

2024-2025



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
 - Tornados
 - 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:

<input checked="" type="checkbox"/> Nearest Hospital Emergency Room	<input checked="" type="checkbox"/> Police Department and/or Sheriff's Office
<input checked="" type="checkbox"/> Ambulance or Rescue Squad	<input checked="" type="checkbox"/> Local Emergency Management Agency
<input checked="" type="checkbox"/> Poison Control Center	<input checked="" type="checkbox"/> Fire Department
<input checked="" type="checkbox"/> Department of Children's Services	<input checked="" type="checkbox"/> Department of Human Services
Child Abuse Hotline	Child Care Complaint Hotline
<input checked="" type="checkbox"/> 911 (or equivalent)	
- Emergency contact information for parents/guardians readily available to staff and maintained in a portable travel format
 - Includes work, home and cell phone numbers



Tennessee Department of Human Services
Child Care Agency Emergency Preparedness Plan Template

In consultation with local authorities and local emergency management, child care agencies shall develop a written multi-hazard plan to protect children in the event of emergencies as required by T.C.A. § 71-3-517. This template is intended as a guide to ensure basic requirements of a proper emergency preparedness plan are addressed. The typical plan may include more detail.

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>Brenda Dye</i>	<i>(615) 883-3938</i>	<i>brenda@humc.org</i>
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
<i>Hermitage UMC</i>	<i>(615) 883-3918</i>	<i>Michelle@humc.org</i>

GENERAL

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

Fire Department	<i>615-327-1300</i>
Police Department	<i>615-862-8600</i>
Sheriff's Office	<i>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	(877) 237-0004
DHS Child Care Complaint Hotline	(800) 462-8261

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 and on our website (HUM School)</i>
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In the event of an emergency, our procedure for parent notification is:

Text Messaging System (Dojo)
Facebook Parent Page
WSMV or WKRN
Call them
Email Them

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

Use Dojo text messaging system to notify families of re-location destination.

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

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

Potential risk(s) specific to our location 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 sound

Our all-clear signal is:

Director & Office Assistant letting teachers know it is safe to re-enter the building

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 615-525-0424 Alternate: Joey Parker 615-330-1726

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 and 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: * (This is our sister school)

Name of Shelter: Dodson Chapel UMC 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:

The 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 Dojo Text Messaging System for Staff only
Text or Email

Severe weather procedures are posted at the following locations:

Emergency - check status of battery powered radios, flashlights, backup 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
(Possibly TEMA)*

In the event of a hazardous materials incident, our response plan is:

*To rely on office of emergency management to let us know what kind
of spill it is and to further advise us if it is OK to stay in our building
or leave.*

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

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

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

Text message to staff or Email Staff

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

bringing 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

LAW ENFORCEMENT EMERGENCIES

In the event of any law enforcement emergency, children will be moved to the safest location in our facility. We will immediately contact:

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. Director will send text message when all clear.

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

Lock down - 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:

To evacuate the building

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

use our Dojo text to staff to 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 the Dojo text to parents letting them know our safe place

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:

in law enforcement if have to leave our building ->

Off premises - McHendree Village
out of city - Grace United Methodist Church or Donebon 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.

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

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:

Do not touch any suspicious packages or objects - Avoid running or anything that would cause vibrations in the building -
Avoid use of cell phones & 2 way radios -

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

Send out a text message through the Dojo Text messaging system.

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

Confer with police regarding evacuation - If evacuation is necessary follow evacuation procedures;

Signs will be placed on doors & we will alert parents through text & our Facebook parent page - could notify local tv channels.

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 ~~supplies~~ 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 instructions. Phone out of area contact,

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:

Conduct a damage assessment process as soon as possible with consideration given to the safety & security of those making the assessment.

Involve children & families in restoration activities where possible to provide closure to the disruptive event and return to normal activities

Beginning of school year →

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

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 Parent Board

Our plan to safeguard records is:

to scan them, download to my computer and backup on flashdrive monthly, make copies of all records - director will take 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

This Emergency Plan was adopted by our agency on and will be reviewed one (1) year from:

Date:

Owner/Director Name Signature.

Brida Deje 8/29/24

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 pages for our plan 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.

INDIVIDUAL PLANS ACCOMMODATING CHILDREN WITH SPECIAL NEEDS

(attach additional pages/details as necessary)

Have a care plan include: contact info for families, doctors, medical conditions or behavioral concerns, allergies, medications, medical procedures, special diet, special instructions for classroom, accommodations, play, nap, toileting, outdoor activity or transportation, special equipment or supplies, special training or instructions staff

Update care plan to note changes
Need to include child's weight for EMS providers

Make sure to have consent form

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

In this book (Emergency Preparedness Plan for HUM School)

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:

In DHS Licensing Documentation Book in Office + on our Parent Board

Our plan to safeguard records is:

They are in metal filing cabinets in the HUM School Office

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

TEMA + MNFD

This Emergency Plan was adopted by our agency on and will be reviewed one (1) year from:

Date: 8/24/2021

Owner/Director Name Signature:

