

Emergency:

Preparedness, Response, and Recovery



This form combines emergency preparedness and disaster plans. Providers, caregivers and volunteers should read and review this plan as part of their pre service and annual training. It is important to be prepared for all types of emergencies. Plans for what to do during and after an emergency to ensure the health and safety of children at all times should be in place. This form will guide you through the planning, response, and recovery phases of any emergency.

Date:	7/18/2026
Facility Name:	We Play Outside
License Type:	Licensed Family Childcare

1. The following steps will be taken if there is:

a. a child injured and requires attention from a health care provider or emergency response team:

- Call 911 if serious.
- Administer first aid/CPR as trained.
- Use emergency medical forms for each child.
- Contact parent/guardian immediately.

b. A child has a severe allergic reaction that requires medical attention:

- Call 911.
- Reference Written allergy care plan signed by parent/physician.
- Administer prescribed medications if perscribed such as epinephrine auto-injector or antihistamine.
- Contact parent/guardian immediately.

c. a fire at the facility:

- Call 911.
- Gather all children immediately and Exit through nearest safe exit (front door, backdoor, garage).
- Carry infants (and toddlers, and those with limited capabilities) up to 2 at a time. Place in wagon(s) kept in garage. Hold toddler hands directly or with walking rope.
- Lead all children outside to primary meetup - mailbox.
- Conduct a headcount and escort all children to secondary meetup - neighbor's driveway. In the event of adverse weather, garage code and permission of access to home is granted from neighbor.
- Contact parents/guardians as soon as safely possible.

d. an earthquake:

- Immediate Action: DROP, COVER, HOLD ON.
- Toddlers will be escorted to safe area and directed into cover position. Infants will be held securely by provider while kneeling and covering infant's head and neck.
- Conduct Head count.
- Stay with Children at all times.
- Protect children first (not belongings).
- Keep children in safe position until shaking fully stops.
- Contact parents/guardians as soon as possible.

e. a flood:

- Move children and staff to higher ground immediately (higher ground is the second level of home)
- Take attendance records, emergency contacts, first aid kit, and emergency supply kit
- Provide additional assistance for infants and toddlers and those with other needs by carrying them 2 at a time.
- Conduct Head count.
- Do not allow children to touch flood water.
- Turn off electrical breaker.
- Contact parents as soon as possible.

f. a power failure:

- Keep children calm and together; move to a safe, well-lit area away from hazards.
(children will likely be outdoors, however if they are indoors the front room of house has a big window and is well lit.)
- Conduct a headcount.
- Provide flashlights if applicable.
- Determine if the outage is facility-wide or area-wide. Check for hazards such as loss of heating/air, or refrigeration.
- access emergency kit (Flashlights, batteries, blankets, food, water).
- Keep refrigerator/freezer doors closed to preserve food and medications.
- Notify parents/guardians if the outage is prolonged. Use cell phones for updates and monitor local emergency alerts.

g. a water failure:

- Keep children calm and supervised.
- Discontinue activities that require running water (handwashing, food prep, toileting as needed).
- Determine if the outage is facility-wide or area-wide and estimate expected duration if possible.
- Utilize stored potable water for drinking and limited sanitation.
- Use hand sanitizer and disposable wipes when appropriate.
- Serve only prepackaged foods if safe water is unattainable.
- Notify Parents/guardians if the outage is prolonged. Monitor Local alerts and follow guidance from health authorities.

h. a person caused emergency (such as a terrorist threat, armed intruder, active shooter, hostage situation, or possible bomb):

- Bring all children inside immediately (if outdoors), lock doors and windows, and move to a safe area away from entrances and windows. (SE corner of basement).
- Conduct head count.
- Turn off lights, close blinds/curtains, silence phones, and keep children quiet and out of sight.
- DO NOT open the door for anyone until authorities give clearance.

- Keep children close, calm, and reassured.
- Call 911 when safe to do so and provide clear information about the situation and location.
- DO not attempt to confront or engage with the individual. Follow "Run, Hide, Fight" principles only if absolutely necessary, prioritizing hiding and safety.
- Be ready to evacuate if instructed by law enforcement. Take emergency contacts and move to a safe, pre-designated location (Neighbor's house as primary location, Water Tower Park (About .4 miles away) if authorities instruct a further evacuation point.
- Provide extra assistance to infants, toddlers, and children needing additional help to remain safe and quiet.
- Release children only to authorized individuals once cleared by authorities.

i. an emergency shelter in place:

- Bring all children inside immediately (if outdoors), lock the doors and windows, and move to a safe area away from entrances and windows. (SE corner of basement).
- Conduct head count.
- keep children calm, seated or engaged in quiet activities.
- Use a phone or radio to monitor emergency alerts and follow instructions from local authorities.
- Do not allow anyone to enter or leave the home until authorities say it is safe.
- Access emergency kit (water, snacks, first aid, diapers, etc.) as needed.
- Notify parents/guardians as appropriate.

2. In the event it is necessary to evacuate the premises

a. the children will be taken to the following location:

6286 S Hurstbourne Circle (Neighbor's house across the circle). Driveway will be utilized in fair weather, garage code and permission of access is granted in the event of adverse weather.

b. parents will be notified of this relocation address and instructed how to reunite with their children by following these steps :

- Contact Parents through BrightWheel software with address and description (neighbor's house across the circle).
- Contact Parents with Emergency contact information (texting and calling until a response).

c. the following means of transportation will be used to get all caregivers and children to the relocation site:

- Wagons for children who need additional support.
- walking rope for children who are able to follow instructions.

d. the following methods will be used to maintain proper supervision of the children once at the relocation site:

- Head counts, active communication/following updates with local authorities, maintaining child to caregiver ratios .

e. the following steps will be followed to ensure these documents and supplies will be taken with or otherwise available at the emergency relocation site:

-Child records are online. However, a print out record will be kept in red emergency binder, and will be placed in emergency backpack. Backpack will be located right above child wagons for ease of access and speed of evacuation.

4. The location and procedure for an emergency shut off of gas at my facility is:

My home does not have any gas. It is electric only

5. The location and procedure for an emergency shut off of electricity at my facility is:

Breaker located on the East side of exterior of home.

6. The location and procedure for an emergency shut off of water at my facility is:

Water shut off is located in crawl space in garage. There is an intuitive water shut of valve.

7. To ensure continuity of care after an emergency, the following steps will be taken:

Continue care at a pre-designated alternate location (neighbor's house) if the home is unsafe or unusable.

Inspect the home for hazards (structural damage, utilities, sanitation) and resume care only when it is safe.

Provide reassurance, comfort, and age-appropriate support to help children feel safe

8. If the facility is unusable do you have another temporary location to use?

Please explain:

-Samantha Lopez (Substitute teacher) residence will be used if facility is unusable.

9. If you are unable to continue care, how will you help parents locate alternate child care?

-We will provide care in alternate location.

10.Home Providers Only - In the event of an unforeseeable emergency where the provider must leave the home, the name and phone number of the emergency substitute(s) who will be called is:

Samantha Lopez 909-346-7555

Tyra Porter 385-434-5998

Daniel Kirkland 928-261-7033

Desiree Kirkland 928-304-4186

Kylie Kirkland 480-267-6429

Candace Greninger 801-543-9751

Date Signature
Date of last review or update: 4/7/26
Date of last review or update: 7/19/26
Date of last review or update:
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In the event of an emergency, the plan should be followed.

Emergency Preparedness, Response, and Recovery 11/2023 5

In the event of a catastrophic emergency that renders the facility inhabitable and care continues in a temporary location, the provider must ensure the children's basic needs - food, water, and shelter are met.

After emergency responders have done their jobs, someone from Child Care Licensing will visit the program to assess the temporary location and plan for the restoration of the facility.

When needed, temporary variances to applicable rules may be granted.

This form is provided for technical assistance purposes only. Providers may use this form if they choose, but are not required to use this form.