

Childcare Emergency Plan



Instructions

Completed in its entirety.

The operator shall review the emergency plan at least annually and update the plan as needed.

Each review and update of the emergency plan shall be documented in writing and kept on file at the facility.

This document must be submitted to LCDES yearly or as changes are made to the document.

The document and any updates to it must be distributed to:

- The parents/guardians of the children in your care
- The Lebanon County Department of Emergency Services (LCDES)

This document must be posted at the facility in a visible location.

Emergency drills shall be conducted annually. Annual emergency drills shall be documented and on file at the facility.

Each facility person shall receive training regarding the emergency plan at the time of initial employment, on an annual basis and at the time of each plan update.

The date of each training and the name of each facility person who received the training shall be documented in writing and kept on file at the facility.

Please submit the completed document via email to EM@lcdes.org

Once submitted, LCDES will send you a confirmation email, verifying your plan has been filed.

Owner Information

Name of Owner

Phone Number

Date Plan Effective

Email Address

Secondary Point of Contact

Phone Number(s)

Childcare Facility

Name of Facility

Address

City

State

Zip

Phone Number(s)

Childcare is provided during these hours

Childcare is provided on these days

Maximum number of children cared for on any given day

Plan for Shelter in my Facility

This childcare facility may be subject to natural disasters and emergencies such as those listed below. Please describe how the childcare facility plans to respond to these types of situations.

- Thunderstorm
- Tornado
- Snowstorm
- Explosion
- Hazardous Materials Incident

Plan for Lock Down of my Facility

In case of a dangerous person or a situation in the neighborhood or an intruder. Below, please describe how you plan to lock down your facility.

Plan for Evacuation to Shelter Away from my Facility

In case of fire, flooding, chemical spill, bomb threat, etc. Below, please describe how you plan to shelter the children in your care, should you have to evacuate from your facility.

Driving directions from Childcare Facility to Evacuation Site:

Below, type the directions from your Childcare Facility to your Evacuation Site.

Method to Contact Parents or Guardians

Please describe the methods for contacting parents or guardians when an emergency situation arises and how parents or guardians will be reunited with their children following the emergency situation.

Accommodations for infants, toddlers, children with disabilities and children with chronic medical conditions.

Please note any accommodations your facility makes for infants, children with disabilities and children with chronic medical conditions.

Letter of Agreement

Between _____ and _____

to serve as an emergency evacuation site for childcare children and adults.

Information about Evacuation Site

Name of Facility _____

Address _____

City _____

State _____

Zip _____

Phone Number(s) _____

Childcare is provided during these hours _____

Childcare is provided on these days _____