



Emergency Preparedness Plan

Provider's Name: _____ Child's Name: _____

Provider's Address: 7775 Clifton Rd. Fairfax Station, VA 22039

Provider's Phone Number: 703-789-5626

Evacuation Plan

If there is an emergency that requires an evacuation of this home, one of the following plans will be used:

- If the emergency requires that the children and I evacuate from my home, I will take the children to 8970 Hooes Rd. Lorton, VA 22079 – another home daycare (address nearby) at 703-646-5355 (phone number) or _____ (address further away) at _____ (phone number).
- If a medical examination or treatment is needed, I will take the children to a mass shelter designated by emergency personnel.
- If it is too far to walk, I will transport the children by _____ car _____.
- I will practice evacuation drills every month and document on evacuation/fire drill form.

Emergency Preparedness Plan

- If there is an emergency where “Shelter-in-Place” is required, all the children and I will go to middle of the house, area with no windows (ex: the bathroom) (room/place) in the home and remain there until rescued or notified that conditions are safe. I will sound the emergency alarm by whistle.
- **Mobile** emergency kit supplies are kept in the closet by the shelter (location within the home). I will check supplies and practice monthly drills and record on a Shelter in Place Drill form. I will maintain supplies that are appropriate for the ages of children in my care.
- I will stay with the children at all times during the emergency. I will check and record time and attendance before evacuation and whenever children are moved. I will bring any necessary medications, supplies, and essential emergency records/documents for the children.
- Shelter-in-place supplies are kept in the closet by the shelter (location in the home).
- In any emergency, I will contact family/emergency contacts to make plans to reunite the parent and child.

- I will train all adults who help care for the children about the emergency plans and procedures.
- I will post emergency evacuation and shelter-in-place routes and procedures in my home.
- I will review my emergency response plan every six months.

Communication/Notification Plan

- I will talk to parents about my emergency plans or any changes in the emergency plan.
- I will update emergency contact information every six months with parents/guardian.
- I will notify parents by calling work, home, and/or cell phones, blackberries, pagers, e-mail, or fax numbers, as applicable.
- The plan will include current phone numbers and names of individuals at the parent’s work site who can locate the parents if they are not at their work phones.
- If parents cannot be reached, I will contact the friends, relatives, and neighbors who are authorized to pick up a child in an emergency.
- I will try to identify an out of town contact person that can be reached by phone or e-mail:
 _____ (name), _____ (phone),
 _____ (email address).
- In the even that I receive different instructions from emergency personnel, I will make every attempt to contact parents/guardians/emergency contacts with the alternate plans.

Provider’s Signature

Parent’s Signature

Date: _____

Provider is responsible for keeping emergency response plan information current with parents or guardians.	
Provider’s Signature: _____	
1 Year Review: _____	Parent’s Initials: _____
2 Year Review: _____	Parent’s Initials: _____