

EMERGENCY PLAN SAMPLE – REGULATED CHILD CARE CENTERS INSTRUCTIONS FOR USE

Use of form: Regulated child care providers are required to develop a written plan for taking appropriate action in the event of an emergency including a fire; a tornado; a flood; extreme outdoor heat or cold; a loss of building service, including no heat, water, electricity or telephone; human-caused events, such as threats to the building or its occupants; allergic reactions; lost or missing children; vehicle accidents; a provider's family situation, such as medical emergency or illness; or other circumstances requiring immediate attention.

This document is a sample plan and it is not a required form. It was created as a tool to help child care providers ensure compliance with sections DCF 202.08(4m), 250.06(3)(a), or DCF 251.06 (3). Providers are advised to seek out additional resources specific to their community and setting.

This document can be used in conjunction with or incorporated into the Family Child Care Policy Sample. It can also be used as a tool to help create policies in family and group child care centers.

Child care center disaster plans should incorporate the four areas of disaster management: prevention/mitigation, preparation, response, and recovery.

Instructions: This document is a sample that has both requirements and recommendations. If you choose to use this sample, it must be personalized to work for the needs of your program. You must read everything and make sure it says what you want it to say. It is recommended that you date your plan, including dating when the plan was last reviewed and/or updated.

The electronic version of the plan, created using Microsoft Word, may be completed electronically, saved, and printed.

Filling in fields: Areas in the document that appear to be gray shaded are fields that can be filled in electronically. You can use the "tab" key (if the document is locked) or the "F11" key (if the document is unlocked) to move to the next field and replace the language that is in the field to suit your program. When you print the document, the gray will disappear leaving only the words that are in the shaded area.

Locking / unlocking the document: The sample is unlocked. If you want to make any changes to the organization or wording of the document, you must do so while it is unlocked. The document may be restricted from editing (locked) by a user once final. To lock or unlock this document, see the steps below.

- Select "Review" from the menu bar.
- On the new "Review" tool bar, there is an icon with a picture of a lock titled "Restrict Editing." Click on the lock icon to restrict or stop protection for formatting and/or editing.

Filling in check boxes: Check boxes () may be filled several ways. If you are working with the document locked, simply use your mouse and click on the checkbox to switch between checked and unchecked; you can also navigate to it using the tab key and once it is highlighted, switch between checked and unchecked using the space bar. If the document is not locked, double click on the check box to open the Check Box Form Field Options dialog box, select "Checked" or "Not checked" as the default value, and click OK.

Be sure to date your policy and save a copy of your completed document to your hard drive or a removable storage device after it has been completed.

PROGRAM NAME
PROGRAM ADDRESS
NEAREST CROSS STREET OR LANDMARK
PROGRAM PHONE NUMBER

EMERGENCY PLAN – REGULATED CHILD CARE CENTERS

PREVENTION / MITIGATION

A key mitigation activity is to determine which hazards might exist in the building, on the property, immediately surrounding the property, and in the neighborhood, community, and state where the child care center is located. Conduct a survey of your internal center/home for potentially dangerous placement of furniture, fixtures, loose blinds, windows, etc. Fix any dangerous situations that are discovered.

Consider contacting your local emergency services to discuss what plans are in place for dealing with possible/probable disasters in your community, how to integrate your plan into their plan and how you will be made aware of disaster events.

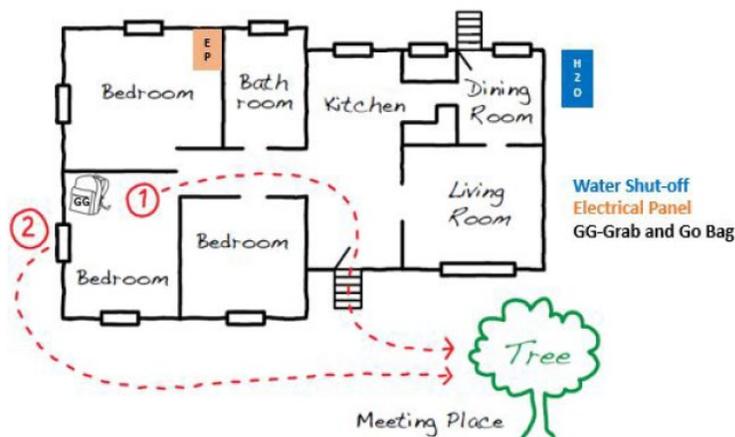
Know locations of the main shut-off valve for water, main utility box for electricity, and main gas valve.

Identify each of the following designated shelter areas:

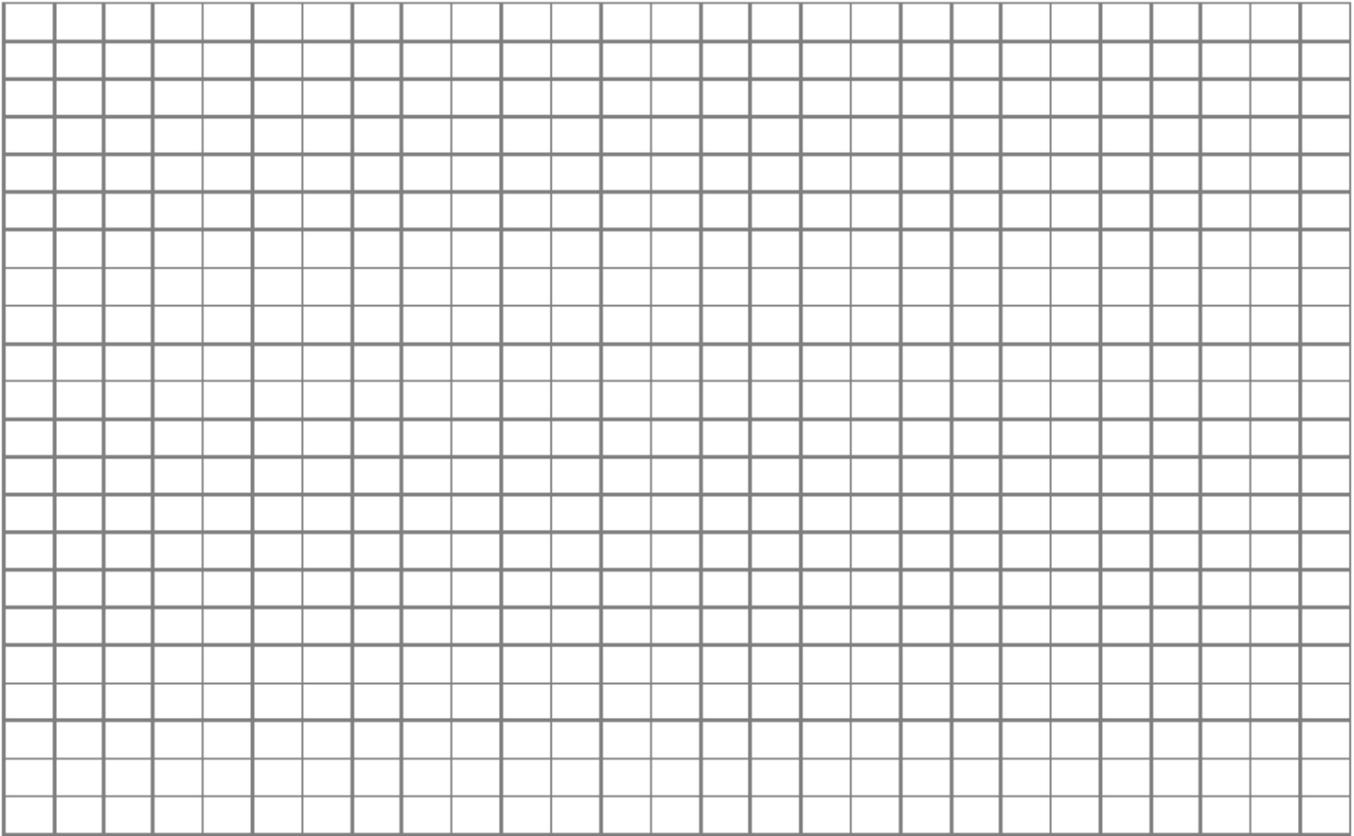
- Protective safe area(s) inside the center/home;
- Shelter area outside the center/home;
- Primary evacuation assembly site outside the center/home;
- Secondary evacuation assembly site and/or relocation center off site from the center/home;
- Identify how caregivers and children will get to each of the above identified areas;

On the evacuation floor plan diagram of your facility, identify at least two evacuation route exits for each room where children may be present, the emergency outdoor meeting place, the location of emergency kits, utility shut-off valves and switches, and where any special equipment (like a ladder) is stored.

Example: (delete and attach or draw your own plan)



Draw (or attach) Your Own Evacuation Plan

A large grid consisting of 20 columns and 20 rows of small squares, intended for drawing an evacuation plan.

A child care provider's timely response to such circumstances is essential to the plan's success. Preparation for emergencies is the key.

- These instructions are general guidelines. Caregivers will be familiar with these emergency plans before disaster situations occur.
- All situations cannot be neatly defined into hard and fast guidelines. Individual judgment must be exercised in each situation. The center will make continuing and meaningful efforts to prevent incidents that lead to emergency situations.
- Above all, caregivers will work to remain calm and use good judgment in the event of an emergency.

Prepare an Emergency Supplies Kit that can provide supplies for immediate needs, as well as to children and staff if sheltering in place is required for extended periods of time (e.g. 72 hours). All of these supplies should be portable so they can be moved quickly during a disaster, with some of the more immediately needed items kept in a "GG - Grab and Go Bag" such as a back pack or duffle bag. Supplies could also be stored at a pre-identified off-site location. Develop a checklist to assist with organizing, maintaining, and replenishing supplies.

Plan for all children who might have temporary special needs, such as medicines or portable medical equipment, e.g. as a nebulizer machine for asthma treatments, bandage supplies, food allergies, oxygen canister, etc.

Lockdown

- Describe or draw a diagram showing the safest area of the building where children will go for shelter. Detail the location of emergency kits, which must be available in the safe areas.
- Call 9-1-1, identify the name and address/exact location of the child care center.
- Describe the emergency and state the child care center is locking down.
- Provide intruder description and weapon(s), if known.
- If outside immediately move inside the child care center and account for all children in care.

Evacuation

- Take attendance list and children's emergency contact information.
- Evacuate the building, using designated routes, and report to the designated area.
- If the exit route is blocked, follow an alternate exit route.
- Take attendance at the designated area. Note any students who are not present and the reason.
- Call 9-1-1, identify the name of the child care center, describe the emergency, state the child care center is evacuating, and identify the location of the evacuation site.
- Contact the Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY**

Off-Site Evacuation

Off-site evacuation site option 1:

Off-site evacuation site option 2:

- Call 9-1-1, identify the name of the child care center, describe the emergency, state the child care center is evacuating, and identify the off-site evacuation location.
- Decide if it is safe for children to walk to the relocation or if transportation is required.
- Determine the appropriate pre-designated relocation site and make appropriate contact to gain access to that site.
- Take your attendance record, emergency phone lists, etc.
- Close your door and turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- Take attendance at your designated area first (your fire evacuation area). Note any children who are not present and the reason.
- Accompany children to the off-site evacuation location and continue your supervision of them.
- Contact your Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY**.

Family Reunification

- Materials needed:
 - Cell phones
 - Pens
 - Attendance records of children
 - Child Care Enrollment forms or equivalent that includes medical and emergency contacts
- Ensure that every child's parent/guardian is notified of reunification site
- Only release children to authorized persons after checking proof of identity.
- Instruct parents/guardians to leave the site once they have signed out their children.
- Children and parents/guardians will be notified of the reunification procedures in advance.

EMERGENCIES

Fire:

The center will practice the fire evacuation plan monthly with the children and will document when the plans were practiced. Smoke detectors are installed and maintained in operating condition on each level of the home and in all areas used for nap or rest periods. All smoke detectors are tested monthly, and a record is kept of the time, date, and results of the test. If/when one or more children under 2 years of age will be cared for on a level that is more than 6 feet above or below the ground level, the center will be equipped with an interconnected smoke detection system in operating condition. An operable fire extinguisher with a minimum rating of 2A-10BC is accessible for the kitchen/cooking area and inspected annually.

In the event a fire or smoke from a fire has been detected:

- If the fire cannot be extinguished easily/quickly, evacuate the building, accounting for all children. Children's emergency contact information will be easily accessible and retrieved prior to exiting.
- When caring for non-ambulatory children (infants, toddlers, children with disabilities) do the following to evacuate children: DESCRIBE PLAN
- Call 9-1-1 to report a fire and to identify the child care center name and address/exact location. Provide exact location of the fire or smoke. State that the building is being evacuated.
- The identified safe gather spot outdoors is: DESCRIBE SAFE SPOT
- No one may re-enter building(s) until entire building(s) is declared safe by the fire department.
- After consulting with fire department and law enforcement officials, determine if an off-site evacuation is necessary if building is damaged and weather is inclement.
- Contact the Licensing/Certification Specialist: PHONE NUMBER OF REGULATORY AGENCY

Flood:

Potential sources of flooding near the child care center include:

- Flash Flooding/Storm Surge
- River Flooding
- Dam Breaks/Levee Failure

The child care center is in or near a low/moderate/high risk flood zone.

- Follow advice and instructions of emergency management and public safety officials regarding the potential occupancy of the facility or flooded area(s).
- If needed, professionals will be contacted to assess structural and/or potential health related concerns due to flooding on/in premise.
- Determine whether an immediate evacuation or early parent pick up is necessary.
- Determine whether local conditions warrant child care program closure.
- Contact the Licensing/Certification Specialist: PHONE NUMBER OF REGULATORY AGENCY

Hazardous Material Release:

Hazardous material (HAZMAT) release is an incident involving the discharge or spill of a biological or chemical substance, including release of radioactive materials. Internal HAZMAT incidents are unlikely but may occur from mixing or spilling household or other chemicals. External HAZMAT exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site. Nearby potential sources of hazardous material spills include: i.e. NEARBY RAILROAD, INTERSTATE, INDUSTRIAL PLANTS

- **Substance Released Inside a Room or Building:**
 - Exit using designated routes or other alternate safe routes to designated area upwind or cross wind from the affected room or building. Determine if an off-site evacuation to a relocation site is necessary.
 - Ensure whereabouts of all children in care.
 - Do not turn any electrical switches ON or OFF when exiting the room. Eliminate all open flames.
 - Call 9-1-1 and provide the child care center name and address/exact location.
 - State what the emergency is.
 - Describe actions taken to safeguard children.
 - If possible secure the area around the chemical spill and ensure the air handling/ventilation system is shut down.
 - No person should try to contain, touch, or identify the hazardous material.

- **Substance Released Outdoors:**
 - Describe or draw a diagram showing the safest area of the building where children will go for shelter.
 - Detail the location of emergency kits, which must be available in the safe areas.
 - Utilize your severe weather/shelter-in-place protocol, if deemed appropriate.
 - Call 9-1-1 and identify the child care center name and address/exact location.
 - Describe what the emergency is.
 - State what actions are being taken to safeguard children and remain on the line until told otherwise.
 - Turn off air handling/ventilation systems, close all windows and doors, and turn off fans and air conditioners.
 - If outdoors, immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous chemical plume, move to a designated outdoor area upwind from the spill.
 - If a severe weather/shelter-in-place protocol has been used, the staff and children will remain in the designated areas until the fire official or appropriate agency provides clearance.
 - When emergency responders determine it is safe to do so, activities may resume as normal, close early, complete an off-site evacuation, or potentially implement a family reunification.

Severe Weather / Shelter-In-Place:

- **Watch:** severe weather (tornado or thunderstorm) watch has been issued:
 - Monitor NOAA Weather Radio (NWR).
 - Be prepared to bring all children inside the building(s).
 - Close doors, windows, and blinds.
 - Avoid areas with wide, free-span roofs (a roof that spans from wall to wall without interior columns or pillars) and large areas of glass windows.
 - Children can be released to parents or guardians.

- **Warning:** Severe weather (tornado or thunderstorm) warning has been issued or severe weather has been spotted near the child care center:
 - Gather all children together, accounting for all children in care.
 - Close all doors, windows, and blinds.
 - If warranted, shut-off of heating, ventilation, and air conditioning systems to stop the inflow of outside air into the building.
 - Shut off utilities, if necessary.
 - Monitor the NOAA Weather Radio.
 - If a parent or guardian is present to pick up a child, they will be invited to shelter at the center and urged not to leave with their child while there is an immediate threat. Move students into designated areas: DESCRIBE DESIGNATED AREA.
 - Have everyone kneel and be ready to cover their heads to protect from debris, if necessary.
 - If outside away from the premises, children will be directed/taken to the appropriate shelter.
 - During a Tornado Warning, if there is no time to get into a building or shelter, children will lie low in the nearest ravine or open ditch or low spot away from trees and power poles.
 - Contact Licensing/Certification Specialist when severe weather passes if there has been a loss of service or damage to premise: **PHONE NUMBER OF REGULATORY AGENCY.**

Structural Failure

Structural failure of a building may result from a heavy snow and ice accumulation on roofs, broken water or sewer lines, or other factors. The structural failure may be catastrophic with a sudden collapse, severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of children and staff.

- **Structural failure with collapse or partial collapse:**
 - Upon the first indication of a structural failure, implement an evacuation, if necessary.
 - If the roof, ceiling, or wall collapses, the home will be immediately evacuated.
 - Call 9-1-1, if necessary, and identify the child care center name and address/exact location.
 - State what the emergency is; describe response actions taken. Remain on the line to provide updates.
 - No one will be allowed to re-enter the building until declared safe by public safety officials.
 - Contact the Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY**
- **Structural failure without collapse:**
 - For structural failure without collapse, ensure the affected area is vacated immediately and determine if an evacuation is warranted. Seal off the affected area and turn off utilities to that area, if necessary.
 - Determine whether to close early or initiate an evacuation.
 - Contact an insurance carrier, building inspector, or other official to document and assess the damage.
 - The affected areas will not be reopened until the structural integrity of the building is deemed safe.
 - Contact the Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY**

Utility Loss or Failure

Utility failure is the loss or interruption of electric power, natural gas, water or sewage services to the child care center. The most common utility failure results from power outages throughout the year. In certain situations, children may need to be relocated until the power is restored. For longer periods of utility failure, the child care center may need to temporarily close.

- **Loss of Utilities:**
 - Upon notice of loss of utilities, initiate appropriate immediate response actions, which may include an evacuation, if necessary.
 - Contact the local utility company (PHONE NUMBER) and determine the anticipated duration of the outage.
 - Contact the licensing/certification specialist to determine whether the facility should be closed, and services temporarily suspended: PHONE NUMBER OF REGULATORY AGENCY
- **Gas Leaks:**
 - For gas leaks, open windows, shut off utilities, and evacuate the building.
 - Call 9-1-1 to report a gas leak and identify the child care center name and address/exact location. State that the building is being evacuated.
 - No one will re-enter the building until the facility has been deemed safe.
 - Contact the Licensing/Certification Specialist: PHONE NUMBER OF REGULATORY AGENCY

Vehicle Accidents (N/A - Does not transport)

- A list of the children being transported and a copy of the completed permission and emergency information form for each child being transported is maintained in the vehicle.
- Do not take children out of the car seat unless absolutely necessary. If a child has suffered an injury in the accident, then the child should be removed from the car seat carefully by a first responder. Caregivers will review their condition while they are in the seat. Children will likely be upset and crying; however, this is not necessarily a sign of a serious physical injury.
- Call 9-1-1. Whether caregivers believe they and the children are fine or are clearly hurt, the driver/caregiver needs to call the police. Allow first responders to arrive at the scene to look over children. It will be important for police to make a report regarding the accident.
- When paramedics arrive, allow them to take children out of the car seat and conduct an examination. These professionals are trained to look for injury. They can advise the caregiver whether a child(ren) needs to go to the emergency room.
- Follow car seat manufacturer's instructions for replacement of the car seat. The National Highway Traffic Safety Administration (NHTSA) recommends replacement of a safety seat after a moderate-to-serious crash. You may choose to re-use the seat after a minor collision. However, according to the NHTSA, an accident is only minor if all the following factors apply:
 - The vehicle can be driven away.
 - The door closest to the car seat was not damaged.
 - No one in the vehicle at the time of the accident was hurt.
 - The airbags did not deploy.
 - There is no visible damage to the car seat.
- Contact the Licensing/Certification Specialist: PHONE NUMBER OF REGULATORY AGENCY.

HUMAN-CAUSED EVENTS

Abduction or Missing Student

The first person aware of abducted or missing child will:

- **Abduction:**
 - Attempt to persuade the abductor not to commit the act.
 - If unsuccessful in persuading the abductor not to carry out the abduction, do not place yourself or other children in harm's way.
 - CALL 9-1-1 AND ADVISE POLICE OF THE ABDUCTION AS SOON AS POSSIBLE! Provide the operator with the child care center name and address/exact location. Provide the operator with all known information about the abduction. Provide a detailed description of the abduction, including:
 - Physical appearance of abductor;
 - Type and color of clothing of abductor;
 - Make, model, color, and license plate number of any vehicle used in the abduction, if possible;
 - Child's name, physical appearance, and clothing worn; and
 - Time and location when the child was last seen.
 - Maintain control of remaining children.
 - Treat custody dispute cases as possible abduction situations. Be aware of any child custody disputes and restraining orders.
 - Notify parent/guardian.
 - Provide support services as needed to students and families.
 - Obtain registration form and photo of child/ren (if one on file) for use by law enforcement.
 - Work closely with authorities.
 - Contact your Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY**.

- **Missing Child:**
 - Conduct an immediate search of the child care center and premises. (The extent of the search will depend upon the age, physical ability/development, emotional stability, and history of the child.)
 - Call 9-1-1 and advise of missing child.
 - Provide the operator with the child care center name and address/exact location.
 - Provide the operator with all known information about the missing child.
 - Notify parent/guardian.
 - Interview other children (dependent upon age) for information.
 - Provide support services as needed to students and families.
 - Obtain registration form and photo of child/ren (if one on file) for use by law enforcement.
 - Work closely with authorities.
 - Contact your Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY**.

Active Shooter / Armed Intruder

An active shooter or armed assault involves one or more individuals intent on causing physical harm or death to others. Intruders may possess a gun, a knife, a bomb, or other harmful device. Some characteristics of an active shooter situation are: the victims are often selected at random, the event is unpredictable, and the event evolves quickly and is usually over by the time law enforcement arrives.

How to prepare:

- Evaluate your center for the safety place in each room where children can go for shelter.
- Draw a diagram showing those areas. Detail the location of emergency kits on the diagram, which should be available in the safe areas.
- Prepare emergency kits
- Be prepared for an off-site evacuation, if necessary.
- Plan an escape route and determine where staff and children will meet at an off-site location
- Ensure all staff know the designated safe spots in the center, the plan for evacuation if necessary, and the location of the emergency kits.

How to respond when an active shooter is in your facility or near your building:

1. Call 9-1-1 immediately. Provide the operator with:

- The child care center name
- The address and exact location
- The nature of the emergency and whether a life-threatening situation exists (i.e. active shooter is in the room)
- The number and description of intruders (if known)
- The type of weapon(s)
- The area where the intruder(s) was last seen
- Any actions taken by the child care provider

If possible, remain on the line to provide updates and work closely with authorities.

2. Evacuate if possible.

- Follow the escape route and evacuation plan
- Exit through a window, if necessary
- Leave your belongings behind
- Keep your hands visible

3. If evacuation isn't possible, hide.

- Close and lock all doors, barricade entry to your hiding place
- Shut off lights
- Move children away from windows and doors. Have children and staff move to the designated area away from the intruder's view and sit down on the floor against an interior wall
- Silence your cell phone
- Barricade entry to your hiding place and lock the doors. Exit through a window, if possible.

4. Take action.

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

When it is safe to do so and there is no longer a threat to child care center staff or children, contact your Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY**.

Bomb Threat / Suspicious Packages

- The person receiving the bomb threat/finding a suspicious package will:
 - If a written note/email:
 - Do not erase, delete, or move the note.
 - Secure the area immediately. No one should have access to the area the note is in.
 - If a phone call:
 - DO NOT HANG UP and remain calm.
 - Ask as a lot of questions to obtain details and keep the caller on the line as long as possible.
 - Write down as much information as possible about what is said and heard (i.e. caller ID number, exact wording of the threat, voice characteristics, background noise)
 - If possible, write a note to a staff member or other household member to call law enforcement.
 - If a suspicious package is found:
 - DO NOT TOUCH IT.
 - Secure the area where the item is located, but do not guard it. **Note: The location is a crime scene and will require a thorough search and processing.**
- Contact law enforcement to assess the credibility of the threat. Law enforcement will make the determination as to whether there is any danger and will advise the child care center regarding the need to evacuate.
- Verify children's attendance/whereabouts.
- If an evacuation is implemented:
 - Fire/police departments will search the general areas of the building for the possible location of any foreign object(s). Note: Bomb squads will only respond if a package has been located.
 - Children will move or be transported according to the chosen protocol. Contact parents using emergency contact information.
 - Investigation of the threat will continue with assistance from other agencies, if needed.
- Contact Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY**.

Intruder

When an unauthorized person enters child care center property:

- Greet the guest/intruder and identify yourself.
- Ask the guest/intruder the purpose of his/her visit.
- Ask the guest/intruder for a photo ID.
- If the intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- CALL 9-1-1 and provide child care center name, address, exact location, and that you have an intruder that refuses to leave the building.
- Warn the intruder of consequences for staying on property.
- Give police a full description of the intruder. Keep the intruder unaware of call for help, if possible.
- Walk away from the intruder if he/she indicates a potential for violence. Be aware of the intruder's actions at this time (where he/she is located, whether he/she is carrying a weapon or package, etc.).
- Maintain visual contact with the intruder from a safe distance.
- Account for whereabouts of all children in care. Initiate lockdown in a safe location or evacuate, if deemed safe to do so.
- Contact Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY.**

ILLNESS AND INJURY

General:

The following information is a general response to injuries or illnesses that may present in the child care center/child care home.

- Caregivers will evaluate each situation and intervene when their safety is not compromised.
- Caregivers should be aware of the locations of the first aid kits within the center/home.
- Caregivers will employ first aid techniques as trained. If the staff member is not trained in first aid techniques, they should contact the child care center/child care home director or designated staff that has been trained in the proper first aid techniques.
- Emergency Medical Services (EMS) should be activated by calling the local emergency services number (e.g. 9-1-1) when needed.
- If the child has fallen from a high place, do not move the child unless there is a life-threatening situation.
- Post the 24-hour Poison Control contact information (1-800-222-1222) in area easily accessible and known to all caregivers. If the child has consumed some type of potentially hazardous substance (e.g. medications, poisons, chemicals), caregivers should contact Poison Control and EMS as indicated.
- A person trained in CPR and First Aid is on site (in the home or child care center) whenever children are present.

Allergic Reactions

- To keep everyone in the child care facility safe and healthy, child care providers must be informed about allergies and be prepared to deal with allergic reactions. To avoid as many allergic reactions as possible, child care providers will prepare, plan, and know children's history of allergic reactions.
- If a child has a known allergy, work with parents to create a plan of action in case that child has an allergic reaction, based on the recommendations from the child's doctor. If medication is required, have the parents supply that medication. Be sure parents complete an authorization form specifying when the child care provider should administer the medication and in what dose.
- If a child's allergy is severe enough to require an epinephrine auto-injector, all caregivers will know of its location and be able to access it quickly. Store each child's auto-injector in a secure location (out of children's reach) where all staff have quick access.
- Store food out of the reach of young children. Clean and sanitize surfaces before and after children eat. See that children and adults wash their hands before and after eating and after coming in from outdoor play. Set rules prohibiting certain foods if a child in your child care setting is highly allergic.
- Caregivers will learn/know the signs and symptoms of an allergic reaction so that they can respond as quickly as possible. As soon as the caregiver notices symptoms of an allergic reaction, they should follow through with the action plan previously agreed on by the child's parents and doctor.
- If it is suspected a child is experiencing anaphylactic shock, call 9-1-1 immediately.
- Contact the Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY.**

Medical Emergency

- Quickly assess the seriousness of the injury or illness.
- Under life and death circumstances, 9-1-1 will be called immediately. The caller will provide the child care center name, address, and exact location.
- The caller will describe illness or type of injury, age of the victim(s), and any other available medical information.
- Prevent contact with body fluids using blood borne pathogens training.
- First aid will be administered according to the provider's level of training, until help arrives.
- Comfort and reassure the victim. Sick or injured victims will not be moved unless the scene is unsafe for the victim.
- If the victim is unresponsive, begin Cardiopulmonary Resuscitation (CPR) or rescue breathing until emergency personnel arrive or an AED is used.
- Notify parent or guardian, or other emergency contact person if needed, of the situation, including the type of injury or illness, medical care given, and location where the victim has been transported.
- Ensure the child's medical and emergency information from administrative records is sent to the hospital.
- Contact the emergency back-up provider, if needed.
- Contact the Licensing/Certification Specialist: **PHONE NUMBER OF REGULATORY AGENCY**

Public Health Emergencies:

Although there is no ability to completely prevent the spread of an outbreak of an infectious disease, the following information should assist the response to a public health emergency:

- Ensure all attendees have documentation that the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144.
- Establish a relationship with the local public health department to facilitate receiving updates on possible outbreaks.
- Report to the regulatory agency and local public health department any confirmed case of a communicable disease reportable under ch. DHS 145 in a child enrolled in the child care center or a person in contact with children at the center, within 24 hours after the center is notified of the diagnosis. The licensee will also notify the parents of all enrolled children as soon as the information becomes known to the center.
- Conduct training on infection control practices, such as frequent cleaning of equipment and toys, hand washing, and respiratory hygiene/cough etiquette.
- Communicate regularly with families during outbreaks.
- Define exclusion criteria when children should not attend child care.
- Outline criteria when children can return to child care after an illness.