

**COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care**

**Child Care Emergency/Disaster
Preparedness Plan Form**

For

Child Care Provider or Program Name: Carriage House Preschool

Date: August 23, 2022

Emergency/Disaster Procedures and Evacuation Plan Form

General Information and Instructions

- A. The first priority of a child care provider is the safety of the children and staff. Emergency/disaster plans are to provide the providers with procedures to be followed to help ensure everyone's wellbeing.
- B. When an emergency/disaster occurs, it is necessary to maintain adequate supervision of the children. In the state of Kentucky, adequate supervision is defined as qualified staff devoting full-time attention to a child in care and ensures the child is within scope of vision and range of voice.
- C. Please complete the following form and respond to each question. If the question is "not applicable" to your child care setting please state so and a reason. All information with a "*" is required by a child care regulation.

Emergency/Disaster Preparedness Plan Form

Insert Provider/Program Name and Information	
Name of Child Care Provider/ Program	* Carriage House Preschool
Street Address	* 13101 Eastpoint Park Blvd
City, State, Zip Code	* Louisville, KY 40223
Telephone Number	* 502 253-1293 ext 123
Number of children enrolled	* 73 as of 8/23/22
Number of staff (if applicable)	* 23-30

Sheltering in Safe Place	
The designated safe place in this location is :	* The adult and children bathrooms located in center of building, ladybug classroom bathroom, Endeavor side sensory room and bathroom near back door.
Off-Site Safe Evacuate Location #1	
The designated safe location for evacuation is	* Networld (13100 Eastpoint Park Blvd – building next to our facility)
Off -Site Safe Evacuation Location #2	
Name of Location	* Anchorage Independent School
Street Address	* 11400 Ridge Road
City, State and Zip Code	* Anchorage, KY 40223
Telephone Number	* 502-245-2121
	Contact person Kristy Clark
Directions/Evacuation route to this safe location *Attach a map if needed	Left on Eastpoint Park Blvd, Left on Nelson Miller Pkwy, Left onto LaGrange Rd. Right onto Ridge Road. Destination on left
Insert Provider/Program Primary Emergency/Disaster Contact Information	
Name	* Jackie O'Quinn
Telephone Number	* 502 253-1293 ext. 123
Cell Number	* 502-819-3166
Email Address	* jackieoquinn.carriagehouseps@gmail.com

Insert Provider/Program Emergency/Disaster Contacts (phone, fax, e-mail)	
EMERGENCY	911 or local authorities
Accounting Service	n/a
Bank	BB&T 12917 Shelbyville Rd, Louisville, KY 40243 502-253-4290
Building Inspector	
Child Care Resource & Referral Agency	Childcare Aware, Health & Safety Coach Natalina Grismer, 502-213-3047, STARS Quality Coordinator Kira Beets 502- 551-2437
Community Based Services	
Electric Company	502 589-3500
FEMA	1 (800) 621-3362
Food Service Vendor	n/a
Gas Company	502 589-3500
Health Department	(502) 574-6520
Hospitals	*Baptist Eastpoint 2400 Eastpoint Pkwy. Louisville, KY 40223 (502) 210-4800
Local Emergency Management	Jim Bottom 502-572-3459 Jim.bottom@louisvilleky.gov
Inspections, License, Permits	Division of Regulated Child Care 908 West Broadway

	Louisville, KY 40203
Insurance Agent	R.H Clarkson Insurance Group 502-585-3600
Licensing (local/state)	* Theresa Harvey Regional Program Manager Cabinet for Health and Family Services Division of Regulated Child Care 908 West Broadway Louisville, KY 40203 502-718-8049
Non-emergency Fire	Anchorage Middletown Fire & EMS Station3 502-586-2049
Non-emergency Police	502-571-LMPD 502-571-5673
Poison Control	* KY regional poison Control 1-800-222-1222 Local Hotline (502) 589-8222
State Emergency Management	
Waste Management	
Water Company	502 583-6610
Insert Provider/Program Planning Team Members	
Director	Lori Wilson, Executive Director Jackie O'Quinn , Program Director
Staff Member (s)	Ann Phillips, Erin Bubrick
Other	

Contacting Families/Employers	Reach alert will be used to contact families
Obtaining Equipment/Supplies	
Room Set up	
Accessing Records	
Food Service Coordination	
Obtaining building inspections/licensing approval	
Post Disaster Clean up Services (phone, fax, e-mail)	
Restoration Services	
Evacuation Plan	
Evacuation Manager/Alternate	* Jackie O'Quinn, Ann Phillips
Person responsible for "all clear"	* Jackie O'Quinn, Ann Phillips
Assembly site manager/alternate	* Jackie O'Quinn, Erin Bubrick
Staff-person with First Aid/CPR	* all staff have CPR/FA
Contact number out-of-area (Recommended as a best practice)	
E-mail address out of area (Recommended as a best practice)	

Person responsible for copy and posting of building site maps	* Jackie O'Quinn
Person responsible for marking evacuation exits	* Jackie O'Quinn
Location of evacuation exits	* Front door of building, side door of building, two back doors to playground, may exit playground through gate
On-site evacuation location	* Networld
Off-site evacuation site	* Anchorage Independent School
Shelter-in-Place Plan	
Shelter- in -Place Coordinator	* Jackie O'Quinn
Shelter- in- Place Coordinator Alternate	* Lori Wilson
Coordinator responsibilities	* Assure all children and staff are in safe area (hallway near office, sensory room and bathrooms)
Staff with First Aid/CPR	* All staff have CPR/FA
Storm Shelter Locations	* none
"Seal the Room" Shelter Location(s)	* none
Staff Responsible for Maintaining/Refreshing Emergency/Disaster Supplies	* Erin Bubrick
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	* review monthly checklist
Communication System	

How we will train our staff on emergency/disaster plans	* Annual staff training on August 9, 2021 New employees will be trained within the first 30 days of being hired.
How we will communicate our emergency/disaster plans to the children and parents to ensure family reunification.	* Parent information form is sent home via email and in children's backpacks. Locations are on the website under emergency procedures.
In the event of a emergency/disaster, how we will communicate with the staff/parents	* Carriage House subscribes to REACH ALERT. Families will be notified through that system.
Cyber Security	
How we will protect our computer hardware	All sensitive information is backed up offsite.
How we will protect our computer software	We utilize carbonite backup system to not lose data.
If our computers are destroyed, we will use back up computers located where	We will use personal computers until new computers can be acquired.
Back Up Records	
Person responsible for backing up critical records including children's/ staff records, payroll, accounts, etc.	Ann Phillips
On-site location of back up records including insurance policies, facility plans, bank accounts records, and computer back ups	Ann Phillips
Offsite location of additional copy of back-up records	
How will the program provide for continuity if the accounting and payroll records are destroyed	
Emergency/Disaster Shut Off Locations	
Electricity	Mechanical room off playground
Water	Red lever in Sprinkler closet.

Gas	On street		
Emergency/Disaster Equipment Locations			
Alarm Box	*At each of the four exits		
Fire Extinguisher(s)	* Office near door, in the gym near exit, back door leading to playground, and side door exit		
First Aid Kit (s)	*Located in the preschool bathroom and in the Endeavor Bathroom		
CPR Face Shields	* Located in First Aid Kits		
Emergency/Disaster Kit	Located in the office area		
Emergency/Disaster Preparedness Plan required Communication Please check "yes" or "no" and give the applicable date			
Provided an updated copy of this plan to appropriate local emergency management officials and whenever the plan is updated.	Yes X	No	Date September 1, 2021
Provided an updated copy of "The Parent Emergency/Disaster Evacuation Information Form for Reunification" to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.	Yes X	No	Date Via Website after approval of plan
Emergency /Disaster Contact Information Annual Review			
Date the emergency/disaster plan will be reviewed and updated	* August 2021		

September 1, 2021

CARRIAGE HOUSE EMERGENCY/DISASTER PREPAREDNESS EVACUATION RESPONSE CHECKLIST FORM

Please complete the following recommended checklist when responding to an
Emergency/Disaster

Child Care Name/Address	Carriage House Preschool 13101 Eastpoint Park Blvd. Louisville, KY 40223
Contact person	Jackie O'Quinn
Phone number of contact person	502 819-3166
Number of children at site	
Number of staff at site	
Vehicles required to evacuate staff and children	
Address of host location	Anchorage Independent School 11400 Ridge Road
Point of contact for host location	Kristy Clark
Phone number of host location	502-245-2121
Phone number of transportation provider	502 314-5772 Ann Phillips
Alternate transportation provider & phone number	502-819-3166 Jackie O'Quinn
Number of children and staff transported	
Number of vehicles dispatched to host location	
Time vehicles dispatched to host location	
Number of children and staff assembled at host location	

Child Care Roles and Responsibilities
Please list each person responsible for each responsibility

Who	Primary	Alternate	Location of this responsibility
Declares an emergency/disaster and actions to be taken	Lori Wilson	Ann Phillips	
Calls 911	Lori Wilson	Ann Phillips	
Turns off HVAC systems	Ann Phillips	Lori Wilson	
Turns off Security System	Ann Phillips	Lori Wilson	
Assures each child/staff has their grab-n-go-bag	All Teachers & Staff	All Teachers & Staff	
Completes room search	Jackie O'Quinn	Ann Phillips	
Contacts families	Lori Wilson	Ann Phillips	
Sends family communications (e-mail)	Lori Wilson	Ann Phillips	
Post sign on door	Jackie O'Quinn	Ann Phillips	
Changes voice mail	Lori Wilson	Ann Phillips	
Retrieves supplies	Erin Bubrick	Jackie O'Quinn	
Food/water	Erin Bubrick	Jackie O'Quinn	
Attendance list	Erin Bubrick	Ann Phillips	
Family & staff contact information	Erin Bubrick	Ann Phillips	
Copies of emergency/disaster records including emergency/disaster medical care consent	Erin Bubrick	Jackie O'Quinn	
Copies of care plan for children with special needs	Jackie O'Quinn	Erin Bubrick	

Written directions to designated evacuation site(s)	Jackie O'Quinn	Ann Phillips	
Emergency/Disaster money (Recommended as a best practice)	Lori Wilson	Ann Phillips	
Medical supplies	Erin Bubrick	Lori Wilson	
Extra supplies of critical medications	Each teacher brings classroom medication box	Each teacher brings classroom medication box	
Disaster supply kit (Recommended as a best practice)	Erin Bubrick	Erin Bubrick	
On-Going Basis	Assigned Staff	Date	Notes/Comments
Attendance records	Erin Bubrick Erin Bubrick		On-going
Emergency/disaster contact lists	Erin Bubrick Erin Bubrick		Updated as each new child enters program
Emergency/disaster card and signed emergency medical care release	Erin Bubrick Erin Bubrick		Upon each child's entry to program and annually.
Children's grab & go bags	All teachers & Staff		
Rotate water and food	Erin Bubrick	Refer to Monthly Checklist	
Rotate infant formula	n/a	n/a	
Every Six Months	Assigned Staff	Date	Notes/Comments
Water: monitor expiration dates	Erin Bubrick	Refer to Monthly Checklist	
Food: monitor expiration dates	Erin Bubrick	Refer to Monthly Checklist	
Infant formula/food: monitor expiration dates	n/a	n/a	
First aid kit: Critical medications	Erin Bubrick	Refer to Monthly Checklist	

Child Care Roles and Responsibilities-continued

Every Year	Assigned Staff	Date	Notes/Comments
Emergency/Disaster Information for each Child	Erin Bubrick	Updated as each new child enters program.	
Signed emergency/disaster medical care releases	Erin Bubrick	Updated annually and as each new child enters program.	
Care plans for children with special needs	Jackie O'Quinn Erin Bubrick	Updated annually and as each new child enters program.	
Map of area	Jackie O'Quinn	Aug. 2021	
Directions to evacuation sites	Jackie O'Quinn	Aug. 2021	
Money(This is a best practice recommendation)	Ann Philips	Aug. 2021	
Pen and paper	Erin Bubrick	Aug. 2021	
Whistles	Erin Bubrick	Aug. 2021	
Vehicle keys	Individual staff	Aug. 2021	
Tools (hammer, crescent wrench, screwdriver, pliers with wire cutters)	Ann Phillips	Aug. 2021	
Matches in waterproof container	Erin Bubrick	Aug. 2021	
Plastic shielding	Erin Bubrick	Aug. 2021	
Every Year	Assigned Staff	Date	Notes/Comments
Duct tape	Erin Bubrick	Aug. 2021	
Manual can opener	Erin Bubrick	Aug. 2021	

Disposable bowls and utensils	Erin Bubrick	Aug. 2021	
Plastic bag (sealable and unsealed)	Erin Bubrick	Aug. 2021	
Household bleach (small bottle)	Erin Bubrick	Aug. 2021	
Wet towelettes	Erin Bubrick	Aug. 2021	
Hand sanitizer	Erin Bubrick	Aug. 2021	
Toilet paper	Erin Bubrick	Aug. 2021	
Diapers	Erin Bubrick	Aug. 2021	
Diaper wipes	Erin Bubrick	Aug. 2021	
Blankets	Erin Bubrick	Aug. 2021	
Check for Presence and Operation Every Six Months	Assigned Staff	Date	Notes/Comments
Radio-battery powered (weather radio)	Erin Bubrick	Aug. 2021	
Flashlight	Erin Bubrick	Aug. 2021	
Extra batteries (check expiration dates)	Erin Bubrick	Aug. 2021	
Extra flash light bulbs	Erin Bubrick	Aug. 2021	
Charged cell phone	Erin Bubrick	Aug. 2021	

Cell phone	Erin Bubrick	Aug. 2021	
------------	--------------	-----------	--

Disclaimer

This material is presented as general plan that may be used in planning for emergencies/disasters. Successful planning for any emergency/disaster should be done by individuals, organizations and the community with the assistance of local authorities: to include planning, training and exercising (practicing) to the emergency plan. Effective emergency response calls for good judgment by all involved. The presenters of this material disclaim any and all liability, loss, damages, claims, or risks of any kind or nature sustained or incurred as a consequence or result of, whether direct or indirect, the use and/or application either directly or indirectly, or any advice, information, or methods presented herein.

Signature of the Responsible Child Care Provider

I have reviewed the procedures outlined in this Emergency/Disaster Preparedness Plan and ensure that appropriate staff is familiar with the plan's components. These procedures will be followed in case there is an emergency/disaster affecting this child care.

* Jackie O'Quinn

* 09/01/2021

Signature of the Child Care Provider

Date