



Emergency Response and Recovery Planning Guide for Child Care Providers

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Emergency Response and Recovery Planning Guide for Child Care Providers

Vermonters are no strangers to emergencies, disasters, or pandemics. Floods, ice storms, and toxic spills from overturned trucks and railroad cars have required temporary closure, evacuation, and relocation of children from child care facilities and/or family child care homes. In such emergencies, children may or may not understand what is happening and may be physically or developmentally unable to rescue or protect themselves. Programs that have followed the steps toward preparedness and planning can better protect lives and return to normal operation in a shorter period.

This Emergency Response and Recovery Planning Guide serves as a planning tool for Vermont Child Care Programs and is not intended to replace or interpret [Child Care Licensing Regulations](#).

This Guide provides basic prevention, mitigation, response, and recovery planning information that you can customize to fit the size of your program. Per Child Care Licensing Regulations, all programs must have a written emergency response plan. Try not to make your plan so complex that people (staff, parents, town officials, etcetera) will not be able to recall the necessary steps when faced with an emergency, disaster, or pandemic event. Consider involving staff in your emergency planning. Staff can give information about how plans will work in individual classrooms.

Fostering and developing connections within your community is essential in an actual emergency, disaster, or pandemic event. As part of creating your emergency response plan, you should establish these “on the ground” relationships. Develop personal relationships with local town Emergency Management Directors and with fire, law enforcement, and public works personnel. These people would most likely respond to an emergency or disaster at or near your program. They can also assist you with identifying potential disaster threats and hazards in or close to your program or family child care home.

Please note that the term **parent** used in this document refers to a birth or adoptive parent, legal guardian, foster parent, or any other person having responsibility for, or legal custody of a child.

Reducing the Potential Threat of Emergencies

- Fires can start and spread quickly, which is why we all need to be careful and educated about fire safety. Just a little bit of planning can make a big difference. See the [Fire Prevention and Safety Section](#) of this guide for additional information.
- Make sure that there is nothing blocking exits from your building or family child care home, such as locked doors, strollers, storage items, recycle bins, or other barriers.
- Consider purchasing a generator for backup power. A generator must be installed by a licensed electrician.

- Regularly assess the child care facility or family child care home and the surrounding outside area for potential threats and hazards. Take steps to lessen or remove threats and hazards that have been identified.

Emergency Response Plan (ERP)

It is important for parents to be aware of your ERP, especially where children will be taken in the event of an evacuation. Newsletters, emails, and parent meetings are all effective methods to communicate changes or updates to your ERP.

When you have a change in staff, orient them to your ERP and their responsibilities within the plan.

Review and update your ERP at least once a year. Collecting feedback from parents and staff will help strengthen your ERP.

Emergency Supplies

Maintain an inventory of at least 72-hours of emergency supplies (see [sample checklist](#)).

- Consider any child's medical or special care needs when creating your supply inventory.
- Instruct staff to keep their own personal necessity items safely stored at the program or family child care home.

Water

- Provide an adequate supply of commercial bottled drinking water to last staff and children a minimum of 72-hours (1 gallon for each child and adult per day).
- Date the bottled water supply and replenish it at least once a year to keep it fresh. If your water supply has an expiration date, you may have to check it more often than once a year.
- Additional water may be needed for flushing toilets. Identify an available source in your area.

Food

- Maintain a dated 72-hour emergency supply of non-perishable food. Consider children's food allergies or special dietary needs when collecting non-perishable food items. Use and replace food on a regular basis.
- For breastfed infants, develop a plan with parents for what to do if breastmilk becomes unavailable (e.g., spoils due to length of power outage). If formula is to be used, have parents specify the type of formula (e.g., soy-based, dairy-based). Maintain dated 72-hour emergency supply.

- Maintain a supply of disposable bowls and eating utensils and a manually operated can opener.

Emergency Backpacks

Emergency backpacks should be kept ready-to-go. For larger programs, there should be a backpack for each group. The backpack should include emergency supplies in portions to meet the evacuation needs of the number of children. Make sure that backpacks are not so cumbersome that they hinder the evacuation process.

Communication

Vermont has a "VT-Alert" system in place for state officials to communicate to the public. Individuals can [sign up for VT-Alert](#). In addition, communications to the public from State of Vermont Officials (e.g., Child Development Division or Vermont Emergency Management) will be coordinated by designated departmental communications and public relations staff.

Identify a local radio or television station to be your source of broadcast communications. When parents enroll in your program, inform them to tune into this station to receive emergency information.

It is best to have multiple ways that you can communicate with emergency responders, staff, and parents during an emergency, disaster, or pandemic event. Consider having access to a landline and a cell phone at your program or family child care home.

- If the power goes out, the landline telephone may not work. So, you may need to use a cell phone.
- If cell phone towers have an interruption in service, your cell phone may not work. So, you may need to use a landline.

Note: There are two types of landlines: a cordless phone and a phone with a cord. Landlines that have a cord typically continue to work during a power outage (unlike cordless phones).

Keep all contact information and court orders regarding custody for each child easily accessible. This includes home and work numbers, email addresses, and cell phone numbers for parents and others who are authorized to be responsible for each child.

- Having an out-of-town contact number for each child, helps if phone lines are down in a parent's work area.
- Someone within the family's network can be contacted with notification that the child is safe.

Inform families to call their out-of-town contact for updated information if needed.

A key part of family communication includes making sure all families have access to and understand your emergency plans and procedures. It is most helpful if families are included in ERP planning activities. Some examples of activities to engage in with families include:

- Routinely verifying accuracy of emergency contact information on file;
- Handing out wallet cards that contain information on likely relocation sites and your contact information;
- Discussing options for alternative methods of communication such as social media, email chains, text messages, etcetera; and
- Asking in advance about unique needs that families might have in times of emergency, disaster, or pandemic.

You have a responsibility to ensure the same level of communication is available for families, whose primary language is not English. This begins with giving families translated documents and using a translator to answer these families' questions when they are enrolling their child(ren). For ongoing communication support, Child Care Licensing Regulations require staff's emergency contact phone numbers include the phone number for a translator. If an evacuation becomes necessary, take the contact phone number of the translator with you.

Transportation

During an emergency, disaster, or pandemic event; it may become necessary to transport children to another location. Develop a plan to transport children using the appropriate child safety seats. Obtain permission from parents to transport their children in an emergency, disaster, or pandemic event.

If you are unable to transport children during an emergency, disaster, or pandemic event; work with your local town Emergency Management Director to ensure they are aware of this challenge.

Fire and Carbon Monoxide Prevention & Safety

Prevention

Maintain all heating equipment and appliances, including vents and chimneys by having them cleaned and inspected annually by a qualified professional.

Do not use a grill, generator, or camping stove inside your child care facility or family child care home, garage, or near a window.

Do not use your oven or stovetop to heat your home.

Keep things that can catch fire a safe distance from heat sources. Also, follow manufacturer's instructions and code requirements for heating equipment.

Make sure all fuel-burning equipment (e.g., wood or gas fired fireplace, gas fired wall furnace, etcetera) is vented to the outside to avoid carbon monoxide (CO) poisoning.

If you need to warm a vehicle, remove it from the garage immediately after starting it. Don't leave a car, SUV, or motorcycle engine running inside a garage, even if the doors are open.

Reminder, most child care facilities, and licensed Family Child Care Homes are required to follow the Vermont Fire and Building Safety Code and are considered a "Public Building" according to Vermont State Statute. Therefore, State Construction Permits, Electrical Work Notices, and Plumbing Work Notices are required. Electrical work and plumbing work are required to be performed by licensed professionals.

Contact the Regional Office of Vermont Division of Fire Safety that is responsible for your area if you have questions. You can find the office that covers your area by using the interactive map on the [Division of Fire Safety's website](#).

Detection

Based on the size and floor plan of your child care facility and/or licensed Family Child Care Home, an automatic sprinkler system and/or an automatic fire alarm may be required. These determinations are made during the child care application process.

At a minimum, install photoelectric smoke alarms that are hardwired, with a battery backup, on every level of the building (including the basement) or family child care home and in every room where children sleep.

Carbon monoxide (CO) alarms must be installed on every level of the building or family child care home, outside of, but within ten feet of the door to rooms where children sleep. If there is a wood or gas fired heating appliance in a room where children sleep, then the CO alarm must be installed inside that room.

Maintain alarms by testing, cleaning, and replacing the batteries at least once a year.

Make sure staff and children know the sound and understand the warning of the smoke and CO alarms. Make sure staff and children know how to respond to the alarms.

Smoke alarms and CO alarms have expiration dates. Because these life spans differ, please refer to the manufacturer's instructions for replacement. Replace, as necessary.

Escape

Make a child care facility or family child care home escape plan. Draw a map of each level of the facility or home. Show all doors and windows. Discuss the plan with everyone in your program or family child care household, including visitors.

Identify at least two ways out of every room. Make sure all doors and windows that lead outside open easily and are not blocked in any way.

Choose a place to meet outside that is a safe distance away from your child care facility or family child care home. This is known as the assembly area. This is where attendance will be taken to make sure all staff and children are present.

As part of your plan, designate which person(s) will get infants, small children, and anyone who may need assistance out safely.

Suppression

Only adults who are trained should use fire extinguishers. Learn to use them before a fire occurs. Fire extinguishers should only be used on small fires, and only after the building has been or is being evacuated.

Do not attempt to fight a fire unless:

- The fire is small and contained.
- You do not have a safe evacuation route out of the child care facility or family child care home.

Be sure extinguishers are rated for the size and type of fire.

If you are building a new family child care home or remodeling an existing family child care home, consider installing a home fire sprinkler system.

If you live in a rural area, locate the closest reliable water supply like a dry hydrant, pond, or river. Provide clear year-round access to water supplies that might be required for firefighting.

Have an open conversation with your local first responders (Fire, EMS, Police) and invite them to your child care facility or family child care home to review the facility and discuss any concerns or special circumstances you may have.

Other Fire Safety Tips

Use common sense in the kitchen. Limit distractions when cooking and do not leave a hot oven or stovetop unattended.

Keep anything that can catch fire, such as dish towels or wooden spoons, away from your stovetop. Install barriers such as safety gates around fireplaces, ovens, and furnaces.

It is recommended that candles are not used in child care programs or family child care homes.

Make a habit of placing matches, lighters, and gasoline, or other types of fuel in a safe place, out of children's reach. Avoid novelty lighters or lighters that look like toys.

To prevent possible fires, avoid plugging several appliance cords into the same electrical outlet.

Place covers over unused electrical outlets.

Preventing Burns

Do not carry a child while cooking on the stove. It is better to put a child in a high chair where you can still see them.

Keep an eye on appliances such as irons, curling irons, or hair dryers that can heat up quickly or stay warm. Unplug and safely store these items after use.

Keep appliance cords out of children's reach, especially if the appliances produce a lot of heat.

Ensure gates or other barriers that block access to fire places are secure and prevent children from touching the hot surface.

Preventing Scalds

To prevent accidental scalding, set your water heater to 120 degrees Fahrenheit or to the manufacturer's recommended setting. If bathing an infant or child is necessary, check the water with your wrist or elbow before putting the infant or child in the bath water.

To prevent hot food or liquid spills, use the back burner of the stove and turn pot handles away from the edge.

Keep hot foods and liquids away from the edge of counters and tables.

Other Child Care Facility or Family Child Care Home Safety Tips

Preventing Falls

Use approved safety gates at the top and bottom of stairs and attach them to the wall, if possible. Remember to read the manufacturer's instructions to make sure you have the right gate for your needs. Not all gates are safe for use at the top of stairs.

Keep infants and young children strapped in when using high chairs, swings, or strollers. When placing an infant into a carrier, remember to place the carrier on the floor, not on top of tables or other furniture.

Properly install window guards and stops to prevent window falls. Windows above the first floor should have an emergency release device in case of fire.

Water Safety

Actively supervise children in and around water. Avoid distractions of any kind, such as reading or talking on the phone.

Make sure pools have four-sided fencing that is at least four (4) feet high with self-closing, self-latching gates to prevent a child from wandering into the pool area unsupervised.

Every child is different, so enroll children in swimming lessons when you and the child's parent feel they are ready. Teach children from an early age not to go near or in water without an adult including older children.

Poison Prevention

Store all household products and cleaning solutions out of children's sight and reach. Young children are often eye-level with items under the kitchen and bathroom sinks.

Keep cleaning products in their original containers. Do not put a potentially poisonous product in something other than its original container (such as a plastic soda bottle) where it could be mistaken for something else.

Keep liquid laundry pods out of children's reach and sight. Keep packets in their original container and keep the container closed.

Keep harmful plants that may be poisonous out of reach of children and pets.

Medication Safety

Put all medicine and vitamins up and away and out of sight after every use.

Use the dosing device that comes with the medicine, not a kitchen spoon. Kitchen spoons are not all the same, and a teaspoon or tablespoon used for cooking will not measure the same amount as the dosing device.

Preventing TV and Furniture Tip-overs

Mount flat-panel TVs to the wall to prevent them from falling off stands. Follow the manufacturer's instructions to ensure that you have a secure fit.

Use brackets, braces, or wall straps to secure unstable or top-heavy furniture to the wall.

If you have a large, box-style cathode ray tube (CRT) TV, place it on a low, stable piece of furniture.

Preventing Choking and Strangulation

Keep a special eye on small pieces, including button batteries that may be included in electronic toys. While these kinds of games are great for older kids, they can pose a potential danger for younger, curious children. Keep small objects out of children's reach and sight. Look for and remove small items that are at children's eye level.

Keep cords and strings out of children's reach, including those attached to window blinds.

Check Child Safety Seats

Child safety seats need to be installed correctly to properly protect infants and young children. So, before you hit the road, learn how to properly install the child safety seats you are using. If you are having even the slightest trouble or have questions or concerns, certified child passenger safety technicians can help or even double check your work. Please contact the Vermont Car Seat Hotline which is listed in the [Resources section](#) of this document.

Emergency Response Procedures

Depending on the situation, you may decide to use one of the following emergency or disaster responses. It is necessary that all evacuation routes inside the building and from the building are always clear, regardless of the response you are using.

Shelter-in-Place

Shelter-in-place simply means staying inside the child care facility or family child care home.

During a release of toxic chemicals or other emergencies or disasters where air quality is threatened, shelter-in-place keeps everyone inside a building and out of danger. Local authorities issue orders for shelter-in-place during chemical emergencies. Local officials will relay emergency action steps to the media on a continual basis until the crisis is over.

Once the order for shelter-in-place has been issued, do not leave your child care facility or family child care home until you receive official notification that the danger has passed.

Close and lock all the doors and windows to the outside (windows often seal better when locked). If possible, bring outdoor pets inside. Turn off all heating systems. Turn off all air conditioners, and switch intakes to the closed position. Seal any gaps around window-type air conditioners. Turn off all exhaust fans in kitchens, bathrooms, and any other spaces. Close all fireplace dampers. Close as many internal doors as possible. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal fireplaces, bathroom exhaust and grills, range vents, dryer vents, and other openings to the outdoors to the extent possible. Seal any obvious gaps around external windows and doors. Close the drapes, curtains, or shades for additional protection.

If the vapors begin to bother the staff and children, hold a wet cloth or handkerchief over the nose and mouth. For a higher degree of protection, go into the bathroom(s), close the door(s), and turn on the shower(s) in a strong spray to “wash” the air. Do not worry about running out of air to breathe, as this is very unlikely in normal child care facilities or family child care homes.

Evacuation

Identify evacuation sites. There may be a building or site that is open to the public during your hours of operation and is within walking distance of your child care facility or family child care home.

Contact the owner or other appropriate person to find out if it is available as sheltering in an emergency. If a disaster would strike a large area surrounding your child care facility or family child care home, it is wise to identify a secondary site. Town officials can often help identify a designated evacuation site for your area. Notify parents of evacuation sites and protocols (e.g., hand out wallet cards that contain information on relocation sites and your contact information).

- Post a current and accessible written evacuation plan with at least two escape routes on each level of the child care facility or of the family child care home used by children.
- Designate which person(s) will get infants, small children, and anyone who may need assistance out safely.
- Ensure emergency backpacks with all needed supplies are taken.
- Ensure that you have a system in place to always account for children and staff. This system should at least include counting children often and letting staff know the children for which they are responsible.
- Staff, you, and children know the place to meet outside that is a safe distance away from your child care facility or family child care home. This is known as the assembly area.
- Determine at least two off-site locations that may be used in an emergency. Ideally, these locations will be in different directions from the child care facility or family child care home.
- Determine how children will be safely (e.g., child safety seats) transported to an off-site location.

Lockdown

Lockdowns typically occur when there is a threat within the child care facility or family child care home. During a lockdown:

- Lock interior doors,
- Turn out the lights,
- Move everyone out of sight, and

- Keep everyone quiet.

Lockout

Lockouts typically occur when there is a threat outside of the child care facility or family child care home. During lockouts:

- Bring everyone indoors,
- Lock exterior doors, and
- Increase awareness of the situation.

Emergency Drills and Procedures

- Conduct evacuation drills at least once a month, ensuring that children and staff are evacuated in less than three minutes. Conduct at least one drill a year while children are sleeping or resting.
- Be sure your staff know what to do for each type of emergency.
- Develop and practice plans for relocating to more than one other site if necessary.
- In case the electrical system is not functioning, establish an alternative way to convey an immediate message to all staff in all areas that they need to shelter-in-place or evacuate immediately.
- Consider including your neighbors, governing board, town emergency officials, local emergency planning committee, businesses, and volunteers in your planning.
- Contact your local town Emergency Management Director, fire department, or local Chapter of the American Red Cross to assist with training for your program.
- Ensure that staff are prepared at home, and that they have a family plan. A "Vermont Family Emergency Preparedness Workbook" is available through Vermont Emergency Management. Please refer to the [Resources section](#) of this guide for information about how to contact Vermont Emergency Management.
- Involve parents and emergency personnel in your practice sessions so they may see firsthand how well prepared you are. After a practice session, schedule time to meet with parents and emergency personnel to talk about what worked well and where you need to adjust and update your plan. They may have ideas for improving the speed and efficiency of your evacuation.

Recovering From an Emergency

Remember, children are your responsibility until their parent or designee can pick them up.

Recovery begins with reuniting children with their parents. This starts with staff and you identifying the correct parent or designee allowed to pick-up a child, verifying their identity, and documenting the child's release to the parent or designee.

Multiple attempts in a variety of different ways should be tried prior to reporting that the child's parent or designee cannot be contacted or found. For example:

- You may call, text, or email parents;
- Contact the emergency contacts listed for children;
- Contact parents' employer; etcetera.

In the event of a large-scale emergency, disaster, or pandemic; it is understood that this may be a difficult task and/or that children may need long term care. Here are a few reminders and tips:

- Court orders that provide instructions as to which parent may pick-up and/or make decisions must be followed. Law enforcement may be contacted if assistance is needed.
- If after all best efforts have been made and a child remains with you, the Department for Children and Families' Family Services Division and/or local law enforcement should be contacted.
- If long term care is needed for a child or for children, this will be coordinated by the Department for Children and Families' Family Services Division.

See "I love u guys Foundation" in the [Resource section](#) of this guide for more information on supporting children and parents reuniting after an emergency or disaster.

Programs that are prepared for emergencies, disasters, and pandemics have shorter recovery times. Recovery involves efforts to return the program, staff, and children to a normal routine as soon as possible. Depending on the amount of damage, returning to normal operations could be a long-term process. If necessary, make sure that your child care facility or family child care home has been inspected prior to reentry to ensure structural damage has not occurred.

The collective crisis-related stress of an emergency, disaster, or pandemic can dramatically impact the psychological and physical well-being of children and adults. Develop reasonable expectations for staff and children during the emergency, disaster, or pandemic when coping ability is low and frustrations are high. Despite best efforts to provide support and reassurance to children and adults, they may continue to experience symptoms and reactions which may indicate a need for professional consultation.

These symptoms may include:

Children: Withdrawn behavior, depression, helplessness, generalized fear, loss of verbal skills, sleep disturbance, loss of toileting skills, anxious attachment and clinging, and uncharacteristic hostility or acting out.

Adults: Withdrawal or depression, feelings of inadequacy and helplessness, difficulty in concentration, slowness to respond, substance abuse, and psychosomatic or real physical symptoms (headache, bladder/bowel problems, chest pains, cramps, sleep disturbance, change in food consumption patterns).

Program staff can assist in psychological recovery by giving children and adults correct information about the emergency or event. Provide opportunities to talk and share feelings with others and facilitate communication with loved-ones or family members outside your program.

Be aware of the Mental Health Designated Agency in your community as they may be able to provide resources following an emergency, disaster, or pandemic. Please see the [Resources section](#) of this guide for additional information about the Mental Health Designated Agency in your area.

Training

The Child Development Division's website provides information about [emergency response training](#). [Northern Lights at CCV](#) also has emergency response training information on their website.

Resources

There are many resources available to assist in your emergency planning efforts. Some of the resources you may want to contact for further information on emergency planning include:

- Administration for Children and Families, [Office of Human Services Emergency Preparedness and Response](#): ohsepr@acf.hhs.gov
- [Agency of Human Services](#): 802-241-0440
- [American Academy of Pediatrics](#): 1-800-433-9016
- [American Association of Poison Control Centers](#): 1-800-222-1222
- [American Red Cross of Northern New England](#)
- [Centers for Disease Control and Prevention](#)
- Department for Children and Families, [Child Development Division](#): 1-800- 649-2642 option 3, ahs.dcfddchildcarelicensing@vermont.gov

- Department of Public Safety, [Vermont Emergency Management](#): 1-800-347-0488
- [Division of Fire Safety](#): 1-800-640-2106
- Federal Emergency Management Agency (FEMA): [Emergency Planning with Children](#)
- Federal Emergency Management Agency (FEMA) Training: [Multi-Hazard Planning for Child Care](#) (Online Course)
- [Federal Small Business Administration](#): 1-800-827-5722
- [I love u guys Foundation](#): 1-303-426-3100
- [Insurance Institute for Business and Home Safety](#)
- [International Association of Chiefs of Police \(IACP\)](#)
- **Local Emergency Management Directors:** Contact your town clerk and request to speak with your local Emergency Management Director.
- [Mental Health Designated Agencies](#)
- [National Association of School Nurses Disaster Resources](#)
- [National Fire Protection Association \(NFPA\)](#)
- [National Resource Center for Health and Safety in Child Care](#)
- [National School Safety Center](#)
- [Safe Kids Worldwide](#): 1-202-662-0600
- [U.S. Department of Education Disaster Planning](#)
- [U.S. Fire Administration \(USFA\)](#)
- [U.S. Secret Service National Threat Assessment Center](#)
- [Vermont Agency of Commerce and Community Development](#)
- [Vermont Agency of Education](#)
- Vermont Car Seat Hotline: 1-888-868-7328
- Vermont Department of Health
 - [Asbestos and Lead in Buildings](#)

- [Child Safety Seat](#)
- [Emergency Preparedness, EMS, and Injury Prevention](#)
- [Vermont Department of Mental Health](#)
- [Vermont Emergency Management](#)

Sample Forms

CHILD CARE EMERGENCY RESPONSE AND RECOVERY PLAN

Reviewed/Updated: _____

FCCP/Licensee Name: _____

Child Care Program Address: _____

This plan must be updated at least once every 365 days. All staff must be aware of the location of this plan. All parents must be aware of this plan, particularly where children would be taken if evacuated from the facility or family child care home.

EMERGENCY CONTACTS

Contact	Phone	Email
Police, Fire, Ambulance	911	Not applicable
Poison Control	1-800-222-1222	Not applicable
Child Development Division	1-800-649-2642	ahs.dcfddchildcarelicensing@vermont.gov

COMMUNICATION RESOURCES

Service Type	Name	Phone	Email
Interpreter Service			
Local Police			
Local Fire			
Local Ambulance			
Local Emergency Management Director			
Hospital			
Electric Company			
Gas Company			
Local Mental Health Designated Agency			
Water Company			
Waste Disposal			
Insurance Provider			

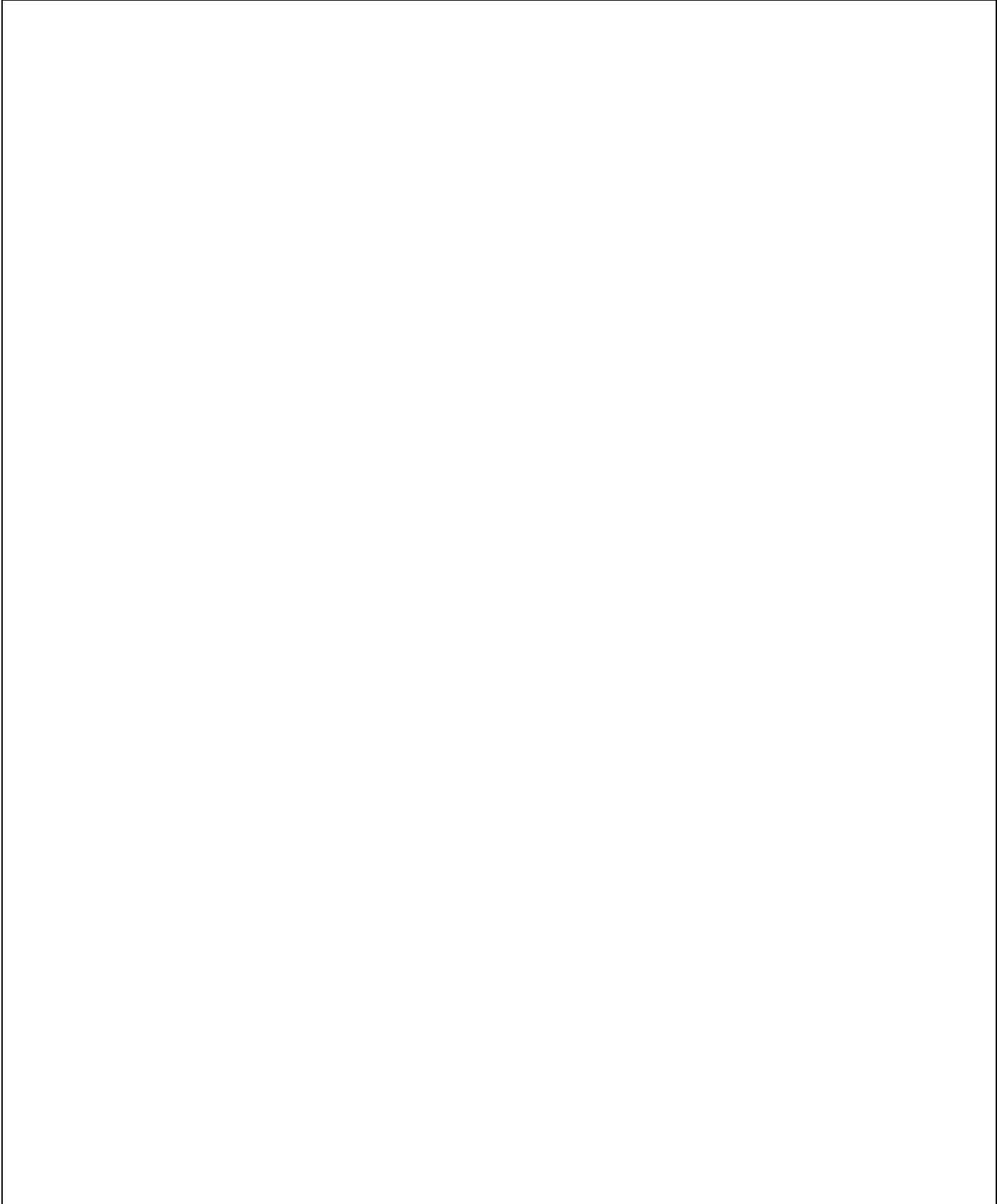
ROLES AND RESPONSIBILITIES

This section may only be applicable to programs when more than one staff members are working together.

Please use the area below to identify staff responsibilities and chain of command during an emergency, disaster, or pandemic. As some staff members may be absent at the time this plan is being used, you should identify an individual with primary responsibility as well as a backup individual who will fill that role if the primary individual is absent.

Role	Responsibilities	Primary Name	Backup Name

EVACUATION - Building Evacuation Route Diagram (**Note:** This diagram must be posted on each level of the facility or family child care home that is used by children.)



EVACUATION – Lead children to evacuation location, take attendance, notify if missing, extra or injured children.

Decision to evacuate:	
Notification to building occupants (staff, children, Parents, volunteers):	
Notification to parents:	
Notification to local authorities:	
Local evacuation site:	
Out-of-Town evacuation site:	
Transportation to evacuation site(s):	
System to account for all children and staff:	
Handling of infants, toddlers, and children with special needs:	

SHELTER-IN-PLACE - Everyone goes inside, and all doors and windows are closed. If you are sheltering-in-place because of a hazardous material event; turn off all window fans, air conditioners, exhaust fans, and other sources of outside air.

Decision to shelter-in-place:	
Notification to building occupants (staff, children, Parents, volunteers):	
Notification to parents:	
Notification to local authorities:	
Shelter-in-Place Location:	
Out-of-Town evacuation site:	
System to account for all children and staff:	
Handling of infants, toddlers, and children with special needs:	

LOCKDOWN - Lock interior doors, turn out the lights, move away from sight, do not open the door, maintain silence, and take attendance.

Decision to lockdown:	
Notification to building occupants (staff, children, Parents, volunteers):	
Notification to parents:	
Notification to local authorities:	
System to account for all children and staff:	
Handling of infants, toddlers, and children with special needs:	

LOCKOUT - Bring everyone indoors, lock perimeter doors, increase situation awareness, continue business as usual, and take attendance.

Decision to lockdown:	
Notification to building occupants (staff, children, Parents, volunteers):	
Notification to parents:	
Notification to local authorities:	
System to account for all children and staff:	
Handling of infants, toddlers, and children with special needs:	

HAZARD SPECIFIC PROCEDURES

Specific concerns relating to the location of the program, such as proximity to a nuclear reactor, an area prone to flooding or power loss should be addressed here. Please contact your Local Emergency Management Director to notify them of your location and request information about hazards that may impact your facility or family child care home.

Hazard:	
Procedure:	
Hazard:	
Procedure:	
Hazard:	
Procedure:	
Hazard:	
Procedure:	
Hazard:	
Procedure:	
Hazard:	
Procedure:	

TRAINING

Within 365 days of opening a FCCH/CBCCPP, the FCCP/Licensee must attend an emergency preparedness training which shall include content specifically relating to sheltering-in-place in the event of an emergency in which the staff and children present need to remain in the FCCH/CBCCPP for an extended period.

Date FCCP/Licensee attended Emergency Preparedness Training: _____

EXERCISES

See the "[Evacuation Drill Record](#)" sample template on the CDD website.

EMERGENCY SUPPLIES CHECKLIST

ITEMS: Enough supplies for 72-hours.	NOTES
<input type="checkbox"/> Copies of all forms completed in the development of the child care center Emergency Response Plan	
<input type="checkbox"/> Map of child care facility or family child care home with location of exits, phones, first aid kits, and assembly area noted on the map	Keep copies in your kit and at your local police or fire station
<input type="checkbox"/> Map of local streets with evacuation route for relocating to an alternate site	
<input type="checkbox"/> First aid kit, non-latex gloves, medications	
<input type="checkbox"/> Supplies for any child's medical needs (e.g., inhalers, epi-pens, insulin) and/or special care needs (e.g., copies of documentation of medication doses and times)	Parents will have to get an extra prescription for these items. Extra medications will need to be checked to make sure they haven't expired.
<input type="checkbox"/> Extra bedding and blankets	
<input type="checkbox"/> Personal hygiene and sanitation supplies including toilet paper, paper towels, disposable diapers, wipes, and re-sealable plastic bags	
<input type="checkbox"/> Tape and plastic for windows	
<input type="checkbox"/> Food and water for all children	
<input type="checkbox"/> Formula/breast milk, diapers, and wipes	
<input type="checkbox"/> Disposable bowls and eating utensils and a manually operated can opener	
<input type="checkbox"/> Staff roster (including emergency contacts)	
<input type="checkbox"/> Child roster (including emergency contacts)	Copies should also be kept in each classroom and taken with teachers if they need to evacuate the building.
<input type="checkbox"/> Master Schedule	
<input type="checkbox"/> Flashlights and batteries	
<input type="checkbox"/> Cell phones and chargers and landlines	
<input type="checkbox"/> Battery powered radio and spare batteries	
<input type="checkbox"/> Several pads of paper and pens	
<input type="checkbox"/> Dry erase boards and markers	
<input type="checkbox"/> White peel-off stickers and markers (for name tags)	
<input type="checkbox"/> Lists of other emergency phone numbers	
<input type="checkbox"/> Copies of Children's enrollment and permission forms (include copies of court orders)	
<input type="checkbox"/> Generator	
<input type="checkbox"/> Backpack(s)	

TEACHER SURVEY: CHILDREN NEEDING SPECIAL ASSISTANCE

Date: _____

Name of Individual Completing Survey: _____

Fill in the name of any children under your care who will require special assistance in the event of an emergency. Issues to be considered include:

- Limited mobility -- debris may obstruct mobility, elevators may not be available for those in wheelchairs, infants, and toddlers
- Hearing disabilities
- Visual impairments
- Children who may become upset if normal routines are disrupted
- Special needs for medicine, power supplies, or medical devices – may not be available in emergency shelters
- Whether assigned staff is sufficiently trained

Child's Name	Assistance Needed