

The St. Clair County Office of Homeland Security & Emergency Management has an emergency plan guideline for Child Care Facilities. This plan is designed to address the basics of emergency planning; further inserted information is encouraged. This section on-line, or entry of information from your computer in Word format of the Emergency Plan is available, with the ability to save the information to your computer. The plan may also be printed on a local printer for distribution.

On the **cover page**, you may insert a picture or logo of your choice; insert the child care facility name, address, and telephone number, as appropriate.

**Child Care Facility:**

Insert the specific information as appropriate.

**Possible Emergencies:** The St. Clair County Office of Homeland Security & Emergency Management conducts county wide risk assessments; pre-inserted information is specific and reflective of the most recent risk assessment information; you are encouraged to place additional information, as appropriate.

**Emergency Telephone List:**

- *Caregiver*, and *Substitute caregiver* is the information of the person or persons who will be taking the place of an ill or injured employee.
- *Evacuation site*, is the location where everyone would relocate, that is a safe distance from the facility, if there were a fire, or other type of emergency that indicated an evacuation from the building. This is a location, which is agreed upon by both locations, and pre-arranged to house the care of the staff and children in the event of an emergency, ensuring continued operations of the facility, in the event of an emergency. It is usually wise to have more than two locations in mind, at various distances, and locations within the county, and outside.
- *Emergency Services* and *Utilities* are where the telephone numbers that may be used in an emergency for the listed providers may be inserted; others important numbers are encourage, as our non-emergency number listings.

**Transportation:**

If it becomes necessary to relocate the children to a safer location, this is where the planned transportation will be inserted; it is wise to add additional back up methods, as appropriate.

**Plan for Shelter in Child Care Facility:**

Insert map. This is a map of the various storm shelter and lock down locations within the facility. This should be kept secure.

**Plan for Evacuation to Shelter Away from Child Care Facility:**

Insert map to demonstrate the location where the staff and children will gather a safe distance away from the facility, in the event of a fire, flood, bomb threat, etc.

**Floor Plan Sketch of:**

Insert the name of the facility in the block provided; below, insert a detailed map of the facility, and grounds. This map may be used for emergency rescue procedures, so detail may make the difference, if required.

**Sample Letter of Agreement with Emergency Evacuation Site:**

This letter is a guideline of a TEMPORARY & EMERGENCY Memorandum of Understanding (MOU) between your facility, and the agreeing facility that will house the operation and care of the staff and children in the event of an emergency requiring evacuation. The length of time, etc. can be pre-arranged. It is wise to have several locations, at various distances, and areas completed this agreement with, to ensure the continuity of operations during an emergency. This is an agreement, short term and for emergency purposes only.

**Has been relocated to:**

This is a sign that can either be pre-printed with the various locations appropriately pre-agreed to, and or, left blank, in the event emergency services relocate the occupants, under an emergency situation. It is wise to print and have ready, several, so they may be placed on multiple doors, or windows as appropriate.

**Map from:**

Insert a map of the pre-arranged evacuation sites and print several, so they may be taken by parents, if applicable, as well as blank forms, so they may be quickly and neatly completed, if the location is not that of the pre-arranged location.

**Sharing the Emergency Plan:**

Insert the names and organizations with whom this plan has been shared, along with the dates, and version of the plan, that was shared. Emergency Service agencies and key staff personnel should also be included in this list

**Parent letter:**

An example of a letter that may be utilized to share the information of the plan to newly enrolled parents, and those that may be affected already enrolled.