

2023-2024



Tennessee Department of Human Services

# Child Care Agency Emergency Preparedness Plan Checklist and Template

In accordance with the requirements of T.C.A. § 71-3-517 and the Child Care Development and Block Grant (CCDBG), child care agencies shall develop written multi-hazard (or emergency preparedness) plans in consultation with local authorities and emergency management to protect children in the event of emergencies. Child care agencies are required to inform parents of the emergency preparedness plan.

Emergency preparedness plans shall include: provisions for evacuation, relocation, shelter-in-place and lock down; staff and volunteer emergency preparedness training and practice drills; communication and reunification with families; accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and maintaining continuity of operations.

**This Child Care Agency Emergency Preparedness Plan Checklist and Template is designed as a guide for all child care agencies licensed by the Tennessee Department of Human Services and all other regulated and unregulated child care agencies and Authorized Professionals participating in the Child Care Payment Assistance/Certificate Program to meet all basic requirements for emergency preparedness planning in compliance with CCDBG requirements.**

- Provisions for a range of possible events that include, but are not limited to:
  - Fires
  - Chemical Spills
  - Shelter in Place
  - Tornadoes
  - Floods
  - Lockdown
  - Earthquakes
  - Law Enforcement Emergencies
- Potential risks specific to agency location have been identified
- Designated relocation sites and evacuation routes to those sites
- Procedures for notifying parents/guardians in an emergency
- Reunification plans for children and families
- Parents/Guardians of enrolled children have been informed of the plan
- Written individualized emergency plans to accommodate children with special needs, including infants and toddlers; children with disabilities; and children with chronic medical conditions
- Documentation that agency emergency plan is reviewed monthly
- Documentation that agency staff and volunteers are trained on the emergency plan annually
- Documentation of the following practice drills shall be maintained for one (1) year:
  - Monthly fire drills
  - Alternating monthly drills for every shift, including extended hours
  - One drill other than fire every six (6) months
  - Practice drills conducted to simulate (as closely as practical) conditions of a real emergency (utilizing alarms, practice evacuation, etc.)
- The following emergency numbers posted next to agency telephones and readily available to staff:
  - Nearest Hospital Emergency Room
  - Ambulance or Rescue Squad
  - Poison Control Center
  - Department of Children's Services
  - Child Abuse Hotline
  - 911 (or equivalent)
  - Police Department and/or Sheriff's Office
  - Local Emergency Management Agency
  - Fire Department
  - Department of Human Services
  - Child Care Complaint Hotline
- Emergency contact information for parents/guardians readily available to staff and maintained in a portable travel format
  - Includes work, home and cell phone numbers

CHILD CARE AGENCY INFORMATION – (Please Print)			
Agency Name: <i>HUM School for Little People</i>			
Street Address: <i>205 Belinda Drive</i>			
City: <i>Hermitage,</i>		State: <i>TN</i>	Zip Code: <i>37076</i>
Primary Agency Contact	Primary Contact Phone	Primary Contact Email	
<i>Sharon Gregory</i>	<i>615-883-3938</i>	<i>sharon@hume.org</i>	
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email	
<i>Hermitage UMC</i>	<i>615-883-3918</i>	<i>Sharong@hume.org</i>	

**GENERAL**

The following emergency numbers are readily available to all staff and located at each agency phone location:

Fire Department	<i>615-327-1300</i>
Police Department/Sheriff's Office	<i>615-862-8600/615-862-8170</i>
Ambulance/Fire Squad	<i>911</i>
Poison Control Center	<i>615-936-2034</i>
911 or local equivalent	
Local Emergency Management	<i>615-741-0001</i>
DCS Child Abuse Hotline	<b>(877) 237-0004</b>
DHS Child Care Complaint Hotline	<b>(800) 462-8261</b>

If necessary, following an evacuation we will relocate to:

Relocation Site Name:	<i>McKendree Village</i>
Relocation Site Address/Location:	<i>4347 Lebanon Rd. Hermitage, TN 37076</i>
Phone Number to call at Relocation Site:	<i>615-871-8200</i>

In the event of an emergency, **designated relocation and evacuation routes are posted** in the following places:

<i>In our emergency preparedness plan manual, our website</i>
<i>www.hume.org and in classrooms</i>

In the event of an emergency, our **procedure for parent notification** is:

Remind Text Messaging System  
Facebook Parent Page  
WSMV or WKRN

Unless otherwise specified, following an emergency our **reunification plan for children with families** is:

Use Remind Text Messaging system to notify families of relocation destination

If we are instructed by emergency personnel to relocate to a temporary shelter, our **transportation plan** is:

Church Bus (out of area)  
Walk (in area)

Potential risk(s) specific to our location may include:

Tornadoes & Floods

Provisions for a range of possible events that the Emergency Preparedness Plan must include, but are not limited to:

**FIRES**

Our fire alarm signal is:

Loud Beeping Sounds

Our all-clear signal is:

Director & Office Assistant letting teachers know it is safe to reenter the building. This is done by Remind Text Message or in person.

If necessary, the person(s) who will shut off utilities using clearly written instructions posted at each utility control or shut off point will be:

Primary: Brad Stephens Alternate: Joey Parker

There are two (2) evacuation routes from every room and the routes are posted in each room. To ensure that all children are safely evacuated and accounted for, our evacuation procedure is:

When alarm sounds, exit in a calm & orderly fashion - Staff take personal cell phones, emergency tote, shut classroom doors, check bathrooms to ensure all children are accounted for. Check by names (class roster) and head count. Follow evacuation route out of the building - extra staff will assist the classroom they are closest to.

If required, the temporary shelter is located at:

Name of Shelter: Dodson Chapel Childcare (615-883-5307)  
Address/Location of Shelter: 4250 Andrew Jackson Parkway Hermitage, TN 37076

Following an evacuation, the check-in station where parents may pick-up their children is located at:

Church Sanctuary

We have informed and trained staff on the location and use of fire extinguishers. The frequency at which all fire extinguishers are regularly inspected is:

Annually

The frequency at which all smoke detectors and/or fire alarms are regularly inspected is:

Monthly (Smoke detectors) / Yearly (fire alarms)

## TORNADOS/SEVERE WEATHER

We receive warnings of severe weather using:

Weather apps/Emergency weather radio (NOAA)

The designated **safe gathering location** inside the building is:

In the hallways (Family Life Center)

Staff are trained to move children from outdoors to indoors immediately. **To alert staff** without alarming children, we:

Use our text messaging system (Remind) for staff only.

Severe weather procedures are posted at the following locations:

Emergency - check status of battery powered radios, flashlights,  
back up lighting & power  
On our website for HUM School (Procedures & Policies)  
Communicate often with staff and families

## EARTHQUAKES

Children and staff know how to crouch, protect to their heads and necks, and hold on. If inside, everyone should shelter under tables and cover their heads. If outdoors, everyone should stay outdoors and avoid trees, fences, power poles/lines, and other potential falling debris.

After an earthquake, our plan is:

to stay where we are at until the situation is assessed and it has  
been deemed safe for children and staff to return to their  
classrooms.

## CHEMICAL SPILLS & HAZARDOUS MATERIALS

To receive notifications of hazardous materials incidents, we: *would receive desktop alerts or church office would let us know,*

In the event of a hazardous materials incident, our response plan is: *to rely on church office or TEMA to let us know what kind of spill it is and to further advise us if we need to stay in our building.*

Our plan to ensure all children are in a safe place is:

*Follow guidelines from the office of emergency management as to whether we need to evacuate. If so, by foot or out of area.*

If necessary, the person(s) who will shut off the HVAC using clearly written instructions posted at the HVAC control will be:

Primary: *Brad Stephens*

Alternate: *Joey Parker*

## FLOODS

To determine if our facility is in a flood plain, we have contacted:

*Tennessee Emergency Management Agency (TEMA)*

To receive flood warnings, we have:

*weather app + weather radio (NOAA)  
social media + tv station*

To alert staff without alarming children, our response plan is:

*Text message to staff*

We have a supply of water in the event water service is interrupted. When evacuating, the precautions we will take include:

Bring emergency backpacks

If necessary, the person(s) who will shut off utilities using clearly written instructions posted at each utility control or shut off point will be:

Primary: Brad Stephens Alternate: Joey Parker

**LOCKDOWN OR LAW ENFORCEMENT EMERGENCIES**

In a law enforcement emergency or other event requiring our facility to enter a lockdown, children will be moved to designated safe area locations in our facility and out of view. The designated safe area locations in our facility are:

Children will go into their classrooms. Teachers will have them engage in quiet activities in a corner away from the windows. Lights will be turned off and doors are locked (Make sure!) Director will send text message when all clear.

We will immediately contact the following authorities:

Police - 911

The person(s) who will secure facility entrances/exits in a lockdown will be:

Church office - Secretary  
HUMS - Director & Office assistant

To avoid alarming children, the code we have established for law enforcement emergencies is:

Lockdown ~ Hide & Seek

## BOMB THREATS

All staff understands that only law enforcement personnel should check the building for bombs. In the event of a bomb threat, our procedure is:

Evacuate the building

Do not touch any suspicious packages or objects-

Avoid running or anything that could cause vibrations in the building

Avoid use of cell phones + 2 way radio's

To alert staff without alarming children to evacuate the facility, we:

Use Remind text messaging to staff and inform them of the situation.

If it is safe to evacuate the building, we will notify parents after gathering at the following safe place:

Using Remind text messaging text parents letting them know

where our safe place is. Confer with police regarding evacuation

Signs placed on doors for parents to see if they stop by HOMS.

## SHELTER IN PLACE

When events require a shelter in place response, our procedure includes:

Gather everyone inside, shut down ventilation system (Brad)

Close doors - lock windows + doors - gather children, staff and any visitors

in rooms with the fewest doors and windows toward center of the building

Bring attendance sheets, first aid kits and emergency bags/supplies

Account for all children, staff and visitors. Close off non-essential rooms

Close as many interior doors as possible. Monitor radio for information

and emergency introductions. Phone out of area contact.



We have a supply of water in the event water service is interrupted. When evacuating, the precautions we will take include:

Before leaving, confirm attendance by taking a roll call of the children and staff. Bring sign/out sheets to the evacuation site. The office assistant will bring the box with emergency cards, the aides will grab our emergency backpacks. After exiting the building a 2nd roll call will be conducted. Nobody should return to the building unless cleared to do so.

If necessary, the person(s) who will shut off utilities using clearly written instructions posted at each utility control or shut off point will be:

Primary: Brad Stephens      Alternate: Joey Parker

### LOCKDOWN OR LAW ENFORCEMENT EMERGENCIES

In a law enforcement emergency or other event requiring our facility to enter a lockdown, children will be moved to designated safe area locations in our facility and out of view. The designated safe area locations in our facility are:

or leave agreement if have to leave our building →

Off premises - McHenry Village, Dodson Chapel  
out of city - Grace United Methodist Church or Donegan Church of Christ

lock down situation

\* We would move children to second floor youth room, there are no windows and the door locks. If we do not have time for that, teachers would keep children in the room with the door locked, lights out, blinds closed & children in corner away from windows.

We will immediately contact the following authorities:

911 - police

The person(s) who will secure facility entrances/exits in a lockdown will be:

The Southwing Aide and The Kirby Aide are responsible for locking entrance/exit doors, if they are open. Typically they remain locked throughout the day.

To avoid alarming children, the code we have established for law enforcement emergencies is:

Hide & Seek

**EPP RESOURCE – INDIVIDUALIZED ACCOMMODATION PLAN FOR CHILDREN WITH SPECIAL NEEDS (Including infants and toddlers, children with disabilities, and children with chronic medical conditions. Attach additional pages/details as necessary.)**

**Child Name:**

There are no children with special needs in our program at this time.

See attached for when needed.



*A Preschool Ministry for Young Children*

## **An Individualized Care Plan for Children with Special Needs in an Emergency**

This care plan should include the following information:

- Contact information for families, doctors, including important sub-specialists
- Medical condition(s) or behavioral concern(s)
- Allergies
- Medication(s)
- Medical procedure(s)
- Special diet
- Special instructions for classroom accommodations for play, nap, toileting, outdoor activity or transportation
- Special equipment or supplies
- Special training or instruction staff may need

This care plan should be updated to note any changes in the child's medical condition or routinely whenever the child has a routine checkup.

The child's current weight is important for EMS providers to determine medication dosages in an emergency. Make sure to put an \* by the person that should be contacted first and that person's phone number. Parent/Guardian must sign a consent form. This gives consent for health care providers to communicate with the child care provider about the care plan.

The American College of Emergency Physicians and the American Academy of Pediatrics have developed a separate form to collect information needed by EMS and emergency health care providers to take care of a child who is new to them. It summarizes the child's medical history. The child's health care professional should decide whether the child needs this form and then complete it.

Children with some conditions might need special arrangements that other children in the program do not require. With parent consent, the program should post a written list of allergies in the child's classroom. Some children receive medications only at home for chronic conditions. In the event of an emergency, child care providers must be able to tell health care providers about all the medications a child receives.

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# Care Plan for a Child with Special Needs in Child Care

Today's Date \_\_\_\_\_

Full Name of Child	Birth Date	Child's Present Weight
Parent's/Guardian's Name (Please * first person to contact.)	Cell/Home/Work Phone #	Signature for Consent*
Emergency Contact Person (Name/Relationship)	Cell/Home/Work Phone #	* Consent for health care provider to communicate with my child's child care provider to discuss information relating to this care plan.
Primary Health Care Provider.	Emergency Phone #	Authorization for Release of Information Form completed? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Specialty Provider	Emergency Phone #	Emergency Information Form for Children With Special Needs completed? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Specialty Provider	Emergency Phone #	Specialty Care Plan(s) completed? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Allergies <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify.		
Medical/Behavioral Conditions		
Needed Accommodations: (Please describe accommodation and why it is necessary.)		
Diet/Feeding		
Classroom Activities		
Nap/Sleep		
Toileting		
Outdoor or Field Trips		
Transportation		

<b>Recommended Treatment</b>	
Medications to be Given at Child Care <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, Medication Administration Forms completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specify medications on Medication Administration Forms.	
Medications Given at Home <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please list in additional information section or attach info.
Special Equipment/Medical Supplies <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please list in additional information section or attach info.
Special Staff Training Needs <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please list in additional information section or attach info.
Special Emergency Procedures <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please list in additional information section or attach info.
Other specialists working with this child <input type="checkbox"/> No <input type="checkbox"/> Yes	
Parent/legal guardian Signature Acknowledging Review of Above Information	
Additional Information/Comments on Child, Family, or Medical Issues	Additional Information Attached <input type="checkbox"/> No <input type="checkbox"/> Yes
Health Care Provider's Signature	Health Care Provider's Name Printed

# CONTINUITY OF OPERATIONS

Immediately following an emergency, the following actions will be taken to assess event impact and determine how, if at all, to maintain continuity of operations:

Depending on the emergency, the police or fire dept. would be able to assess the impact to determine if or when we could return.

All staff are trained annually on this Emergency Preparedness Plan. This Emergency Preparedness Plan is reviewed monthly. Review and training documentation is located at:

HUM School Office in a binder clearly marked. / Training beginning school year then monthly

Fire drills are conducted every month. (If applicable, alternate monthly drills are conducted to cover each shift.) A drill other than fire is conducted once every six (6) months. Practice drills are conducted to simulate (as closely as practicable) conditions of a real emergency. Documentation of drills is located at:

Kirby Building posted on the Parent Board

Our plan to safeguard records is:

to scan them, download to my computer and back up on flash drive monthly.  
Make copies of all records - Director will keep at home

Parents/Guardians for all children have been informed of this Emergency Preparedness Plan. In developing this plan, we have consulted with:

Metro Nashville Fire Department  
Tennessee Emergency Management Team

<b>This Emergency Plan was adopted by our agency on and will be reviewed one (1) year from:</b>	<b>Date:</b>
Owner/Director Name Signature: Sharon Gregory	Feb. 6, 2024