

## 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 style="list-style-type: none"> <li>• Contact 911 or emergency response entity:</li> <li>• Off-premises relocation site (include address of relocation site):</li> <li>• Evacuation route:</li> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions.</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul>	<p>As appropriate, contacting 911 or other emergency response entities; assisting the children, including children with special needs, to move to a designated shelter-in-place area and to a designated off-premises relocation site; and ensuring that emergency supplies are readily available.</p>
Weather Related Event	<p><b>Tornado:</b></p> <ul style="list-style-type: none"> <li>• Shelter in place location:</li> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul> <p><b>Flood:</b></p> <ul style="list-style-type: none"> <li>• Shelter in place location OR off-premises relocation site (include address for off premises relocation site):</li> <li>• Evacuation route:</li> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul> <p><b>Heavy Snow/Blizzard:</b></p> <ul style="list-style-type: none"> <li>• Shelter in place location:</li> <li>• Evacuation route if applicable:</li> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul>	<p>Provide staffing details and duties expected.</p>
Missing/ Runaway	<ul style="list-style-type: none"> <li>• Contact 911 or emergency response entity:</li> <li>• Off-premises relocation site if applicable (include address):</li> </ul>	

Child	<ul style="list-style-type: none"> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Procedures for responding to &amp; preventing allergic reactions of children:</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul>	
Utility Failure	<ul style="list-style-type: none"> <li>• Contact utility companies: electric, gas, water</li> <li>• Contact 911 or emergency response entity:</li> <li>• Off-premises relocation site if applicable (include address):</li> <li>• Evacuation route if required:</li> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul>	
Chemical Release	<ul style="list-style-type: none"> <li>• Contact 911 or emergency response entity:</li> <li>• Off-premises relocation site or shelter in place (include address):</li> <li>• Evacuation route if required:</li> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul>	
Intruder	<ul style="list-style-type: none"> <li>• Contact 911 or emergency response entity:</li> <li>• Off-premises relocation site (include address):</li> <li>• Evacuation route:</li> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul>	
Lockdown	<ul style="list-style-type: none"> <li>• Shelter in place location:</li> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul>	
Allergic Reaction	<ul style="list-style-type: none"> <li>• Contact 911 or emergency response entity:</li> <li>• How will parents be notified of the event:</li> <li>• Procedures for responding to &amp; preventing allergic reactions of children:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Emergency supplies:</li> </ul>	
Serious Injury	<ul style="list-style-type: none"> <li>• Contact 911 or emergency response entity:</li> </ul>	

(Adult or child)	<ul style="list-style-type: none"> <li>• How will injury be treated if medical attention is not required:</li> <li>• How will parents be notified of the event:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Emergency supplies:</li> </ul>	
Unscheduled Closing	<ul style="list-style-type: none"> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> </ul>	
Nuclear Emergency (Nuclear power plant located in Southeast KS)	<ul style="list-style-type: none"> <li>• Contact 911 or emergency response entity:</li> <li>• Off-premises relocation site or shelter in place location (include address):</li> <li>• Evacuation route:</li> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Procedures for responding to &amp; preventing allergic reactions of children:</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul>	
Terrorism	<ul style="list-style-type: none"> <li>• Contact 911 or emergency response entity:</li> <li>• Off-premises relocation site or shelter in place (include address):</li> <li>• Evacuation route if required:</li> <li>• How will parents be notified of the event:</li> <li>• How will children be reunified with parents:</li> <li>• Procedures to meet the needs of individual children, including each child with special needs and chronic medical conditions:</li> <li>• Procedures for continuity of operations, including backing up or retrieving health and other records:</li> <li>• Emergency supplies:</li> </ul>	
<b>First Aid Kit is located where?</b>	<p>Supplies</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First Aid Manual</li> <li><input type="checkbox"/> Single use gloves</li> <li><input type="checkbox"/> Adhesive bandages, assorted sizes</li> <li><input type="checkbox"/> Adhesive tape</li> <li><input type="checkbox"/> Roll of sterile gauze</li> <li><input type="checkbox"/> Sharp scissors</li> <li><input type="checkbox"/> Sterile gauze, 4x4 inches minimum</li> <li><input type="checkbox"/> Cleansing agent or liquid soap</li> <li><input type="checkbox"/> Elastic bandage</li> <li><input type="checkbox"/> Tweezers</li> <li><input type="checkbox"/> Bottle of water for washing/cleansing</li> </ul>	<b>Staff Responsible</b>

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