	West Virginia Department of Human Services
	Emergency Plan
	Family Child Care Homes, Informal/Relative Homes, and In-Home

Family Child Care Home Information				
Provider Name				
Physical Address				
	Street address			
		WV		
	City	State	Zip Code	Telephone Number

Emergency Telephone Numbers		
Name/Company	**Contact Person's Name**	**Telephone Number**
Fire		**911**
Police		**911**
Ambulance		**911**
Poison Control		
Gas Company		

Electric Company		
Water Company		
Electrician		
Plumber		
Child Protective Services		
Child Care Regulatory Specialist		

Relocation Site #1 (See Page 5 for details)		
Relocation Site #2 (See Page 5 for details)		
Red Cross		
Physician (s)		
Dentist (s)		
Hospital (s)		
Other:		
Other:		

Emergency Plan (2/2025)

Types of Disasters Most Likely to Occur In or Around the Program Area	
Disaster Type	**Describe how each disaster might affect the child care program**
Fire	
Flood	
Wildfire	
Severe Winter Weather	
Hazardous Material Spill	*(Listen for Emergency System on evacuation or shelter in place instruction)*
Hostage/Active Shooter	*(Listen for Law Enforcement instruction)*
Other:	
Other:	

Exit Locations

Post a floor plan showing exit path at each room exit. Attach a copy(ies) to this plan.	Exit path copies attached?	Circle one: Yes No

Utility Shut-off locations			
Name of Utility	**Location**	**Name of Utility**	**Location**
Electricity		Gas	
Water		**Other:**	

Disaster Plan Coordination **Name and Phone Number** **If the program regularly picks up children from other locations (schools, church programs etc.,) list phone numbers and contact names at the pick up location.**	
Local Emergency Management Officials	
Businesses	
Communications	
Describe how parents will be notified of the emergency or relocation. Include plans for reunifying parents and children. Parents will want to know that you have a plan for keeping their child safe.	

(A copy of page 5 of this plan must be provided to parents annually)	
Describe how you will coordinate with local emergency management officials.	
Schools	
Churches	
Child Care Resource and Referral Agency	
Others	

Describe disaster plan procedures to address the needs of individual children, including children with special needs, infants, etc. Emergency responders will appreciate knowing about any special needs.	

Emergency Plan (2/2025)

Completion Date and Annual Review	
Date the Emergency plan was completed	
Date the emergency plan will be reviewed and updated	

Continuity of Operations - Procedures for Maintaining Essential Functions	
Describe how will you ensure essential functions can be maintained so children are safe and healthy during an emergency:	
Toileting/Diapering	
Feeding	
Sleeping	
Engagement (age-appropriate play materials, books, toys, etc. so that children can be engaged in play during an emergency).	

Relocation Site#1 for Disaster or Emergencies
Location to which you and the children will evacuate nearby – Include simple map of route as well as directions.

Name of facility				
Facility Address				
	Street address			
		WV		
	City	State	Zip Code	Telephone Number

Directions to facility	

Relocation Site#2 for Disaster Location to which you and the children will evacuate out of the immediate Relocation Site #2 needs to be a further distance **or Emergencies** area– Include simple map of route as well as directions. away than Site #1.				
Name of facility				
Facility Address				
	Street address			
		WV		
	City	State	Zip Code	Telephone Number
Directions to facility				

In the event the facility must be evacuated because of an emergency in the immediate area the children and

staff will be transported by   to:

If necessary, children will be transported to this health care facility:				
Facility Address				
	Street address			
		WV		
	City	State	Zip Code	Telephone Number
Directions to facility				