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 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 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 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:	
, 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.