

EMERGENCY PREPAREDNESS AND RESPONSE PLAN FOR CERTIFIED FAMILY CHILD CARE PROVIDERS

Type or print clearly. Review and provide a copy to all parents/guardians. Update information on the regular basis.

Provider Name (Last, First, M.I.): _____ Date: _____

1. EMERGENCIES - LIFE THREATENING (Call 9-1-1)

Tell them: Number calling from: _____

Home Address (No., Street): _____

City: _____ State: _____ ZIP Code: _____

Major Crossroads: _____

Home Direction from Crossroads: _____

2. EMERGENCY NAMES AND TELEPHONE NUMBERS (In addition to 9 1 1)

Fire/Paramedics: _____ Ambulance: _____

Dept. of Emergency Management: _____ Poison Control: _____

Red Cross: _____ Certification Specialist: _____

DES/DCC Central Office: (602) 542-4248 CCR&R: 1-800-308-9000

Hospitals: _____ Local Police/Sheriff: _____

Other Pickup Locations: _____ Other: _____

3. HOME EVACUATION

Some disasters require evacuation of the home. Using a copy of the diagram for emergency evacuation, show arrows for the safest way to exit rooms. Be sure that exit doors are not blocked from the inside or outside.

4. TEMPORARY RELOCATION SITE(S)

Some disasters require moving to a safe location. When relocating, determine whether you need food, water, blankets and flashlight and meet at a prearranged easily accessible location. Be sure to obtain permission from the property owner. *PARENTS/GUARDIANS, if a disaster results in relocation we will relocate to one of the 2 following locations.

Name: _____ Phone No.: _____

Address (No., Street): _____

City: _____ State: _____ ZIP Code: _____

Name: _____ Phone No.: _____

Address (No., Street): _____

City: _____ State: _____ ZIP Code: _____

5. UTILITY SHUT OFF

Indicate locations on the diagram for emergency evacuation with the exit routes.

Gas: _____ Gas Co. Phone: _____

Electric: _____ Electric Co. Phone: _____

Water: _____ Water Co. Phone: _____

6. EQUIPMENT LOCATION

The fire department may help you with installation information.

Fire Extinguisher Location: _____ Smoke Detector Location: _____

Fire Alarm Location (If you have one): _____ Type: _____

7. OTHER EMERGENCY EQUIPMENT

Where appropriate identify location of first aid kit, blankets, food and water, flashlight, radio and other emergency equipment.

Location: _____

HOW TO COMPLETE EMERGENCY PREPAREDNESS AND RESPONSE PLAN

All DES Certified Family Child Care Providers need to have a plan to handle possible emergencies. The Emergency Preparedness and Response Plan is a plan that identifies resources when an emergency occurs. A copy of the form must be posted in a conspicuous place near a telephone and a copy given to parents/guardians of all children in care. The provider is responsible for updating information as required and all information should be typed or clearly handwritten.

1. **EMERGENCIES - LIFE THREATENING** - Whenever a life threatening emergency occurs, use the 9-1-1 telephone number. Operators are able to speed dial help for any life threatening emergency. If the call is interrupted, they are usually able to identify the home address from the open line. It is important to write out exactly what needs to be said to direct help to the home. This means that you need to write out the home phone, the address of the home, the nearest major cross street and directions to the home from the cross street.
2. **EMERGENCY NAMES AND TELEPHONE NUMBERS** - (*In addition to 9-1-1*) - This is a list of additional emergency resources that you may need. Most of the numbers are listed on the form. Arizona Department of Emergency Management (AZDEMA) assists local government and the public with emergencies that threaten lives, property and the environment. The telephone number for your local AZDEMA can be found at <http://www.dem.azdema.gov/countymap.html>. The "Other" is extra space for other numbers that you think may be needed in an emergency.
3. **HOME EVACUATION** - The most important action in a fire emergency is getting the children safely out and grouped together in a safe location. As part of your application packet, you need to complete a diagram for emergency evacuation. Take a copy of the diagram and identify the quickest exiting routes from each room. Copies of the exiting routes should be posted in conspicuous locations. You also need to identify a safe location where everyone should gather to be sure everyone is counted and no one remains in the building. **You need to have regular fire drills with the children.** Your fire department is an excellent resource for fire and evacuation instructions.
4. **TEMPORARY RELOCATION SITES** - In the event of an emergency or disaster, you need to make arrangements to move to a temporary site, such as at the home of a friend or a local public place. You need to identify a second site in the event the first site is not immediately available in the emergency. Be sure to get permission from the property owner of the relocation site.
5. **UTILITY SHUT OFF** - In emergencies such as floods and earthquakes, it may be necessary to shut the utilities off. It is important to identify the locations of the utility shut off for such emergencies. You should also have a wrench on hand for the gas line. It also may be helpful to put the utility shut off locations on the diagram for emergency evacuation.
6. **EQUIPMENT LOCATION** - Your home must contain a fire extinguisher and smoke detector device which meet the standards established by Article 52. The fire extinguisher must be in a location that is easily accessible and identified in this plan. The local fire department may help you with the location of fire equipment. In addition to smoke alarms, you need to identify and locate any other emergency alarms that are on the premises. If a fire is just beginning, it may be possible to extinguish the fire with a fire extinguisher. However, the children should be safely relocated before attempting to extinguish any fire.
7. **OTHER EMERGENCY EQUIPMENT** - In the event of a flood or earthquake, it may be necessary to have a first aid kit, blankets, food and water, radio, flashlight and other provisions. The plan needs to identify where this other emergency equipment is kept.