Emergency Preparedness Template Child Care Licensing Program Curtis State Office Building Kansas Department of Health and Environment 1000 SW Jackson, Suite 200 Topeka, KS 66612-1274 Phone: 785-296-1270 | Fax 785-559-4244 Email: kdhe.cclr@ks.gov | kdhe.ks.gov/ChildCareLicensing



## **Emergency Preparedness Template**

KAR 28-4-128(a)(1) Each applicant, each applicant with a temporary permit, and each licensee shall develop and implement a written emergency plan to provide for the safety of children and staff members in emergencies. The emergency plan shall include the following information:

| Emergency     | Procedure   | Staff Responsible                                |
|---------------|---|--|
| Fire          | <ul> <li>Contact 911 or emergency response entity:</li> </ul>                           | As appropriate, contacting                       |
|               | <ul> <li>Off-premises relocation site (include address of relocation site):</li> </ul>  | 911 or other emergency                           |
|               | Evacuation route:   | response entities; assisting                     |
|               | • How will parents be notified of the event:  | the children, including                          |
|               | How will children be reunified with parents:  | children with special                            |
|               | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul> | needs, to move to a                              |
|               | child with special needs and chronic medical conditions.                                | designated shelter-in-place                      |
|               | <ul> <li>Procedures for continuity of operations, including backing up or</li> </ul>    | area and to a designated                         |
|               | retrieving health and other records:  | off-premises relocation                          |
|               | Emergency supplies:   | site; and ensuring that                          |
| Weather       | Tornado:  | emergency supplies are                           |
| Related Event | Shelter in place location:  | readily available.                               |
|               | <ul> <li>How will parents be notified of the event:</li> </ul>                          | Provide staffing details and                     |
|               | <ul> <li>How will children be reunified with parents:</li> </ul>                        | Provide staffing details and<br>duties expected. |
|               | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul> | duties expected.                                 |
|               | child with special needs and chronic medical conditions:                                |  |
|               | <ul> <li>Procedures for continuity of operations, including backing up or</li> </ul>    |  |
|               | retrieving health and other records:  |  |
|               | Emergency supplies:   |  |
|               | Flood:  |  |
|               | Shelter in place location OR off-premises relocation site (include address              |  |
|               | for off premises relocation site):  |  |
|               | Evacuation route:   |  |
|               | <ul> <li>How will parents be notified of the event:</li> </ul>                          |  |
|               | <ul> <li>How will children be reunified with parents:</li> </ul>                        |  |
|               | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul> |  |
|               | child with special needs and chronic medical conditions:                                |  |
|               | <ul> <li>Procedures for continuity of operations, including backing up or</li> </ul>    |  |
|               | retrieving health and other records:  |  |
|               | Emergency supplies:   |  |
|               | Heavy Snow/Blizzard:  |  |
|               | Shelter in place location:  |  |
|               | Evacuation route if applicable:   |  |
|               | How will parents be notified of the event:  |  |
|               | How will children be reunified with parents:  |  |
|               | Procedures to meet the needs of individual children, including each                     |  |
|               | child with special needs and chronic medical conditions:                                |  |
|               | Procedures for continuity of operations, including backing up or                        |  |
|               | retrieving health and other records:  |  |
|               | Emergency supplies:   |  |
| Missing/      | Contact 911 or emergency response entity:   |  |
| Runaway       | <ul> <li>Off-premises relocation site if applicable (include address):</li> </ul>       |  |

| Child           | How will parents be notified of the event:   |
|-----------------|--|
|                 | How will children be reunified with parents:   |
|                 | Procedures to meet the needs of individual children, including each  |
|                 | child with special needs and chronic medical conditions:   |
|                 | <ul> <li>Procedures for responding to &amp; preventing allergic reactions of children:</li> </ul>                                    |
|                 | <ul> <li>Procedures for continuity of operations, including backing up or<br/>retrieving health and other records;</li> </ul>        |
|                 | retrieving health and other records:   |
| Utility Failure | Emergency supplies:     Contact utility companies: electric gas water  |
| Othinty Failure | Contact utility companies: electric, gas, water  |
|                 | <ul> <li>Contact 911 or emergency response entity:</li> <li>Off-premises relocation site if applicable (include address):</li> </ul> |
|                 | <ul> <li>Evacuation route if required:</li> </ul>  |
|                 | <ul> <li>How will parents be notified of the event:</li> </ul>   |
|                 | <ul> <li>How will children be reunified with parents:</li> </ul>   |
|                 | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul>  |
|                 | child with special needs and chronic medical conditions:   |
|                 | <ul> <li>Procedures for continuity of operations, including backing up or</li> </ul>   |
|                 | retrieving health and other records:   |
|                 | Emergency supplies:  |
| Chemical        | Contact 911 or emergency response entity:  |
| Release         | <ul> <li>Off-premises relocation site or shelter in place (include address):</li> </ul>  |
|                 | Evacuation route if required:  |
|                 | <ul> <li>How will parents be notified of the event:</li> </ul>   |
|                 | How will children be reunified with parents:   |
|                 | Procedures to meet the needs of individual children, including each  |
|                 | child with special needs and chronic medical conditions:   |
|                 | <ul> <li>Procedures for continuity of operations, including backing up or<br/>retriaving health and other records;</li> </ul>        |
|                 | <ul><li>retrieving health and other records:</li><li>Emergency supplies:</li></ul>   |
| Intruder        | <ul> <li>Contact 911 or emergency response entity:</li> </ul>  |
| intruder        | <ul> <li>Off-premises relocation site (include address):</li> </ul>  |
|                 | <ul> <li>Evacuation route:</li> </ul>  |
|                 | <ul> <li>How will parents be notified of the event:</li> </ul>   |
|                 | <ul> <li>How will children be reunified with parents:</li> </ul>   |
|                 | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul>  |
|                 | child with special needs and chronic medical conditions:   |
|                 | <ul> <li>Procedures for continuity of operations, including backing up or</li> </ul>   |
|                 | retrieving health and other records:   |
|                 | Emergency supplies:  |
| Lockdown        | Shelter in place location:   |
|                 | • How will parents be notified of the event:   |
|                 | How will children be reunified with parents:   |
|                 | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul>  |
|                 | child with special needs and chronic medical conditions:   |
|                 | <ul> <li>Procedures for continuity of operations, including backing up or</li> </ul>   |
|                 | retrieving health and other records:   |
|                 | Emergency supplies:  |
| Allergic        | Contact 911 or emergency response entity:  |
| Reaction        | • How will parents be notified of the event:   |
|                 | <ul> <li>Procedures for responding to &amp; preventing allergic reactions of children:</li> </ul>                                    |
|                 | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul>  |
|                 | child with special needs and chronic medical conditions:   |
|                 |  |
|                 | Emergency supplies:  |

| (Adult or     | How will injury be treated if medical attention is not required:                              |                   |
|---------------|---|-------------------|
| ,<br>child)   | How will parents be notified of the event:  |                   |
| ,             | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul>       |                   |
|               | child with special needs and chronic medical conditions:                                      |                   |
|               | Emergency supplies:   |                   |
| Unscheduled   | How will parents be notified of the event:  |                   |
| Closing       | How will children be reunified with parents:  |                   |
| 0             | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul>       |                   |
|               | child with special needs and chronic medical conditions:                                      |                   |
| Nuclear       | Contact 911 or emergency response entity:   |                   |
| Emergency     | Off-premises relocation site or shelter in place location (include                            |                   |
| (Nuclear      | address):   |                   |
| power plant   | Evacuation route:   |                   |
| located in    | <ul> <li>How will parents be notified of the event:</li> </ul>                                |                   |
| Southeast KS) | How will children be reunified with parents:  |                   |
|               | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul>       |                   |
|               | child with special needs and chronic medical conditions:                                      |                   |
|               | • Procedures for responding to & preventing allergic reactions of children:                   |                   |
|               | • Procedures for continuity of operations, including backing up or                            |                   |
|               | retrieving health and other records:  |                   |
|               | Emergency supplies:   |                   |
| Terrorism     | Contact 911 or emergency response entity:   |                   |
|               | <ul> <li>Off-premises relocation site or shelter in place (include address):</li> </ul>       |                   |
|               | Evacuation route if required:   |                   |
|               | <ul> <li>How will parents be notified of the event:</li> </ul>                                |                   |
|               | <ul> <li>How will children be reunified with parents:</li> </ul>                              |                   |
|               | <ul> <li>Procedures to meet the needs of individual children, including each</li> </ul>       |                   |
|               | child with special needs and chronic medical conditions:                                      |                   |
|               | <ul> <li>Procedures for continuity of operations, including backing up or</li> </ul>          |                   |
|               | retrieving health and other records:  |                   |
|               | Emergency supplies:   |                   |
| First Aid Kit | Supplies  | Staff Responsible |
| is located    | First Aid Manual  |                   |
| where?        | □ Single use gloves   |                   |
|               | Adhesive bandages, assorted sizes   |                   |
|               | Adhesive tape     Ball of storils guess   |                   |
|               | Roll of sterile guaze     Shore enjage  |                   |
|               | <ul> <li>Sharp scissors</li> <li>Storilo gauza, 4x4 inchos minimum</li> </ul>                 |                   |
|               | <ul> <li>Sterile gauze, 4x4 inches minimum</li> <li>Cleansing agent or liquid soap</li> </ul> |                   |
|               |   |                   |
|               | <ul> <li>Elastic bandage</li> <li>Tweezers</li> </ul>   |                   |
|               | <ul> <li>I weezers</li> <li>Bottle of water for washing/cleansing</li> </ul>                  |                   |
|               | hall review the emergency plan at least annually and undate it as needed                      | I                 |

Each licensee shall review the emergency plan at least annually and update it as needed.