



# Family Child Care Written Evacuation Plan

1. This is how I will notify parents and other adults in the event of an emergency: \_\_\_\_\_  
\_\_\_\_\_
2. In the event that phones are not working, here is an out of area number that families can contact: \_\_\_\_\_  
\_\_\_\_\_
3. If we need to evacuate, here is the location we will evacuate to: \_\_\_\_\_  
and this is how we will get there: (walk, personal cars, bus, etc): \_\_\_\_\_
4. Our attendance records and emergency forms are located in an easy to find location, and will be brought with us during emergencies. They are located here: \_\_\_\_\_
5. I will stay with children until they are reunified with their families in the event of an emergency. In the event of an evacuation, I will bring the following supplies with me to ensure children are cared for: \_\_\_\_\_  
\_\_\_\_\_
6. If we have to shelter in place or lockdown our facility, we will take the following steps: \_\_\_\_\_  
\_\_\_\_\_
- We will shelter in this room: \_\_\_\_\_
7. During an earthquake, we will take the following steps: \_\_\_\_\_  
\_\_\_\_\_
8. In an evacuation due to fire, hazards, or natural disaster, this is how I will ensure all children are evacuated safely:  
\_\_\_\_\_  
\_\_\_\_\_
9. If I have infants and toddlers, this is how I will ensure their needs are met during a(n): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Earthquake: \_\_\_\_\_
- Shelter-in-place: \_\_\_\_\_
- Evacuation: \_\_\_\_\_
10. If I have children with special needs or chronic medical conditions, I will ensure their individual needs are met. This is how I will do this: \_\_\_\_\_  
\_\_\_\_\_

### Suggestions for Evacuations:

- Make a quick assessment of the situation in the home and any injuries to children or adults
- Evaluate evacuation routes to ensure its clear of obstructions
- Call 911
- Bring disaster supplies (food, water, diapers, first aid kits), attendance, emergency forms, cell phone, jackets.
- Ensure that your evacuation site is a place you can easily access, and a place you could stay for up to 72 hours in the event of a natural disaster. Consider a neighbor's house, local school, church or other community center.

### Suggestions for Shelter in Place or Lockdown:

- Gather all children inside into one room, preferably one with few exterior windows and doors.
- In case of intruder, turn off all lights, block the door from the inside, and keep children away from all doors and windows.
- Provide quiet toys to keep children quiet
- Call 911
- Close and lock all windows and doors
- In case of volcanic eruption, place damp towels at all thresholds and other places where ash could enter.

### Suggestions for Earthquake:

- Direct all children to "DROP, COVER, HOLD" and remain that way until earth stops moving.
- Stay away from windows, bookcases, and other tall furniture that may tip over.
- Ensure that furniture that may tip are anchored to the wall.
- Children will need your assistance if they are injured. Do not attempt to run to children, as you may get hurt. Instead, take immediate cover and call to the child with directions and reassurance.
- If no items are available to cover and hold, crouch by a load bearing wall and cover your head with your arms.

### Suggestions for Continuity of Care:

- Have enough emergency supplies to care for each child for 72 hours. This includes water, blankets, formula, food, diapers, extra clothing, and a first aid kit.

### Infants, Toddlers, Children with Special Needs, and Children with Medical Conditions:

- Consider how you will assist these children in evacuation.
- Ask a neighbor if they are willing to help
- Consider an evacuation crib or a crib with wheels
- Place special supplies (diapers, bottles, formula, medication) in an emergency backpack for easy access.

### Sources:

<http://www.oregon.gov/OCC/OCC%20Forms/emgroup/CrisisDisasterFHHandbook10-23-2012.pdf>

<http://www.odpem.org/jm/DisastersDoHappen/TypesofHazardsDisasters/Earthquakes/ProtectYourselfFromanEarthquake/EarthquakeSafetyforChildren/tabid/262/Default.aspx>

<https://www.ready.gov/infants-young-children>

[http://www.shakeout.org/downloads/Earthquake\\_Safety\\_YoungChildren\\_Infants.pdf](http://www.shakeout.org/downloads/Earthquake_Safety_YoungChildren_Infants.pdf)