



Your program name
PROGRAM

EMERGENCY PLAN 

Emergency plan and contact sheet

Fill this in, post it by each exit, and keep a copy in the go-bag. Written for the person standing here on their first day: what you do, where you go, who you call, and in what order.

PROGRAM ADDRESS MAIN PHONE PERSON IN CHARGE PLAN REVIEWED ON

Numbers that matter CALL IN THIS ORDER

Emergency services	911	Poison control	
Program director or owner		Second in charge	
Licensing office		Licenser name	
Police, non-emergency		Fire department	
Nearest hospital		Child abuse hotline	
Gas shut-off is located		Gas company	
Water shut-off is located		Water company	
Electrical panel is located		Electric company	
Insurance carrier and policy		Landlord or maintenance	

Evacuation LEAVE THE BUILDING

	STEP	WHO DOES IT
1	Sound the alarm and get every child out by the nearest safe exit	
2	Grab the attendance sheet and the emergency bag on the way out	
3	Carry or use the crib or evacuation wagon for infants and non-walkers	
4	Sweep bathrooms, nap room, and closets before leaving	
5	Count heads at the meeting point against attendance, out loud	
6	Call 911, then the director, then start family notification	

MEETING POINT, WITH ADDRESS SECONDARY LOCATION, WITH ADDRESS HOW WE GET THERE

Reunification WHAT FAMILIES ARE TOLD

App message, then phone call HOW FAMILIES ARE NOTIFIED Photo ID, checked against pickup list ID CHECK AT PICKUP
WHERE FAMILIES COME



Shelter in place STAY INSIDE, STAY PUT

	STEP	WHO DOES IT
1	Bring everyone to the interior room named below and take attendance	
2	Close and lock windows, turn off fans or HVAC if the air is unsafe	
3	Bring the emergency bag, water, and a charged phone or radio	
4	Keep a quiet activity going, wait for the all clear, and tell families children are safe	

SHELTER ROOM

SEVERE WEATHER SPOT

HOW LONG WE CAN STAY

Lockdown THREAT OUTSIDE OR INSIDE

	STEP	WHO DOES IT
1	Lock exterior and room doors, no one in or out	
2	Lights off, blinds closed, move away from doors and windows	
3	Take attendance and keep children in a quiet activity	
4	One person communicates with authorities and notifies families when it is safe	

Go-bag contents

- | | |
|---|---|
| ☐ Attendance sheet | ☐ Family contact list |
| ☐ First aid kit | ☐ Water and snacks |
| ☐ Diapers and wipes | ☐ Charged battery pack |
| ☐ Allergy and care plans | ☐ Flashlight |
| ☐ Emergency medications | ☐ Copy of this plan |
| ☐ Blanket | ☐ Bag checked monthly |

Children who need extra help

CHILD	WHAT THEY NEED DURING AN EMERGENCY

Drill log PRACTICE THE BORING VERSION

DATE	DRILL TYPE	TIME TAKEN	LED BY	WHAT WE WOULD CHANGE
	Fire			
	Severe weather			
	Lockdown			

Walk a new hire or substitute past the posted plan on their first day and name their role out loud. Give families the reunification section at minimum, so they know where to come and how they will hear from you.

PLAN WRITTEN OR UPDATED BY

DATE