

Family Child Care Written Evacuation Plan



This template was designed to help provide guidance as you develop your written emergency and evacuation plan for your child care program. Please consult the following rules for additional information:

Registered Family (RF) Home Rules: 414-205-0110(4)(a-f) and 414-205-0035(25)

Certified Family (CF) Home Rules: 414-350-0050(1)(c) & (8)(c) and 414-350-0170(16)

Notifying Parents and Other Adults

This is how I will notify parents and other adults in the event of an emergency:

Required for CF ONLY: If we cannot re-enter the home our plan is:

Evacuation Location and Plan of Transportation

If we need to evacuate, here is the location we will evacuate to:

This is how we will get there (walk, personal cars, bus, etc.):

Emergency Supplies and Contact Information

I will stay with children until they are reunified with their families in the event of an emergency. In the event of an evacuation, I will bring the following supplies with me to ensure care can be continued if children cannot be picked up:

In the event that phones are not working, here is an out of area number that families can call for information:

Our attendance records and emergency forms will be brought with us during any emergency or evacuation. I will ensure that all children in attendance are accounted for by doing the following:

Shelter In Place, Lockdown, Man-Caused Events and Earthquakes

If we have to shelter in place or lockdown our facility, we will take the following steps:

We will shelter in this room: _____

If we need to lockdown, so that no one can enter or leave, our process is:

If the emergency is a man-caused event, such as violence, my process to protect children is:

During an earthquake, we will take the following steps:

Evacuations Due to Fire, Hazards, or Natural Disaster

In an evacuation due to fire, hazards, or natural disaster, this is how I will ensure all children are evacuated safely, including infants and toddlers:

Fire:

Natural Disasters:

Other Hazards (e.g. gas leak, chemical spill, electricity outage):

Additional procedures I will take to ensure the needs of infants and toddlers are met:

Children with Special Needs or Other Conditions

If I have children with special needs and/or chronic medical conditions, I will ensure their individual needs are met by doing this:

Required for CF ONLY: This is how I will address acute illness of staff and child:

This plan was last revised by:

Date:

Suggestions for Evacuation

- Call 9-1-1
- Make a quick assessment of the situation in the home, including any injuries to children or adults
- Evaluate evacuation routes to ensure they are clear of obstructions
- Bring disaster supplies (food, water, diapers, first aid kits), attendance records, children's enrollment forms, cell phone, jackets.
- Ensure that your evacuation site is a place you can easily access, and a place you could stay for up to 72 hours in the event of a natural disaster. Consider a neighbor's house, local school, church or other community center.
- Make sure parents/guardians know the exact address of where you are located. Parents/guardians will be given a pre-designated alternate pick-up site if children are evacuated. Parents/guardians should not try and enter the home during a lockdown or lockout and may be directed to stay away until authorities determine it is safe.

Suggestions for Shelter in Place, Lockdown or Building Lockout

- Call 9-1-1
- Gather all children inside into one room, preferably one with few exterior windows and doors.
- Close and lock all windows and doors.
- In case of intruder, turn off all lights, block the door from the inside, and keep children away from all doors and windows.
- Position children in a safe place against walls or on the floor; position children behind a bookcase or turn a table on its side to use as a buffer.
- Maintain as calm an atmosphere as you can. Provide quiet toys/items to help keep children quiet.
- In case of volcanic eruption, place damp towels at all thresholds and other places where ash could enter.

Suggestions for Earthquake

- Direct all children to "DROP, COVER, HOLD" and remain covering your head with your arms until the earth stops moving.
- Stay away from windows, bookcases, and other tall furniture that may tip over.
- Children will need your assistance if they are injured. Do not attempt to run to children, as you may get hurt. Instead, take immediate cover and call to the child with directions and reassurance.

Suggestions for Continuity of Care

- Have enough emergency supplies to care for each child for 72 hours. This includes water, blankets, formula, food, diapers, extra clothing, and a first aid kit.

Infants, Toddlers, Children with Special Needs, and Children with Medical Conditions

- Consider how you will assist these children in an evacuation.
- Ask a neighbor if they are willing to help.
- Consider an evacuation crib or a crib with wheels, stroller or wagon.
- Place special supplies (diapers, bottles, formula, medication) in an emergency backpack for easy access (stored under child safety lock [CSL] if necessary depending on the contents).

Sources:

Office of Emergency Preparedness and Emergency Management, Government of Jamaica, Public Education Materials, <https://www.odpem.org.jm/public-education-material/>.

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Divisions 205 [Registered Family Child Care Homes](#) and 350 [Certified Family Child Care Homes](#).

Oregon Department of Education, Early Learning Division, Child Care Resources: Emergency Preparedness, <https://oregonearlylearning.com/emergency-preparedness/>.

Ready Campaign, Ready Kids, <https://www.ready.gov/kids>.

The Great Oregon ShakeOut, ShakeOut Resources, Schools and Childcare, K-12 Schools Drill Planning, Educational, and Preparedness Resources, Earthquake Safety For Parents and Care Providers of Young Children and Infants, <https://www.shakeout.org/oregon/resources/>.

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Child Care Licensing Division at 503-947-1400.