

EMERGENCY DISASTER PLAN FOR FAMILY CHILD CARE HOMES

Type or print clearly. Post next to phone. See back for explanation.

LICENSEE NAME:	DATE:
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1. EMERGENCIES - LIFE THREATENING - Call 9-1-1 - Tell them: Number Calling from:

HOME ADDRESS:

MAJOR CROSSROAD:

HOME DIRECTION FROM CROSSROAD:

2. EMERGENCIES - NON-LIFE THREATENING - List direct local number for the following.

Fire/Paramedics:		Office of Emergency Services:	
Physician:	Licensing:	Ambulance:	Other:
Hospital:	Police/Sheriff:	Child Protective Services:	
Dentist:	Poison Control:		

3. FACILITY EVACUATION - Some disasters require evacuation of the building. Using a copy of the Facility Sketch (LIC 999), show arrows for the safest way to exit rooms. Be sure that exit doors are not locked from the inside. In the event of a fire, get everyone out, follow the escape routes, meet at a prearranged location, account for everyone, do not let anyone return to the building and call the fire department.**4. TEMPORARY RELOCATION SITE(S)** - Some disasters require moving to a safe location. When relocating, determine whether you need food, water, blankets and flashlight and meet at a prearranged location.

NAME: PHONE:

ADDRESS:

NAME: PHONE:

ADDRESS:

5. UTILITY SHUT OFF -Locate on the facility sketch with the exit routes.

GAS:	GAS CO. PHONE:
ELECTRIC:	ELECTRIC CO. PHONE:
WATER:	WATER CO. PHONE:

6. EQUIPMENT LOCATION - The fire department may help you with installation information.

FIRE EXTINGUISHER:	SMOKE ALARM:
FIRE ALARM LOCATION (IF YOU HAVE ONE):	TYPE

7. OTHER EMERGENCY EQUIPMENT - Where appropriate identify location of first aid kit, blankets, food and water, flashlight, radio and other emergency equipment.

LOCATION:

EMERGENCY DISASTER PLAN EXPLANATION

Applicants need to submit a plan to handle possible emergencies. The Emergency Disaster Plan is a plan that identifies resources when an emergency occurs. A copy of the form must be posted in a conspicuous place near a telephone and a copy given to the licensing agency with the application packet. Licensee is responsible for updating information as required and should be typed or legible handwriting.

1. **EMERGENCIES - LIFE THREATENING** - Whenever a life threatening emergency occurs, use the 9-1-1 telephone number. Operators are able to speed dial help for any life threatening emergency. If the call is interrupted, they are usually able to identify the home address from the open line. It is important to write out exactly what needs to be said to direct help to the home. This means that you need to write out the home phone, the address of the home, the nearest major cross street and directions to the home from the cross street.
2. **EMERGENCIES - NON-LIFE THREATENING** - This is a list of emergency numbers that you will need to call in the event of non-life threatening emergency. Most of the numbers are listed on the form. The "Other" is for other numbers that you think may be needed in an emergency.
3. **FACILITY EVACUATION** - The most important action in a fire emergency is getting the children safely out and grouped together in a safe location. As part of your application packet, you need to complete a facility sketch. Take a copy of the sketch and identify the quickest exiting routes from each room. Copies of the exiting routes should be posted in conspicuous locations. You also need to identify a safe location where everyone should gather to be sure everyone is counted and no one remains in the building. You need to have regular fire drills with the children. Your fire department is an excellent resource for fire and evacuation instructions.
4. **TEMPORARY RELOCATION SITES** - You need to make arrangements to move to a temporary site in the event your facility becomes unsafe such as a friends home or local church. You need to develop a second site in the event the first site is not immediately available in the emergency.
5. **UTILITY SHUT OFF** - In emergencies such as floods and earthquakes, it may be necessary to shut the utilities off. It is important to identify the locations of the utility shut off for such emergencies. You should also have a wrench on hand for the gas line. It also may be helpful to put the utility shut off locations on the Facility Sketch.
6. **EQUIPMENT LOCATION** - If a fire is just beginning, it may be possible to extinguish the fire with a fire extinguisher after the children are out. The fire extinguisher should be located in an accessible location and be identified with this plan. The local fire department may help you with location of fire equipment. In addition to smoke alarms, you need to identify and locate any other emergency alarms that are on the premise.
7. **OTHER EMERGENCY EQUIPMENT** - In the event of a flood or earthquake, it may be necessary to have a first aid kit, blankets, food and water, radio, flashlight and other provisions. The plan needs to identify where this other emergency equipment is kept.