



EMERGENCY PREPAREDNESS AND RESPONSE PLAN
(Required by Standards for Licensed Family Day Homes 22 VAC 40-111-800.810, & 820)

SMALL STEP CHILDCARE

- A. Name, Address and Telephone Number of Person to Provide Emergency Backup.**
Catherine Ignacios 43552 Dempsey Lane, South Riding, VA 20152, 703-327-8189

- B. EVACUATION (Due to Fire or Gas Leak).**

Main area ways from basement. Go to daycare entrance to go outside. Meet at the backyard between Sheila and Miso's house under the deck.

Secondary Route to exit the home is the other area way to the right side of the basement to Kyle and Heather's backyard meet by the sandbox.

Designated safe assembly point outside the home Next door neighbor Sheila's front yard or Pond across street depend on where the emergency situation.

Method used to alert provider of emergency: Home alarm system will go off in case of fire or smoke, also for carbon monoxide. It will automatically send signal to fire department.

Method to alert children, caregivers and household members of emergency: Fire drill practices are done every month. We train the children to be calm and tell them that they are going out for a walk. When we practice and in the event we do the same.

Methods to ensure everyone are evacuated from room we send all children out to the designate area. I then will have my assistants stay with them. Provider will then do head counts and if anyone is missing, provider will go back and room searches for missing child.

Methods to alert emergency responders after evacuation we will have provider call 911 and call for backup person my neighbor Heather or Sheila, for help. We will have cell phones at all time.

Methods to alert emergency back-up caregiver, the contact information will be available in the first aid kit, it will also store in providers or assistants cell phone.

Methods to ensure everyone arrived safely at assembly point. Provider will do a head count and have assistant re-do head count to make sure no one is missing. We will also check each child to make sure they are okay.

Methods to ensure children's safety and supervision at assembly point: Dayanna and Danny will be supervise the children while provider meets emergency responders: Emergency supplies such as blankets, medications, water, snack, books at the front of the house for easy access.

Methods to contact parents after evacuation to ensure children and caregiver are safe. Parents will be notified by phone call or text to let them know where to meet for pick up. All emergency contact information is available in the first aid kit and on the cell phone.

- C. SHELTER IN PLACE (due to Tornado, Severe Storms, Loss of Utilities or Designated safe location within the home will be the back room where there are no windows or glass that can shatter. Children will be safe there.**

Primary route to safe location is through door by the kitchen to walk to the back room. Secondary route to safe location would be in the bathroom.

Method used to alert provider of emergency is listening to radio or local news and keep up with the weather update. Portable radio will be available at all time.

Method to alert children, caregivers and household members of emergency: when the radio announces the seriousness of a situation. We take necessary cover and look out the door, and notice the weather severely. Provider and assistants will lead the children and household members to safe location until it is safe.

A method to ensure everyone is moved to safe location. We will use daily attendance sheet and perform head count and room search.

Methods to alert emergency responders after arrived in the safe location. Provider will call 911 for help by using cell phone or land line.

Methods to ensure children's safety and supervision at safe location provider and assistants will offer children books to read or toys to play with. Emergency supplies such as blankets, medications, water, foods, telephone will be readied and stored in a plastic container in the basement for easy access.

Methods to ensure children's and caregiver's emergency contact information it is available after movement to safe location. We will make sure Dayanna takes first aid kit with emergency contact to contact parents.

Methods to ensure children are released only to parent or designated person. If child is to be pick up by designated person, an ID of designated person will be required to make sure they are the right person listed on the emergency form.

- D. RELOCATION (Due to flooding, loss of utilities. High ground outside the home. Designated relocation will be in the backyard.**

Method to alert relocation site when seeing water rising or loss of utilities for 15 to 30 minute, decision will be made at that time.

Method to transport children and caregivers to relocation site (prior arrangements made for emergency transportation resources, if necessary) Children will be walking to relocation area or by carrying them.

Methods to ensure everyone is moved to relocation site are to double check and do head count or room search.

- E. EARTHQUAKE (if an earthquake happens lie down and curl up in the fetal position next to a sofa, or large chair, next to a bed, next to a large bulky object that will compress slightly but leave a void next to it). If playing outside get near the outer walls of buildings-It is much better to be near the outside of the building rather than the interior. The farther inside you are from the outside perimeter of the building the greater the probability that your escape route will be blocked.**

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Date plan prepared

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

_____ **Date of Annual Plan Review**

Plan Updated Yes ☐ **No** ☐ **If yes, date assistant and substitute provider trained** _____

Provider's Signature

Parent Signature