

**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:
  - ☒ 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: <u>HUM School for Little People</u>			
Street Address: <u>205 Belinda Dr</u>			
City: <u>Hermitage</u>		State: <u>TN</u>	Zip Code: <u>37076</u>
Primary Agency Contact	Primary Contact Phone	Primary Contact Email	
<u>Brenda Dyer</u>	<u>615-883-3938</u>	<u>brenda@HUMC.org</u>	
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email	
<u>Herm UMC</u>	<u>615-883-3918</u>	<u>jocoy@Hume.org</u>	

## GENERAL

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

Fire Department	<u>615-327-1300</u>
Police Department/Sheriff's Office	<u>615-862-8600</u>
Ambulance/Fire Squad	<u>615-862-8170</u>
Poison Control Center	<u>800-222-1222</u>
911 or local equivalent	<u>911</u>
Local Emergency Management	<u>615-741-0001</u>
DCS Child Abuse Hotline	<u>(877) 237-0004</u>
DHS Child Care Complaint Hotline	<u>(800) 462-8261</u>

If necessary, following an evacuation we will relocate to:

Relocation Site Name:	<u>Mc Kendree Village</u>
Relocation Site Address/Location:	<u>4347 Lebanon Rd Herm. TN 37076</u>
Phone Number to call at Relocation Site:	<u>615-871-8200</u>

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

<u>In our Emrg Preparedness Plan Manual and</u>
<u>on our website</u>
<u>www.HUMC.org</u>

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

Text Message System (Dojo)  
Face Book / Parent Page  
WSMV or WKRN  
Call Parents / Guardians  
E-mail " " "

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

Use Dojo 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 or Walk  
(out of area) (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 Sound

Our all-clear signal is:

Director + Office Assistant letting teachers know it safe to re-enter 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 615-535-0424 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, emg bag, make sure to shut classroom door, check bathrooms to ensure all children are accounted for, Do name to face roll call + head count. Follow evacuation exit out of building.

If required, the temporary shelter is located at:

615-883-5307  
(This is our Sister School)

Name of Shelter: Dodson Chapel UMC Childcare

Address/Location of Shelter: 4250 Andrew Jackson Hwy Hem, TN

Following an evacuation, the check-in station where parents may pick-up their children is located at: 37076

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 Alarm)

## 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 Hallway / 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, back up lighting  
On our Website for Hum School (policies + procedures)  
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:

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

Desk top 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:

Following guidelines from the office of Eng. 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 Stations

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

Text 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

## 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:

If we have to leave the building

off premises McKendree Village

Lockdown Situation

Out of City/Area

We would move children to the second floor (upstairs!) (NO windows & The Doors Lock)

Grace United Methodist  
Dorothy Church of Christ

We will immediately contact the following authorities:

911 - Police

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

The Kirby & Southwing Area are responsible for locking entrance and 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:

To evacuate the building

Do not touch any suspicious packages or objects / Avoid running or anything that would cause vibration in the building.  
Avoid use of Cell Phones + 2 way radios

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

Use our Dojo App for 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:

Use our Dojo App to let them know of our safe place / Place signs on Doors of relocation spot.

## SHELTER IN PLACE

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

Gather everyone inside - Shut down ventilation system (Brady) Close Doors lock windows + doors  
Gather children staff and any visitors or guest in room near the fewest windows. Account for all children  
Bring FA Kit, Role Sheet, Evg Bag, ETC.  
Monitor radio for information and emergency instructions.



## 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 and families in restoration activities where possible to provide closure to the disruptive event and return to normal activities.

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

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 Post on Parent Board

Our plan to safeguard records is:

Scan them, download to my computer and backup flash drive monthly. Make copies of all records for Director to take home.

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

Metro Nash 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:

Bread Sp 11/1/2025