EMERGENCY PREPAREDNESS AND RESPONSE PLAN

(Required by Standards for Licensed Family Day Homes 8VAC20-800-800, 810, and 820)

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Name of Family Day Home

1. Name, Address, and Telephone Number of Person to Provide Emergency Backup Care (must be 18 years of age and be able to arrive at the home within 10 minutes):

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1. EVACUATION (Due to Fire or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Primary Route to Exit the Home (try to avoid hazardous areas such as furnace room, wooden stairs, and take advantage of firewalls)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Secondary Route to Exit the Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Designated Safe Assembly Point Outside the Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Method Used to Alert Provider of Emergency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Method to Alert Children, Caregivers, and Household Members of Emergency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Everyone is Evacuated (room searches, head counts):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Alert Emergency Responders After Evacuation (who calls 911/how?)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Everyone Arrived Safely at Assembly Point:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Children’s Safety and Supervision at Assembly Point: (who will supervise children while someone meets emergency responders; how will emergency supplies such as blankets, medications, water, telephones, protection from rain/snow be readied and how will these supplies be made available at the assembly point):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Children’s and Caregiver’s Emergency Contact Information is Available After

Evacuation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Contact Parents After Evacuation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Children are Released Only to Parent or Designated Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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C. SHELTER IN PLACE (Due to Tornado, Severe Storms, Loss of Utilities, or\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Designated Safe Location Within the Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Primary Route to Safe Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Secondary Route to Safe Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Method Used to Alert Provider of Emergency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Method to Alert Children, Caregivers, and Household Members of Emergency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Everyone is Moved to Safe Location (using daily attendance sheet, performing room searches and head counts, etc):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Alert Emergency Responders After Arrival in Safe Location (who calls 911/how?)\_\_\_\_\_

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Methods to Ensure Everyone Arrived at Safe Location (using daily attendance sheet, performing room searches and head counts, etc):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Children’s Safety and Supervision at Safe Location: (who will supervise children while someone meets emergency responders; how will emergency supplies such as blankets, medications, water, food, toileting supplies, telephone be readied and how will these supplies be made available at the safe location):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Children’s and Caregiver’s Emergency Contact Information is Available After

Movement to Safe Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Contact Parents:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Children are Released Only to Parent or Designated Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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D. RELOCATION (Due to flooding, loss of utilities, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Designated Relocation Site Away from the Area of the Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Method Used to Alert Provider of Emergency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Method to Alert Children, Caregivers, and Household Members of Emergency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Alert Emergency Back-up Caregiver (how/when will she be contacted)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Method to Alert Relocation Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Method to Alert Extra Transportation Providers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Everyone is Moved to Relocation Site (using daily attendance record,

performing room searches and head counts):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Primary Route to Relocation Site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Secondary Route to Relocation Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Everyone Arrived Safely at Relocation Site (using daily attendance record, head counts, name tags):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Children’s Safety and Supervision at Relocation Site: (who will supervise children; how will emergency supplies such as blankets, medications, water, food, telephones be readied and how will these supplies be made available at the relocation site):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Contact Parents After Relocation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Methods to Ensure Children are Released Only to Parent or Designated Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date Plan Prepared Provider’s Signature

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Annual Plan Review    Plan Updated Yes No If yes, date assistant and substitute provider trained\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Provider’s Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Annual Plan Review    Plan Updated Yes No If yes, date assistant and substitute provider trained\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Provider’s Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Annual Plan Review    Plan Updated Yes No  If yes, date assistant and substitute provider trained\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Provider’s Signature |