

EMERGENCY PREPAREDNESS



MAKE A PLAN



BUILD A KIT



BE INFORMED

CHILD CARE EMERGENCY PREPAREDNESS TRAINING

1 CLOCK HOUR / .1 CEU

CHILD CARE EMERGENCY PREPAREDNESS TRAINING MANUAL – 2026 UPDATE

INTRODUCTION

This training manual provides a complete framework for creating, implementing, and maintaining a compliant Occupant Emergency Plan (OEP). These standards require all licensed childcare programs to maintain a written emergency plan, ensure staff are trained, practice drills, maintain emergency supplies, and protect children during all types of emergency events.

SECTION 1 — KNOW YOUR RISKS

- Identify natural disasters: tornado, hurricane, severe storm, flood, wildfire, winter storm, extreme heat.

What are the natural disasters that are most prevalent in your area? _____

- Identify man-made emergencies: chemical spills, industrial accidents, power outages, suspicious persons, bomb threats, missing children, custody conflicts, violent intruder, active shooter, vandalism, domestic disputes.

What is the procedure in your facility if a child is missing?

- Building-related risks: shared space with a church, office building, school, or gym; risks associated with landlord security protocols. If you have a center in your home – what are the risk of sharing this space with the preschool? Ex: Accidentally leave out the dog food or a broken glass on the weekend leaves class on the kitchen floor? If you share space with a church what are the risk? What are the risk you see for your facility?

- Neighborhood risks: proximity to prisons, highways, train tracks, chemical plants, floodplains. What is near you that could become a problem?

- Transportation risks: vans breaking down with children, accidents, mechanical failures.

What is your emergency plan if the van breaks down and children are on board:

- Medical emergencies: allergic reactions, seizures, diabetic episodes, playground injuries, choking events.

How do you handle these emergencies if you are alone? Where is the nearest phone or walkie talkie? Who do you call first? Where is your emergency kit located?

SECTION 2 — PLAN AHEAD

- Establish a written chain of command: Director → Assistant Director → Teacher-in-Charge (TIC) → Staff Lead.

What is your chain of command

:

- Identify who can activate lockdowns, evacuations, shelter-in-place procedures.
- Assign roles: who calls 911, who handles confrontation, who retrieves emergency kits, who counts children.

Establish two evacuation routes per room; routes must be posted at child and adult height.

- Establish two relocation sites: one walkable, one distant. Agreements must be renewed annually. Where are you location sites and how will you get there?

- Document walking routes and transportation needs if evacuation requires vehicles.

- Include procedures for infants, toddlers, and non-mobile children including evacuation cribs and mobility devices.

- Maintain a 72-hour survival plan including food, water, diapers, medications, first aid, comfort items. What items do you have in your 72 hour survival plan?

- Create field trip emergency procedures including emergency contacts, maps, first aid kits, communication devices.

- Prepare for staff personal emergencies—staff must designate family support so they can remain at the center if required.

SECTION 3 — EMERGENCY COMMUNICATION PLAN

- Maintain at least three emergency contacts per child.

- Update all emergency information quarterly.

- Maintain parent alert systems: text, call, email, app alerts, website updates.

- Establish nighttime or non-business-hour communication protocols.

- Establish how the center receives alerts from the county, city, and emergency management.

- Create a daily “Person in Charge” posting in the lobby. Called the TIC or Teacher in Charge.

- Maintain communication devices: walkie-talkies, radios, charged cell phones, battery backups.

- Establish media guidelines—only the Director or Owner may provide statements.

- Create an out-of-area contact person who can relay information if local systems fail.

SECTION 4 — PREPARE EMERGENCY SUPPLY KITS

- Emergency kits must include: first aid supplies, gloves, PPE, water, snacks, formula, diapers, wipes, blankets, flashlights, batteries, radios, comfort toys, medications, EpiPens, inhalers, emergency contacts.

- Kits must be inspected every 90 days and documented.
- Kits must be assigned to a “Kit Manager” with one backup person.
- Supplies must be stored in portable bags or bins near exits.
- Programs must store backup supplies at relocation sites when possible.

SECTION 5 — PREPARE STAFF, CHILDREN & FAMILIES

- Monthly fire drills required.
- Severe weather drills: 4 times per year.
- Lockdown drills: 4 times per year.
- Shelter-in-place drills: twice yearly.
- Relocation drills: once yearly.
- All staff must receive OEP orientation before working with children.
- Staff must receive ongoing training twice a year.
- Pediatric CPR & First Aid must be maintained and documented.
- Staff must know how to emotionally support children during and after emergencies.
- Parents must be informed of relocation sites, drills, and emergency updates.
- Programs must practice emergency contact verification with families.

NEW FOR 2026 — CLASSROOM COMPLIANCE CHECKLIST

- Updated evacuation routes posted.
- Daily TIC posting. If director is gone – this is the person who is in charge. TEACHER IN CHARGE
- Unblocked exits and two clear exit paths.
- Emergency bags fully stocked and accessible.
- Medication bags ready for immediate evacuation.
- First Aid/CPR certificates posted and current.

- Three emergency contacts per child—verified quarterly.
- Special needs plans updated and accessible.
- Emergency equipment labeled and visible.
- Staff roles posted inside each classroom.



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