

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**EMERGENCY PLAN G/FDC AND LEGALLY  
EXEMPT INFORMAL CHILD CARE**

**Instructions**

- This form can be used to meet the requirement that programs/providers submit an emergency plan to the Office of Children and Family Services (OCFS).
  - The plan must be reviewed with all child care providers, staff and parents/caretakers.
  - The plan must be maintained on file at the program.
  - Depending upon where your program is located, you may want to develop additional plans for special circumstances (weather, power plants, hazardous spills, etc.).
  - Your licensor, registrar or enrollment agency is available to provide assistance.
  - Additional information may be attached to this form.
- Check here if additional information is attached to this form.

Program/Provider Name:

CCFS Number:

This plan is meant to cover your basic response to emergencies that may arise at the child care site. Although this plan addresses responses to specific types of events, the intent is that the program/provider has the capability to notify parents/caretakers of any emergency and take action to protect the health and safety of children in care.

**Emergency Services**

The following numbers will be used to report fires and other emergencies. The Emergency and Poison Control numbers will be posted on or next to the phone(s).

Emergency	Poison Control	Backup Numbers <i>(if applicable)</i>		
		Fire	Police	Ambulance
911	1-800-222-1222	(   )   -	(   )   -	(   )   -

**Evacuation**

**In the event of a fire or other emergency requiring evacuation**

- ✓ **Children and adults in the home will be made aware of the emergency using**  
(check all that apply):
  - Pull stations
  - Smoke/heat/carbon monoxide detectors
  - Yelling "fire" or "danger, get out"
  - Other: \_\_\_\_\_

**Evacuation (continued)**

**The safe evacuation of children is the PRIORITY. All child care providers and staff are trained on methods to evacuate. Following notification of an emergency requiring evacuation:**

- ✓ Program staff and providers will remain calm and account for all children.
- ✓ All children, providers and staff will be evacuated from the home.
- ✓ Fire extinguishers will be used if needed to safely evacuate the home.
- ✓ Doors will be closed when possible to reduce the spread of flame and/or smoke.
- ✓ Emergency Services will be alerted by calling 911 or other applicable numbers from a safe place.
- ✓ Name to face attendance will be taken after leaving the home and before moving to another location.
- ✓ Programs/Providers and staff will bring the attendance record, parent contact information and emergency supplies if safety and time allows.

Other: \_\_\_\_\_

**These may occur out of order or simultaneously depending on conditions, personal safety, available adults, and needs of children.**

**Evacuation will consist of (check one):**

- Full Evacuation
- In multi-level buildings, the program will follow the Building Fire Safety Plan that has been approved by (must check at least one):
  - Approved by fire department
  - Approved by codes official

The Building Fire Safety Plan is the following:  
(you must write out plan here or attach it to this form):

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**Method of Evacuation**

All the children will be evacuated from the home. The following will be used to assist in the evacuation of children (check all that apply):

- Carrying children
  - Stroller
  - Wheelchairs (based on medical/developmental need)
  - Walk
  - Evacuation cribs
- Other \_\_\_\_\_
- 
- 
-

**Evacuation (continued)**

**Evacuation Exits and Meeting Places:**

The following exits and meeting places meet regulatory requirements and will be used during an evacuation. Exits reflect the Emergency Evacuation Diagram for the program. The meeting places have enough room for the adults and children to assemble, are out of the path of emergency vehicles, are a safe distance from the home, and will be kept clear of snow, ice, water and mud when the program is in operation.

Primary Exit (required)	Meeting Place
Secondary Exit (required)	Meeting Place
Other Exit (optional)	Meeting Place

**Evacuation Supplies \***

All programs/providers and staff will be aware of the location of the evacuation supplies. **The following items will be taken from the site, as time and safety allow** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Emergency contacts <b>OCFS-LDSS-0792 Day Care Registration</b> forms (Blue Cards) | <input type="checkbox"/> Medications (if applicable) |
| <input type="checkbox"/> Coats   | <input type="checkbox"/> Phone                       |
| <input type="checkbox"/> Emergency supplies  | <input type="checkbox"/> Shoes                       |
| <input type="checkbox"/> Flashlight  | <input type="checkbox"/> Children's bags             |
| <input type="checkbox"/> Food and water (and infant bottles if applicable)                                 | <input type="checkbox"/> Children's security items   |
| <input type="checkbox"/> Infant supplies (if applicable)   | <input type="checkbox"/> Other: _____                |
|  | <input type="checkbox"/> Other: _____                |

**\*Optional for legally exempt providers**

### Relocation

If the emergency prohibits re-entry to the premises, the following emergency relocation sites will be used (two required). Sites are suitable to use safely and comfortably for a few hours. Individuals at the sites have agreed to allow use of the space in an emergency.

Primary emergency relocation site (required): \_\_\_\_\_

Address: \_\_\_\_\_

Transportation to this site will require the following:

- Walking
- Car
- Bus
- Other: \_\_\_\_\_

Secondary emergency relocation site (required): \_\_\_\_\_

Address: \_\_\_\_\_

Transportation to this site will require the following:

- Walking
- Car
- Bus
- Other: \_\_\_\_\_

Additional emergency relocation site (optional): \_\_\_\_\_

Address: \_\_\_\_\_

Transportation to this site will require the following

- Walking
- Car
- Bus
- Other: \_\_\_\_\_

### Shelter in Place

The program/provider will initiate in-place procedures in response to an emergency where it is safer to remain in the home than to evacuate. Examples of situations that might lead to sheltering in place include a chemical or biological spill, public disturbance, extreme weather, or a rabid animal outdoors. The safest space for sheltering in place will be determined based on the situation. The program will follow any recommendations made by emergency services. When Shelter in place is implemented, it will include some combination of the following:

- Staying indoors
- Closing all windows
- Closing all window shades
- Locking all doors and windows (lockdown)
- Remaining in a room away from windows
- Moving children and adults to an interior space with no/minimal windows
- Remaining in a room away from windows
- Turning off heat and air conditioning systems
- Other \_\_\_\_\_

The following spaces will be used when the program shelters in place:

Primary Space (required): \_\_\_\_\_

Secondary Space (required): \_\_\_\_\_

Additional Space (optional): \_\_\_\_\_

**Shelter in Place Supplies \***

A variety and sufficient quantity of supplies including non-perishable food, water, first aid and other safety equipment is on site. All providers and staff are aware of and have access to these supplies. These supplies consider the potential need for children to remain at the site for an overnight stay and are of sufficient quantity for all children in care. The program will maintain the following supplies:

**Required**

- ✓ Emergency contacts/**OCFS-LDSS-0792 Day Care Registration** forms (Blue Cards)
- ✓ First Aid kit
- ✓ Flashlight
- ✓ Food and water
- ✓ Phone
- ✓ Toileting/diapering supplies
- ✓ Medications (if applicable)
- ✓ Infant supplies (if applicable)

**Recommended, but optional**

- Extra batteries
- Games and books
- Materials to cover windows and vents, if needed
- Radio
- Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**\*Optional for legally exempt in-home providers**

**Shelter in Place**

The supplies will be stored in the following location: \_\_\_\_\_

Emergency supplies are required to be reviewed during the shelter-in-place drills. Supplies will be inspected for condition, quantity, expiration dates, and in consideration of the age, number and needs of the children with the following frequency:

- Weekly
- Monthly
- Every 3 months
- Every 6 months
- At the time of shelter-in-place drills

**Attendance**

Supervision of children and being able to account for all children are priorities before and after the program evacuates, relocates or shelters in place. Identifying each child by name and comparing it against the attendance record is an important part of accounting for children in an emergency.

If an emergency occurs that requires the program to **evacuate, relocate or shelter in place**, providers and/or staff will take name-to-face attendance using the daily attendance record.

**Meeting the Emotional Needs of Children**

As time and the emergency allows, the program will offer the following:

- Reading
- Songs
- Games
- Quiet play
- Coloring
- Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Communication

### Communication with Parents:

If an emergency occurs that requires the program to **evacuate, relocate or shelter in place**, parents will be notified as soon as possible. Methods that will be used include the following (check all that apply):

- |   |                                       |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Notice on the door ( <u>required</u> for relocation unless unsafe to do so) | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Notice on the door (other emergencies)   | <input type="checkbox"/> Text         |
| <input type="checkbox"/> Email  | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Note sent home   |                                       |
| <input type="checkbox"/> Phone  |                                       |

### Communication with OCFS or Enrollment Agency:

Following an emergency that requires the program to **evacuate, relocate or shelter in place**, OCFS or the enrollment agency will be notified as soon as possible.

OCFS contact information	
<input type="checkbox"/> Name of the program's licensor, registrar or enrollment agency:	Phone (     )     -
<b>If licensor is part of an OCFS regional office, check the box for the corresponding regional office:</b>	
<input type="checkbox"/> <b>Albany:</b> serving counties of Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington	<b>(518) 402-3038</b>
<input type="checkbox"/> <b>Buffalo:</b> serving counties of Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming	<b>(716) 847-3828</b>
<input type="checkbox"/> <b>Long Island:</b> serving counties of Nassau and Suffolk	<b>(631) 240-2560</b>
<input type="checkbox"/> <b>Rochester:</b> serving counties of Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates	<b>(585) 238-8531</b>
<input type="checkbox"/> <b>Syracuse:</b> serving counties of Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins	<b>(315) 423-1202</b>
<input type="checkbox"/> <b>Westchester:</b> serving counties of Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester	<b>(845) 708-2400</b>
<input type="checkbox"/> <b>New York City:</b> serving the five boroughs of New York City: Bronx, Kings, Manhattan, Richmond, Queens	<b>(212) 383-1415</b>

## Reunification of Families

The process of ensuring that children return to the care of their parent(s)/caretakers as quickly and safely as possible after an emergency is a priority. Reunification will occur according to procedures for releasing children from care, and children will only be released to authorized individuals.

- When it is necessary to shelter in place, reunification will occur after emergency services have determined that it is safe for parents/caretakers to enter and exit the building.
- If an evacuation occurs, reunification will occur after all children have been accounted for and emergency services personnel have determined that it is safe for parents/caretakers to pick up children from the area and the program has established sufficient supervision and organization that the release of children follows normal procedures for the program or can be otherwise documented so that all children are accounted for.

- In the case of relocation, reunification will occur after all children have been accounted for and follows normal procedures for the program or can be otherwise documented so that all children are accounted for.
- If all children are not picked up after normal release procedures are followed, the following procedures will be followed:
  - All persons authorized to pick up the child will be contacted
  - Local law enforcement and/or Child Protective Services will be contacted
  - Other

## Conducting Drills

Program/provider will conduct drills. Drills are opportunities to practice and evaluate the plan and revise the plan as needed. A shelter-in-place drill does not require an overnight stay and typically requires no more than half an hour to complete. Parents will be notified in advance of shelter-in-place drills.

- ✓ **Evacuation drills will be conducted monthly for each shift of care (day, evening, night).** Children and adults in the home should be made aware of a drill in the same manner as they would be made aware of an actual emergency (except for notifying emergency personnel).
- ✓ **Shelter-in-place drills will occur twice per year**, which includes reviewing procedures and supplies. Parents must be notified in advance of drills.
- ✓ **A written record of evacuation and shelter-in-place drills** will be kept on file using the OCFS form or approved equivalent.

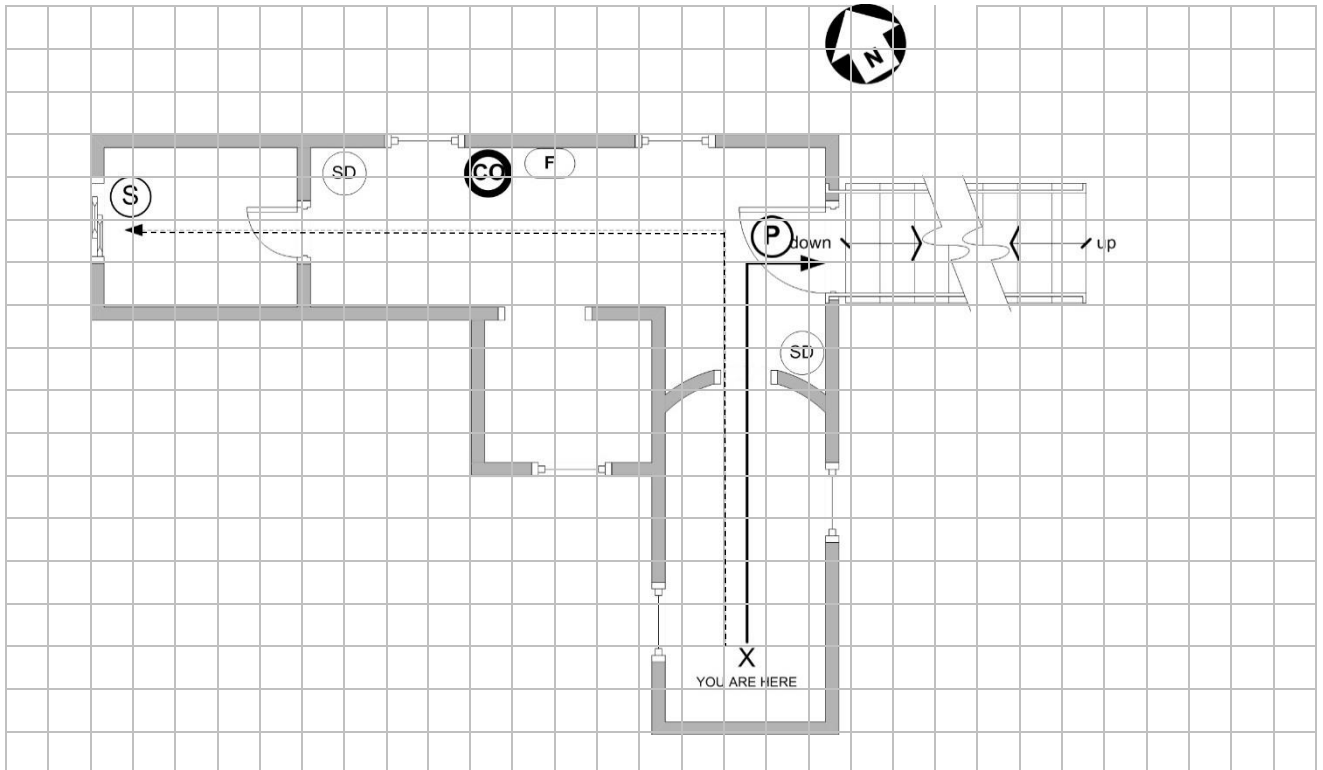
## Emergency Evacuation Diagram Guide

### Inside Floor Plan Guidelines

1. Duplicate the following page for each floor of the home.
2. Draw an outline of each floor of the home as if you are looking down through the ceiling.
3. Show the location of doors, walls and windows so that each room or space is bordered with a line.
4. Label items on the diagram using the symbols in the **Items Checklist** on this page.
5. Label the designated primary and secondary evacuation routes.
6. A copy of the evacuation diagram **MUST** be posted in a visible location.
7. It is recommended that a diagram be posted in each room approved for child care. Include the escape path from that room to the nearest exit.

Items Checklist		
	Item	Symbol
<input type="checkbox"/>	Carbon Monoxide Detector	(CO)
<input type="checkbox"/>	Smoke Detector	(SD)
<input type="checkbox"/>	Exit	(EXIT)
<input type="checkbox"/>	Fire Extinguishers	(F)
<input type="checkbox"/>	Primary Evacuation Route	P →
<input type="checkbox"/>	Secondary Evacuation Route	S - - - ->
<input type="checkbox"/>	Fire Escapes	(FE)
<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	You Are Here	X

### Sample Drawing





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## ***Emergency Evacuation Diagram***

### **Instructions**

- Duplicate this page for each floor of the home.
- Follow the guidelines on page 8 to draw your diagram.
- The diagram *must* be posted in a visible location; it is recommended that one be posted in each room approved for child care.

