	List of all people to be accounted for

* Please list below the types of **natural** disasters that are most likely to occur in our local area, keeping in mind that not all areas are prone to all disasters.



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Section 7

Evacuation Drill Dates:

Evacuation Route and Safe Room Location

Please show following in the diagram above:

- Normal Exit Route
- Alternate Exit Route
- Safe Room
- Fire Extinguisher

- Meeting Place
- First Aid Kit
- Disaster Supply Kit

Emergency & Disaster Plan Updated: _____

Initials: _____

Description of how children & adults will be transported to evacuation site (include how infants, non-walking children & disabled adults will be transported):

Method used to account for all children and adults after an evacuation:

Trainer Use Only

I have reviewed this emergency & disaster plan and have determined that the information submitted above is complete.

Trainer's printed name	Trainer's signature	Date