

Module **1**

SECTION THREE



OPERATING A STRONG FAMILY CHILD CARE BUSINESS Steps to Becoming Licensed



Section 3.4 Emergency Plan

Learning Outcomes

After each activity, participants will be able to:

Activity 1

- Locate basic emergency plan information that needs to be submitted when applying to become a licensed family child care provider
- Describe the purpose of submitting basic emergency plan information when applying for a family child care license

Handouts

30. Emergency plan

Key Points

- Prior to the Department of Social Services (DSS) issuing a license, the applicant must submit a plan that describes how potential emergencies will be handled and identifies resources in case of an emergency.
- Providers are responsible for making sure that emergency plan information is updated and kept visible.

Activity #1

Learning Outcomes

- Locate basic emergency plan information that needs to be submitted when applying to become a licensed family child care provider
- Describe the purpose of submitting basic emergency plan information when applying for a family child care license

Materials Needed

Laptop & projector
Handout 30: Emergency Plan

Methodology: Lecture, audio-visual, discussion

Preparation

Distribute Handout 30 and set up the laptop/projector.

Activity

Direct participants to the bottom of the page, so the participants have it for future reference. Identify the source as LIC610A.

Facilitate a discussion that encourages participants to reflect on the information provided, as well as their own experience related to that information. For example:

- *Would you be able to give clear directions to your home during an emergency?*
- *Do you know where the Fire Dept., paramedics, Red Cross, nearest hospital, police, Poison Control, Office of Emergency Services, ambulance, and child protective services nearest you are located? Do you have their phone numbers handy?*
- *Have you called to inform these entities that their contact information has been included in your evacuation plan?*
- *How would you evacuate your house in case of an emergency? Where would you go? Are you expected at that relocation site?*

Key Points

- Prior to the Department of Social Services issuing a license, the applicant must submit a plan that describes how potential emergencies will be handled and identifies resources in case of an emergency.
- Once they are licensed, providers are responsible for making sure that the emergency plan information is updated and kept visible.

HANDOUT #30: EMERGENCY PLAN

SECTION OF FORM LIC610A	PURPOSE
LIFE THREATENING EMERGENCIES	Indicates the provider’s phone number and how to get to the provider’s home.
EMERGENCY NAMES AND TELEPHONE NUMBERS	Identifies other emergency resources that the provider may need, such as the Fire Dept., paramedics, Red Cross, nearest hospital, police, Poison Control, Office of Emergency Services, ambulance, child protective services.
FACILITY EVACUATION	Identifies the quickest exiting routes from each room and a safe gathering location.
TEMPORARY RELOCATION SITE	Identifies where to go if moving to a safe location is necessary.
UTILITY SHUT OFF	Indicates where the electric, gas, and water valves are and the phone numbers of the electric, gas, and water companies.
EQUIPMENT LOCATION	Indicates the locations of the fire extinguisher, the fire alarm, and the smoke and carbon monoxide detectors.
OTHER EMERGENCY EQUIPMENT	Identifies the location of the first aid kit, blankets, food and water, radio, etc.

LIC610A and instructions can be accessed at <http://www.dss.cahwnet.gov/Forms/English/LIC610A.PDF>