

Emergency action plan

BackPR

Fill in the [bracketed] details for your site, train every staff member on this plan and practice each drill.
Keep a copy in every room, first aid kit and field trip bag.

Key contacts

Call 911 first in any life-threatening emergency. Poison control: 1-800-222-1222.

Site address (give this to 911) _____

Program director and cell phone _____

Backup person in charge and cell phone _____

Building or facility contact and phone _____

Nearest hospital and address _____

Licensing agency and phone _____

Insurance company and policy number _____

Be ready

- Every staff member reads this plan, knows the meeting spots and knows where the emergency kit is.
- Each group keeps a current roster with emergency contacts, pickup lists and medical information, including on field trips.
- Practice fire drills [monthly] and other drills [as often as your licensing rules require]. Write down the date, how long it took and what to fix.
- Check the emergency kit, first aid kit and flashlights every [month].

Fire

- Anyone who sees fire or smoke pulls the alarm and calls 911.
- Staff lead their groups out the nearest safe exit and take the roster and emergency kit.
- Meet at [outdoor meeting spot]. Backup spot: [location].
- Take attendance right away and tell [person in charge] if anyone is missing.
- Don't go back inside until the fire department says it's safe.

Severe weather

- Watch for alerts from [local weather alert source].
- Thunder or lightning: bring everyone inside [and wait 30 minutes after the last thunder before going back out].
- Tornado warning: move to [shelter area, such as an inside room on the lowest floor away from windows]. Children crouch low and cover their heads.
- Extreme heat: [heat plan, such as moving activities indoors and adding water breaks].
- Other local risks: [flooding, hurricanes, earthquakes or wildfire smoke, and what to do].

Lockdown and shelter in place

- Lockdown (danger inside or near the building): lock or block doors, turn off lights, move children out of sight and stay quiet. Open the door only for [police or the person in charge].
- Shelter in place (danger outside, such as a chemical spill): bring everyone inside, close windows and doors and [turn off fans and air systems if told to].

- Take attendance as soon as it's safe and send the count to [person in charge].
- How staff alert each other: [radio call, group text or code words].

Missing child

- Tell the person in charge and all staff right away. Keep the other children together and supervised.
- Search right away, starting with water, exits and the parking lot, then [bathrooms, hiding spots and other areas].
- If the child isn't found within [10] minutes, call 911, then the parent or guardian. If the child may be near water or with an unauthorized adult, call 911 right away.
- Give police a photo and description of the child, what they're wearing and where they were last seen.
- Fill out an incident report and tell [licensing agency], if required.

Medical emergency

- Call 911 for any serious injury or illness, such as trouble breathing, a seizure, severe bleeding, a severe allergic reaction or a child who won't wake up.
- Give first aid if you're trained, and use the child's emergency medicine as their action plan says.
- Send someone to meet the ambulance at [entrance].
- Give paramedics the child's medical form. A staff member goes with the child if no parent is there.
- Call the parent or guardian, then the director.
- First aid kit: [location]. AED: [location, if you have one].

Reunification

If you have to leave the site, families pick up their children at the reunification site.

- Reunification site: [building and address]. Route: [how you'll get there].
- Backup site: [building and address].
- Tell families where to go by [text, email or phone tree]. Don't post the location publicly.
- Release children only to parents, guardians and authorized pickup adults, after checking photo ID.
- Sign out each child with the time and the adult's name.
- Staff stay until every child is picked up.

Emergency kit

- ☐ Rosters with emergency contacts and pickup lists
- ☐ Medical and allergy forms and children's emergency medicines
- ☐ First aid kit and gloves
- ☐ Charged phone and backup battery
- ☐ Flashlight and batteries
- ☐ Water and snacks
- ☐ Whistle
- ☐ Sign-out sheet and pens
- ☐ Copy of this plan

Plan review

Last reviewed (date and by whom) _____

Staff trained (dates) _____

Drills practiced (type and date) _____

Free to use and change, but not legal or medical advice. Check your state's licensing rules and your insurer's requirements, and have a lawyer review any consent or waiver language.

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