

EMERGENCY PREPAREDNESS AND RESPONSE PLAN
(Required by Standards for Licensed Family Day Homes 22 VAC 40-111-800, 810, & 820)

Name of Family Day Home

A. Name, Address, and Telephone Number of Person to Provide Emergency Backup Care (must be 18 years of age and be able to arrive at the home within 10 minutes):

B. EVACUATION (Due to Fire or _____)

Primary Route to Exit the Home (try to avoid hazardous areas such as furnace room, wooden stairs, and take advantage of firewalls)_____

Secondary Route to Exit the Home:_____

Designated Safe Assembly Point Outside the Home:_____

Method Used to Alert Provider of Emergency:_____

Method to Alert Children, Caregivers, and Household Members of Emergency:_____

Methods to Ensure Everyone is Evacuated (room searches, head counts):_____

Methods to Alert Emergency Responders After Evacuation (who calls 911/how?)_____

Methods to Alert Emergency Back-up Caregiver (how will her contact information be available at the assembly point?)_____

Methods to Ensure Everyone Arrived Safely at Assembly Point:_____

Methods to Ensure Children’s Safety and Supervision at Assembly Point: (who will supervise children while someone meets emergency responders; how will emergency supplies such as blankets, medications, water, telephones, protection from rain/snow be readied and how will these supplies be made available at the assembly point):_____

Methods to Ensure Children’s and Caregiver’s Emergency Contact Information is Available After Evacuation:_____

Methods to Contact Parents After Evacuation:_____

Methods to Ensure Children are Released Only to Parent or Designated Person:_____

C. SHELTER IN PLACE (Due to Tornado, Severe Storms, Loss of Utilities, or _____)

Designated Safe Location Within the Home: _____

Primary Route to Safe Location _____

Secondary Route to Safe Location: _____

Method Used to Alert Provider of Emergency: _____

Method to Alert Children, Caregivers, and Household Members of Emergency: _____

Methods to Ensure Everyone is Moved to Safe Location (using daily attendance sheet, performing room searches and head counts, etc): _____

Methods to Alert Emergency Responders After Arrival in Safe Location (who calls 911/how?) _____

Methods to Ensure Everyone Arrived at Safe Location (using daily attendance sheet, performing room searches and head counts, etc): _____

Methods to Ensure Children's Safety and Supervision at Safe Location: (who will supervise children while someone meets emergency responders; how will emergency supplies such as blankets, medications, water, food, toileting supplies, telephone be readied and how will these supplies be made available at the safe location): _____

Methods to Ensure Children’s and Caregiver’s Emergency Contact Information is Available After Movement to Safe Location:_____

Methods to Contact Parents:_____

Methods to Ensure Children are Released Only to Parent or Designated Person:_____

D. RELOCATION (Due to flooding, loss of utilities, or _____)

Designated Relocation Site Away from the Area of the Home:_____

Method Used to Alert Provider of Emergency:_____

Method to Alert Children, Caregivers, and Household Members of Emergency:_____

Methods to Alert Emergency Back-up Caregiver (how/when will she be contacted)_____

Method to Alert Relocation Site:_____

Method to Transport Children and Caregivers to Relocation Site (prior arrangements made for emergency transportation resources, if necessary): _____

Method to Alert Extra Transportation Providers: _____

Methods to Ensure Everyone is Moved to Relocation Site (using daily attendance record, performing room searches and head counts): _____

Primary Route to Relocation Site _____

Secondary Route to Relocation Site: _____

Methods to Ensure Everyone Arrived Safely at Relocation Site (using daily attendance record, head counts, name tags): _____

Methods to Ensure Children's Safety and Supervision at Relocation Site: (who will supervise children; how will emergency supplies such as blankets, medications, water, food, telephones be readied and how will these supplies be made available at the relocation site): _____

Methods to Ensure Children’s and Caregiver’s Emergency Contact Information is Available After Relocation: _____

Methods to Contact Parents After Relocation: _____

Methods to Ensure Children are Released Only to Parent or Designated Person: _____

_____ **Date Plan Prepared**

_____ **Provider’s Signature**

_____ Date of Annual Plan Review	
Plan Updated <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date assistant and substitute provider trained _____
_____ Provider’s Signature	

_____ Date of Annual Plan Review	
Plan Updated <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date assistant and substitute provider trained _____
_____ Provider’s Signature	

_____ Date of Annual Plan Review	
Plan Updated <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date assistant and substitute provider trained _____
_____ Provider’s Signature	