

# Division of Early Care and Education



## Family, Friend and Neighbor Emergency Plan Template

*Federal law requires child care facilities that receive federal funds to have a plan in place that addresses emergency medical situations and evacuation in the event of an emergency or disaster.*

*The Division of Early Care and Education has developed this template to serve as a model to assist Family, Friend, and Neighbor Providers develop their own emergency plan. Fill in the blanks with information that applies to you to create your emergency plan.*

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**SC Voucher Call Center: 1-800-262-4416**

**DISASTER RESPONSE E-MAIL: [childcare.disaster.response@dss.sc.gov](mailto:childcare.disaster.response@dss.sc.gov)**

**Visit us on the Web at: [www.scchildcare.org](http://www.scchildcare.org)**

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If you need help filling out this form, please call 1-800-262-4416.

### Emergency Plan for

Provider: \_\_\_\_\_ Phone (with Area Code): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1 Emergency Phone Numbers

Title/Agency	Contact Name	Phone Number
Emergency	N/A	911
Police (non-emergency)		
Fire (non-emergency)		
Poison Control		
Local Health Dept.		
Building Inspector		
Dept. of Social Services		
Licensing Specialist		
Alternate/Evacuation Site		
County Emergency Management		

2. Medical Emergencies

A. List any medical emergencies that would require immediate attention by a health care professional or cause you to call 911. (A list of possible medical emergencies is provided in section 3 A of the “Child Care Emergency Plan Guidelines,” which is available at [www.scchildcare.org](http://www.scchildcare.org).)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. List procedures for staff and volunteer emergency preparedness training and practice drills. (A sample of these steps is provided in Section 3 B of the “Child Care Emergency Plan Guidelines” which is available at [www.scchildcare.org](http://www.scchildcare.org).)

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3. Evacuation Plans

**In-Place Evacuation:** Where in your house will you take children during a tornado, storm, or other emergency that does not make you leave the house? \_\_\_\_\_

**On-Site Evacuation:** Where on your property will you take children if there's a fire or other emergency that makes you evacuate your home? \_\_\_\_\_

**Relocation Site:** (If you need to move children to a place close by)

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please call your county emergency management agency to find out where your Evacuation Shelter and Radiological Evacuation sites are located.**

**Evacuation Shelter Site:** (If officials tell you to evacuate due to a disaster)

Shelter Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Radiological Evacuation Site:** (Complete this section if you within a 10-mile radius of a nuclear power plant in the following counties: Aiken, Allendale, Barnwell, Chesterfield, Darlington, Fairfield, Lee, Lexington, Newberry, Oconee, Pickens, Richland, and York)

Shelter Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. In case of an evacuation, a sign with the relocation site and address will be posted at this location of my home:

\_\_\_\_\_

5. Describe how you will account for all children, staff and volunteers: \_\_\_\_\_

\_\_\_\_\_

6. Briefly describe the procedures you will follow for the safe and prompt evacuation of infants, toddlers, and children with disabilities or chronic medical conditions: \_\_\_\_\_

\_\_\_\_\_

7. Briefly describe the procedures you will follow for releasing children to authorized adults. Include safeguards to prevent the inappropriate release of a child to an unauthorized person: \_\_\_\_\_

\_\_\_\_\_

8. Evacuation Checklist

Item	Check-off
Contact List for Children’s Families	
Children’s Emergency Information	
Medications/Medical Supplies	
Charged Cell Phone	
First Aid Kit	
Flashlights w/ extra batteries	
Battery operated radio w/ extra battery	
Hand Sanitizer/Cleansing Agent/ Disinfectant	
Wet Wipes and Tissues	
Disposable Cups	
Water and Non-Perishable Food	
Diapers for infants	
Formula for infants	
Blankets	
Vehicle Keys	

9. Ready-To-Go File

Child care programs need a portable file of information to take with them in case of an emergency or disaster.

Recommended items to include:

- Copy of Child Care Emergency Plan
- Copy of Parent Contact Information
- Copy of Staff and volunteer Contact Information
- Copy of Child Information Sheets
- Copy of Parent Statement of Health
- Copy of Health Care Plans
- Child Identification Cards
- Child Photo with Names
- Medication Authorizations/Instructions
- Incident Report Forms
- Area Map
- Attendance/Tracking Sheets

10. The hospital children will be taken to if they are injured is:

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11. The method of transportation to be used in an emergency is: \_

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***Reminder: Take the child’s emergency medical information with him/her to the hospital and stay with the child at the hospital until the parent/guardian arrives.***

**Location of First Aid Kit:** \_\_\_\_\_

**Location of Fire Extinguisher:** \_\_\_\_\_

**Location of Electricity Shut-Off:** \_\_\_\_\_

**Location of Gas Shut-Off:** \_\_\_\_\_

**Location of Water Shut-Off:** \_\_\_\_\_

In all emergency situations, child care staff will:

- *Pay attention to warnings*
- Remain with the children throughout the event
- Check attendance every time the children are relocated
- Take any necessary medications and emergency supplies with them during an evacuation
- Take the children's emergency records with them during an evacuation
- Take a cell phone if available to use for notifying parents/guardians
- Notify Child Care Licensing