



Emergency Response Plan

TO BE USED IN CASE OF AN EMERGENCY

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- 1. Intruder/Hostage**
- 2. Missing Child**
- 3. Contamination/Chemical Spill**
- 4. Threatening Call/Bomb Threat**
- 5. Suspicious/Hazardous Objects**
- 6. Medical Crisis/Emergency**

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- 7. Earthquake/Building Collapse**
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Emergency Numbers

STAY CALM

1. Intruder/Hostage

Implement Safe-Place Plan

Call 911 or Emergency Number: _____

Follow direction from emergency personnel

2. Missing Child

Conduct search of immediate surroundings

Call 911 or Emergency Number: _____

Notify Parent

3. Contamination/Chemical Spill

Monitor on local radio or television.

Assess danger at your location.

Implement your Shelter-In-Place Plan or Emergency Closing Plan, if needed.

Stay inside until local officials determine it is safe to leave.

4. Threatening Call/Bomb Threat

Record the Threatening Call as accurately as possible:

- ✓ Write down exact words used, if possible
- ✓ Note Caller ID if available
- ✓ Caller characteristics (i.e. gender, age, accents) and background sounds

Call 911 or Emergency Number: _____

Follow Instruction from Emergency Personnel

5. Suspicious/Hazardous Objects

DO NOT MOVE OBJECT

Isolate any person who touched the object; have them wash skin thoroughly with soap and water

Implement Evacuation Plan if necessary

Call 911 or Emergency Number: _____

Follow Instruction from Emergency Personnel

6. Medical Crisis/Emergency

Assess injuries (triage)

Provide life-saving first aid

Call 911 or Emergency Number: _____

Follow Instructions from Emergency Personnel

Continue providing first aid until assistance arrives

Clear the area prior to the arrival of emergency personnel

Implement emergency closing, evacuation, and/or relocation plans, if needed in the event of a pandemic illness

7. Earthquake/Building Collapse

Take Cover to protect from falling objects

Implement Evacuation Plan if necessary (building safety is in question)

Gather staff and children and take attendance

Assess for medical injuries and facilities damage

Continue providing first aid until assistance arrives

Call 911 if Emergency services are needed (injury, fire, police)

Implement Relocation of Emergency Closing Plan, if needed.

8. Severe Weather/Flood

Monitor announcement of severe weather or flood warnings on weather radio

Assess danger to your location

Implement Emergency Closing Plan, if necessary

Call Emergency Numbers, if immediate aid is needed

Implement Evacuation or Safe Place Plan, if necessary

Implement Relocation Plan, if needed

9. Fire

Structure Fire

Monitor for smoke alarm, smoke, or flames

Implement Evacuation Plan

Call 911 or emergency personnel

Follow the direction from emergency personnel

Implement Emergency Closing or Relocation Plans, if needed

Wildfire

Monitor for announcement of wildfires on a weather radio

Assess danger to your location of urban or wildfires

Implement Emergency Closing Plan, if necessary

Call Emergency Numbers if immediate aid is needed

Implement Evacuation or Shelter-In-Place Plan, if needed

Implement Relocation Plan, if needed

10. Power/Utility Failure

Locate Emergency Supplies

Implement Evacuation Plan, if gas smell or other safety hazard is present inside

Or

Implement Shelter-In-Place, if gas smell or other safety hazard is present outside

Call 911 or emergency number _____, if in immediate danger

Call Utility Provider to report outage (see numbers on emergency phone list)

Implement Emergency Closing Plan or Relocation Plan if unable to stay in the building until normal closing

Evacuation Plan

Take Emergency Backpack

Leave building by:

Responsibilities:

Call 911:

Make sure all children exit:

Other steps:

Gather at:

Take Attendance

Contact Parents

Relocation Plan

Neighborhood site

Address:

Contact Name:

Phone:

Access Information:

Out-of -Neighborhood Site

Address:

Contact Name:

Phone:

Access Information:

Emergency Transportation Plan:

Special Considerations for Transportation:

Safe Place Plan

Safe-Place from intruder:

Safe-Place from severe weather:

Safe-Place from:

Lock doors and windows

Close drapes, curtains, and shades

Call 911 or emergency number:

Provide location to and follow instructions from emergency personnel

Access emergency supplies for snacks or activities, if needed

Shelter-in-Place Procedure

Seal Room

Close and lock all the doors and windows to the outside

Turn off all heating systems by:

Turn off all air conditioners and switch intakes to the closed position by:

Turn off exhaust fans in and by:

Seal gaps around window-type air conditioners in:

Close all fireplace dampers by:

Close as many internal doors as possible

Use tape and plastic to cover and seal fireplaces, bathroom exhaust, range vents, dryer vents, and other openings to the outdoors to the greatest extent possible

Seal any obvious gaps around external windows and doors

Close drapes, curtains, or shades for additional protection

Supplies for sealing out air are located:

Wash the inside air

If the vapors begin to bother the staff and children, hold wet cloths or handkerchiefs over the nose and mouth

Water and cloths are located:

For a higher degree of protection, go into the bathroom(s), close the door(s) and turn on the shower(s) in a strong spray to “wash” the air.

Access Emergency Supplies for snacks and activities, if needed.

Emergency Closing Plan

DECIDING NOT TO OPEN FOR THE DAY:

This Child care will close when:

The decision to close will be made by (time):

Staff will be informed by:

Parents will be informed by:

The Child care will re-open when:

DECIDING TO CLOSE (AFTER OPENING) PROCEDURE:

This child care will close when:

Staff will be informed by:

Parents will be informed by:

The Child care will re-open when:

Additional Notes:

EMERGENCY NUMBERS

NAME/COMPANY	CONTACT NAME	PHONE NUMBER
FIRE		
POLICE		
AMBULANCE		
POISON CONTROL		1-800-222-1222
Health Care Consultant		
Oil Company		
Gas Company		
Electric Company		
Water Company		
Electrician		
Plumber		
Snow Removal		
Child Protective Services		1-800-452-1999
Child Care Licensing		1-800-791-4080
Relocation Site		
County Emergency Management		
Local Emergency Management Maine Emergency Management Agency		1-800-452-8735
Closing Announcement		
Maine CDC Disease Reporting		1-800-821-5821
Regional Red Cross Chapter		
Insurance Company		
Bank		
Landlord		
Disaster Distress Help Line		1-800-985-5990

Our calling tree plan is:

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The staff call down roster is located:

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