

*This guide is intended to assist child care facilities with developing emergency/disaster action plans in accordance with MT ARM 37.95.124.*

**Provider Information / emergency phone numbers**

- Facility information: contact lists,
- Emergency documents: forms, and files

**1. Procedures for Staff Training and Practice Drills**

- Staff training plan
- Drill schedule and procedures

**2. Evacuation and Relocation Procedures**

- Exits, evacuation routes, directions to meeting point:
- Evacuating Infants and Toddlers:
- Procedures (who, what, where, when) \*

\*Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.

Include procedures for notifying emergency responders and parents or guardians.

Include reunification procedures

**Portable Emergency Kit:** for Evacuation

Short-term emergency kits should provide enough food, water, and other supplies to care for each child for 6 hours. This needs to be a portable kit. Large facilities should have one kit per classroom.

**Relocation site:**

Check with local emergency planning specialists to determine primary relocation site. Alternate relocation site recommended.

A facility should have an Memorandum of Understanding or written agreement on file allowing them to use the relocation site.

**Transportation Plan:**

Facilities may or may not be able to provide the transportation in the case of relocation but should be prepared to assist emergency workers in transporting children. Identify who will be responsible for the children during transport.

<http://usa.childcareaware.org/wp-content/uploads/2018/06/Emergency-Supply-Kit.pdf>

### 3. Lockdown or Shelter in Place Procedures:

- Identify the safe spaces within the building:
- Supplies for infants and children with special health needs:
- Procedures (who, what, where, when) \*

\*Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions. Include procedures for notifying emergency responders and parents or guardians. Include reunification procedures.

**Emergency Supplies:** 72-hour supply of food, water, blankets, and other supplies recommended. Refer to YIKES training and flip guide.

For more information: [https://www.cdph.ca.gov/Programs/EPO/Pages/BP\\_Individuals-and-Families\\_When-and-How-to-Shelter-in-Place.aspx](https://www.cdph.ca.gov/Programs/EPO/Pages/BP_Individuals-and-Families_When-and-How-to-Shelter-in-Place.aspx)

### 4. Continuity of Operation Procedures

In cases of emergency relocation, to accommodate continuity of services, Child Care Licensing will allow temporary modifications to rule, policy, and/or processes when necessary. Temporary operating standards must meet basic health and safety standards. Child care facilities who relocate because of a disaster or other emergency must communicate to Child Care Licensing a **Temporary Operating Plan** within 72 hours of relocation.

**Temporary Operating Plan** must include the following:

- Address of temporary facility
- Expected length of time at temporary location, if known
- Plan for any modifications to licensing requirements
- For Child Care Centers, current fire and health inspection information; if available

The licensing worker will work with the facility to ensure plans meet basic health and safety standards and will conduct an inspection of the temporary facility within 90 days.

**Temporary Operating Standard Policy CCL-020:**

<https://dphhs.mt.gov/Portals/85/qad/documents/LicensureBureau/ChildCare/CCL020EmergencyPlans.pdf?ver=2018-06-05-095927-143>

### Additional resources:

<https://www.childcareaware.org/our-issues/crisis-and-disaster-resources/>

<https://www.cdc.gov/childrenindisasters/schools.html>