

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care

**Child Care Emergency/Disaster
Preparedness Plan Form**

For

Child Care Provider or Program Name: Calvary Christian School

Date: June 30, 2015

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Helpful Information Child Care Sample Forms for Emergency Disaster Preparedness Planning

In addition to this basic planning form, the following information and supportive sample forms are available at <http://chfs.ky.gov/dcbs/dcc/> to assist Child Care providers in Emergency Disaster Preparedness Planning:

1. Division of Child Care Things to Know When Preparing for an Emergency and/or Disaster in Child Care
2. Sample Child Care Child Information Form
3. Sample Child Care Daily Attendance Record Form
4. Sample Child Care Emergency Disaster Preparedness Parent Information Form for Reunification
5. Sample Child Care Evacuation Response Checklist Form
6. Sample Child Care Emergency Disaster Roster Sign Out Form
7. Sample Child Care Fire Drill Form
8. Sample Child Care Earthquake and Tornado Drill Form
9. Sample Child Care Bomb Threat Information Form
10. Sample Child Care Emergency Disaster Preparedness Provider Statement
11. Child Care Emergency Disaster Preparedness Planning Checklist

Child Care Regulatory References for Emergency/Disaster Preparedness

KRS 199.895 Evacuation plan for child-care center required -- Annual updating of plan -- Provision of plan to local emergency management officials and parents.(Effective December 31, 2011)

(1) A child-care center licensed under KRS 199.896 shall have a written plan for evacuation in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the center. The plan shall include but not be limited to:

- A designated relocation site and evacuation route;
- Procedures for notifying parents of the relocation and ensuring family reunification;
- Procedures to address the needs of individual children including children with special needs;
- Instructions relating to the training of staff or the reassignment of staff duties, as appropriate;
- Coordination with local emergency management officials; and
- A program to ensure that appropriate staff is familiar with the plan's components.

(2) A child-care center shall update the evacuation plan by December 31 each year.

(3) A child-care center shall retain an updated copy of the plan for evacuation, provide an updated copy to appropriate local emergency management officials, and provide a copy to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.

922 KAR 2:120. Child-child care center health and safety standards.

- "Adequate supervision" means that qualified staff devotes full-time attention to a child in care and ensures the child is within scope of vision and range of voice.

922 KAR 2:110. Child-care center provider requirements.

- The following records shall be maintained at the child-care center for five (5) years:
 - A written record of quarterly, practiced earthquake and tornado drills detailing the date, time, and children who participated;
 - A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated;
 - A written plan and diagram outlining the course of action in the event of natural or manmade disaster, posted in a prominent place.

Certification of Family Child –Care Homes/Registered Provider

922 KAR 2:100 Section 10: General Requirements, 922 KAR 2:180 Section 3: Additional Requirements

- Each floor level used for child care shall have at least one (1): unblocked exit to the outside; smoke detector, fire extinguisher; and carbon monoxide detector if the home uses fuel burning appliances; or has an attached garage.
- At least one (1) working land-line, unless the cabinet has been notified that the telephone is temporarily out of service) telephone on each level used for child care with a residential or commercial line and a list of emergency numbers posted by each telephone, including numbers for the police, fire station, emergency medical care and rescue squad and poison control.
- A fire and tornado drill shall be conducted during hours of operation at least monthly and documented.
- An earthquake drill shall be conducted during hours of operation; at least quarterly and documented.

Emergency/Disaster Preparedness Planning

A Child Care Provider/ Facility should prepare plans that allow for partial or full evacuation in a quick and efficient manner. Causes for evacuation may include fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic spill, electrical failure or structural damage. In the event of an emergency/disaster, evacuation should be done as quickly and safely as possible. When planning it is important to keep in mind there are three types of evacuations to consider.

- **Sheltering in place:** Children and staff remain at the facility/home but seek shelter for the emergency/disaster at hand. This would include tornado and chemical releases.
 - **On-site evacuation:** Children and staff move out of the facilities affected areas and relocate to another area on the property.
 - **Off-site evacuation:** Children and staff/provider are relocated to designated location not on the property
- A) A completed Emergency/Disaster Plan should be reviewed and updated annually. A copy of the plan should be shared with local authorities that may be responding to your emergencies.
- B) All child care providers should be trained in plan procedures and provided clear guidelines to their responsibilities during times of emergency/disaster. New child care provider orientation should include training and review of emergency/disaster procedures.
- C) All children should be involved in practicing emergency/disaster procedures as outlined by licensing regulations.
- D) Floor plans of the child care location should be posted in each classroom and in public spaces showing exits and directional evacuation routes. Copies of floor plans should be shared with local authorities that may be responding to your emergencies.
- E) Fire drills are to be held monthly and documentation should include date, time, and names of children who participated in the drill. Individual classroom attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- F) Tornado and earthquake drills are to be held quarterly. Other types of drills should be held at least twice a year and attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- G) Power generators (if available) and other emergency/disaster equipment should be tested on a regular schedule.
- H) Grab-n-go-kits are a gallon size zip and seal bag to create individual activity bags for each child in the program. Each bag could include items like a recent photo of the child, laminated emergency card, 4-6 crayons, a small notebook for doodling or a board book.
- I) A best practice recommended Emergency/Disaster Supply kit should include the following:
- | | |
|--|--|
| ✓ Class roster with emergency contact information | ✓ Formula |
| ✓ Battery or solar operated radio | ✓ Phone card\ Cell phone |
| ✓ Blankets/bucket | ✓ Plastic trash bags |
| ✓ Crescent wrench to shut off gas line if needed (professional will need to restore) | ✓ Sanitation supplies (diapers, wipes, toilet paper, soap, and toweling) |
| ✓ Extra batteries (replaced twice a year) | ✓ Water (1-3gallons per person per day, 3day minimum) & disposable cups |
| ✓ First aid kit (see state child care regulations for required items) | ✓ Wet wipes/tissues |
| ✓ Flashlight(s) | ✓ Whistles |
| ✓ Permanent marker(s) | ✓ Work gloves |
| ✓ Hand sanitizer | ✓ Map of area for evacuation or for locating shelters |
| ✓ Non-perishable food items and manual can opener (minimum supply for 3 days) | ✓ Other items as your program requires (Children's Records) |

Emergency/Disaster Procedures and Evacuation Plan Form

General Information and Instructions

- A. The first priority of a child care provider is the safety of the children and staff. Emergency/disaster plans are to provide the providers with procedures to be followed to help ensure everyone's wellbeing.
- B. When an emergency/disaster occurs, it is necessary to maintain adequate supervision of the children. In the state of Kentucky, adequate supervision is defined as qualified staff devoting full-time attention to a child in care and ensures the child is within scope of vision and range of voice.
- C. **Please complete the following form and respond to each question. If the question is "not applicable" to your child care setting please state so and a reason. All information with a "*" is required by a child care regulation.**

Emergency/Disaster Preparedness Plan Form

Insert Provider/Program Name and Information					
Name of Child Care Provider/Program	* CALVARY CHRISTIAN SCHOOL				
Street Address	* 15 REDWING DRIVE				
City, State, Zip Code	* WINCHESTER, KY 40391				
Telephone Number	* 859-744-0817				
Number of children enrolled	* 190				
Number of staff (if applicable)	* 51				
Sheltering in Safe Place					
The designated safe place in this location is :	* SEE CHARTS POSTED IN EACH ROOM				
On-Site Safe Evacuate Location					
The designated on-site safe location for evacuation is :	* PARKING LOT				
Off -Site Safe Evacuation Location #1					
Name of Location	* ROSE MARY C. BROOKS PLACE				
Street Address	* 200 ROSE MARY C. BROOKS DRIVE				
City, State and Zip Code	* WINCHESTER, KY 40391				
Telephone Number	* 859-745-4904				
Directions/Evacuation route to this safe location *Attach a map if needed	* CONNECTING PARKING LOT				
Is there a written agreement with this location (Recommended as a best practice)	Yes	<input type="checkbox"/>	No	X <input checked="" type="checkbox"/>	
Off Site Safe Evacuation Location #2					
Name of Location	DANIEL BOONE NATIONAL FORESTRY CENTER				
Street Address	BYPASS ROAD				
City, State and Zip Code	WINCHESTER, KY 40391				
Telephone Number	745-3111				
Directions/Evacuation route to this safe location *Attach a map if needed	EXIT SCHOOL PROPERTY AND HEAD WEST ON REDWING. THE FORESTRY CENTER IS AT THE END OF THE ROAD-ON THE LEFT				
Is there a written agreement with this location (Recommended as a best practice)	Yes	<input type="checkbox"/>	No	X <input checked="" type="checkbox"/>	
Insert Provider/Program Primary Emergency/Disaster Contact Information					
Name	* CHRIS CARPENTER				
Telephone Number	* 859-771-0764				
Cell Number	* 859-771-0764				
Email Address	* chris@calvarychristian.net				
Contact Phone Number Outside of the Area (Recommended as a best practice)	859-771-0764				
Insert Provider/Program Emergency/Disaster Contacts (phone, fax, e-mail)					
EMERGENCY	911 or local authorities				

Accounting Service	CATHY SMITH
Bank	BB&T (888) 226-6654
Building Inspector	CHRIS CARPENTER/DEPARTMENT OF BUILDING AND CONSTRUCTION (502) 573-0373
Child Care Resource & Referral Agency http://www.kentuckypartnership.org	CHILDCARE COUNCIL OF KY (859) 367-0455
Community Based Services	CLARK COUNTY COMMUNITY SERVICES 744-5034
Electric Company	EAST KENTUCKY POWER 744-4812
FEMA	1 (800) 621-3362
Food Service Vendor	GFS 225-9884 MATT SMITH
Gas Company	COLUMBIA GAS 1 (800) 432-9345
Health Department	CLARK COUNTY HEALTH DEPARTMENT 744-4482
Hospitals	* CLARK COUNTY REGIONAL HOSPITAL 745-3500
Local Emergency Management http://kyem.ky.gov/sitecontacts/Documents/County%20Emergency%20Management%20Agencies.pdf	* WINCHESTER/CLARK COUNTY EMERGENCY SERVICES 745-7415
Inspections, License, Permits	HOUSING AUTHORITY 247-2510
Insurance Agent	BRIDGEFIELD CASUALTY INSURANCE COMPANY
Licensing (local/state)	* OFFICE OF THE INSPECTOR GENERAL 246-2301
Newspaper	WINCHESTER SUN 744-3123
Non-emergency Fire	745-0260
Non-emergency Police	744-4390
Payroll Service	CATHY SMITH 771-2527
Poison Control	* 1 (800) 222-1222
Radio Stations	WKYN 107.7 744-9933
State Emergency Management http://kyem.ky.gov/teams/Pages/default.aspx	
Television Stations	WTVQ-TV 36 294-3636
Waste Management	WMU 744-5434
Water Company	WMU 744-5434
Insert Provider/Program Planning Team Members	
Director	NED HESS
Staff Member (s)	SUSAN POPE
Parent (s)	PAM HISOIRE/JULIE CARPENTER/RACHEL RUNYON
Other	
Coordinating/Collaborative Agencies in the Area (phone, fax, e-mail)	
Neighbor	ROSE MARY C. BROOKS 744-4909
Business	BETHANY BOOK ROOM 744-6024
Church	CALVARY CHRISTIAN CHURCH 744-0817
Other	
Contact Information for Coordinating Program Re-Opening (phone, fax, e-mail)	
Facility/home Inspection/Repair	CHRIS CARPENTER
Contacting Families/Employers	DEBBIE BLANTON
Obtaining Equipment/Supplies	ACSI 1 (719) 528-6906 A BEKA BOOK 1 (877) 223-5226
Room Set up	CHRIS CARPENTER
Accessing Records	PAM HISOIRE 771-5927
Food Service Coordination	KRISTA RODGERS 771-2057
Obtaining building inspections/licensing approval	DEPARTMENT OF HOUSING, BUILDING, AND CONSTRUCTION (502) 573-0373
Post Disaster Clean up Services (phone, fax, e-mail)	
Restoration Services	JWI RESTORATION SERVICES 737-1698/FEMA
Evacuation Plan	
Evacuation Manager/Alternate	* NED HESS/PAM HISOIRE
Person responsible for "all clear"	* NED HESS

Assembly site manager/alternate	* CHRIS CARPENTER
Staff-person with First Aid/CPR	* RENEE BOWMAN/NORA HOUSTON-BURTON/KAREN HENDERSON/
Contact number out-of-area (Recommended as a best practice)	RYAN HESS
E-mail address out of area (Recommended as a best practice)	ryan_hess@berea.edu
Person responsible for copy and posting of building site maps	* DEBBIE BLANTON
Person responsible for marking evacuation exits	* DEBBIE BLANTON
Location of evacuation exits	* IN EVERY ROOM
On-site evacuation location	* POSTED ON EVERY MAP
Off-site evacuation site	* POSTED ON EVACUATION PLANS 9PRIMARY/SECONDARY)
Shelter-in-Place Plan	
Shelter- in -Place Coordinator	* NED HESS
Shelter- in- Place Coordinator Alternate	* PAM HISOIRE/ADMINISTRATIVE ASSISTANT
Coordinator responsibilities	* SOUND ALARM/SUPERVISE EVACUATION/NOTIFY PROVIDERS
Staff with First Aid/CPR	* SUSAN POPE/NED HESS/REBECCA MIRACLE/RENEE BAILEY/KAREN HENDERSON
Storm Shelter Locations	* POSTED IN CLASSROOM
"Seal the Room" Shelter Location(s)	* CLASSROOMS
Staff Responsible for Maintaining/Refreshing Emergency/Disaster Supplies	* NED HESS/DIRECTOR
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	* MONTHLY CHECKLIST
Communication System	
How we will train our staff on emergency/disaster plans	* STAFF MEETINGS/IN-SERVICES/NEW STAFF ORIENTATION
How we will communicate our emergency/disaster plans to the children and parents to ensure family reunification.	* FACEBOOK/TEXT MESSAGES/WEBSITE
In the event of a emergency/disaster, how we will communicate with the staff/parents	* FACEBOOK/TEXT MESSAGES/WEBSITE
Cyber Security	
How we will protect our computer hardware	AVG/C CLEANER
How we will protect our computer software	MALWARE BYTES
If our computers are destroyed, we will use back up computers located where	CALVARY CHRISTIAN CHURCH OFFICES/CAIRN

Back Up Records						
Person responsible for backing up critical records including children's/ staff records, payroll, accounts, etc.	CATHY SMITH					
On-site location of back up records including insurance policies, facility\home plans, bank accounts records, and computer back ups	PAM HISOIRE					
Offsite location of additional copy of back-up records	CATHY SMITH					
How will the program provide for continuity if the accounting and payroll records are destroyed	CALVARY CHRISTIAN CHURCH ; OFFICES LOCATED ON MAIN STREET/WINCHESTER					
Emergency/Disaster Shut Off Locations						
Electricity	THE FOLLOWING CLOSETS: BESIDE PRINCIPAL'S OFFICE, PHONE CLOSET, CLOSET BESIDE KITCHEN, 2'S CLOSET, LOFT. FACILITIES' TEAM OFFICE, SOUND ROOM IN THE WORSHIP CENTER, AND ROOM 101					
Water	MAIN SHUT OFF BY THE EXIT LANE ONTO REDWING DRIVE (TOOL REQUIRED)					
Gas	ENTRANCE E (CRESENT WRENCH REQUIRED)					
Emergency/Disaster Equipment Locations						
Alarm Box	ENTRANCE C					
Fire Extinguisher(s)	* HALLWAYS					
First Aid Kit (s)	* PRINCIPAL'S OFFICE/ UNDER DESK					
CPR Face Shields	* FIRST AID KIT/PRINCIPAL'S OFFICE					
Emergency/Disaster Kit	PROJECTED LOCATION; SHED AT THE REAR OF THE PROPERTY					
Emergency/Disaster Preparedness Plan required Communication						
Please check "yes" or "no" and give the applicable date						
Provided an updated copy of this plan to appropriate local emergency management officials and whenever the plan is updated.	* Yes	X <input type="checkbox"/>	No	<input type="checkbox"/>	Date	*
Provided an updated copy of "The Parent Emergency/Disaster Evacuation Information Form for Reunification" to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.	* Yes	X <input type="checkbox"/>	No	<input type="checkbox"/>		
Emergency /Disaster Contact Information Annual Review						
Date the emergency/disaster plan will be reviewed and updated	* ANNUALLY BY JULY 30TH					

Child Care Roles and Responsibilities

Please list each person responsible for each responsibility

Who	Primary	Alternate	Location of this responsibility
Declares an emergency/disaster and actions to be taken	PRINCIPAL	ADMINISTRATIVE ASSISTANT	AIRHORNS/ PRINCIPAL/RECEPTIONIST
Calls 911	PRINCIPAL	ADMINISTRATIVE ASSISTANT	CELL PHONE
Turns off HVAC systems	CHRIS CARPENTER	FACILITIES TEAM	PLAYGROUND AREA
Turns off Security System	CHRIS CARPENTER	FACILITIES TEAM	LOBBY
Assures each child/staff has their grab-n-go-bag	INDIVIDUAL TEACHERS	ADMINISTRATIVE ASSISTANT	ATTACHED TO EMERGENCY CLIPBOARDS
Completes room search	TEACHERS	SPECIAL'S TEACHERS	CLASSROOMS
Contacts families	RECEPTIONIST	ADMINISTRATIVE ASSISTANT	RECEPTIONIST'S DESK
Sends family communications (e-mail)	RECEPTIONIST	ADMINISTRATIVE ASSISTANT	RECEPTIONIST'S DESK
Post sign on door	RECEPTIONIST	ADMINISTRATIVE ASSISTANT	RECEPTIONIST'S DESK
Changes voice mail	RECEPTIONIST	ADMINISTRATIVE ASSISTANT	RECEPTIONIST'S DESK
Retrieves supplies	MIC BOWEN	FACILITIES TEAM	SHED
Food/water	KITCHEN STAFF	CAFETERIA WORKERS	SHED
Attendance list	TEACHERS	ADMINISTRATIVE ASSISTANT	CLASSROOMS
Family & staff contact information	ADMINISTRATIVE ASSISTANT	ADMINISTRATIVE ASSISTANT	RECEPTIONIST
Copies of emergency/disaster records including emergency/disaster medical care consent	TEACHERS	PRINCIPAL	CLASSROOMS
Copies of care plan for children with special needs	INDIVIDUAL TEACHERS	PRINCIPAL	CLASSROOMS
Written directions to designated evacuation site(s)	EMERGENCY FOLDERS	PRINCIPAL	CLASSROOMS
Emergency/Disaster money <small>(Recommended as a best practice)</small>	CATHY SMITH	ADMINISTRATIVE ASSISTANT	CHURCH STAFF OFFICES
Medical supplies	PRINCIPAL	ADMINISTRATIVE ASSISTANT	DIRECTOR'S OFFICE
Extra supplies of critical medications	PRINCIPAL	RECEPTIONIST	RECEPTIONIST
Disaster supply kit <small>(Recommended as a best practice)</small>	CHRIS CARPENTER	DIRECTOR	SHED

On-Going Basis	Assigned Staff	Date	Notes/Comments
Attendance records	RECEPTIONIST	7-1-15	
Emergency/disaster contact lists	RECEPTIONIST	7-1-15	
Emergency/disaster card and signed emergency medical care release	RECEPTIONIST	7-1-15	
Children's grab & go bags	TEACHERS	7-1-15	
Rotate water and food	DIRECTOR	7-1-15	
Rotate infant formula	N/A	7-1-15	
Every Six Months	Assigned Staff	Date	Notes/Comments
Water: monitor expiration dates	DIRECTOR	7-1-15	
Food: monitor expiration dates	DIRECTOR	7-1-15	
Infant formula/food: monitor expiration dates	DIRECTOR	7-1-15	
First aid kit: Critical medications	DIRECTOR	7-1-15	

Child Care Roles and Responsibilities-continued

Every Year	Assigned Staff	Date	Notes/Comments
Emergency/Disaster Information for each Child	Administrative assistant	7-1-15	
Signed emergency/disaster medical care releases	Administrative assistant	7-1-15	
Care plans for children with special needs	Administrative assistant	7-1-15	
Map of area	Administrative assistant	7-1-15	
Directions to evacuation sites	Administrative assistant	7-1-15	
Money(This is a best practice recommendation)	Administrative assistant	7-1-15	
Pen and paper	teachers	7-1-15	
Whistles	teachers	7-1-15	
Vehicle keys	director	7-1-15	
Tools (hammer, crescent wrench, screwdriver, pliers with wire cutters)	director	7-1-15	
Matches in waterproof container	director	7-1-15	
Plastic shielding	director	7-1-15	
Every Year	Assigned Staff	Date	Notes/Comments
Duct tape	director	7-1-15	
Manual can opener	director	7-1-15	
Disposable bowls and utensils	director	7-1-15	
Plastic bag (sealable and unsealed)	director	7-1-15	
Household bleach (small bottle)	director	7-1-15	
Wet towelettes	director	7-1-15	
Hand sanitizer	director	7-1-15	
Toilet paper	director	7-1-15	
Diapers	director	7-1-15	
Diaper wipes	director	7-1-15	
Blankets	director	7-1-15	
Check for Presence and Operation Every Six Months	Assigned Staff	Date	Notes/Comments
Radio-battery powered	director	7-1-15	
Flashlight	director	7-1-15	
Extra batteries (check expiration dates)	director	7-1-15	
Extra flash light bulbs	director	7-1-15	
Charged cell phone	director	7-1-15	
Cell phone	director	7-1-15	

Disclaimer

This material is presented as general plan that may be used in planning for emergencies/disasters. Successful planning for any emergency/disaster should be done by individuals, organizations and the community with the assistance of local authorities: to include planning, training and exercising (practicing) to the emergency plan. Effective emergency response calls for good judgment by all involved. The presenters of this material disclaim any and all liability, loss, damages, claims, or risks of any kind or nature sustained or incurred as a consequence or result of, whether direct or indirect, the use and/or application either directly or indirectly, or any advice, information, or methods presented herein.

Signature of the Responsible Child Care Provider

I have reviewed the procedures outlined in this Emergency/Disaster Preparedness Plan and ensure that appropriate staff is familiar with the plan's components. These procedures will be followed in case there is an emergency/disaster affecting this child care.

*NED HESS

Signature of the Child Care Provider

* 7-1-15

Date