

# **Bardstown Child Care Program**

## **Emergency Plan**

### **Pre-school & Primary Child Care**



**895 Pennsylvania Avenue,  
Bardstown, KY  
502-331-8920**

***"By failing to prepare, you are preparing to fail."***

**Benjamin Franklin**

Revised: 7/16/18

Submitted to Nelson County Emergency Director: \_\_\_\_\_

# Child Care Emergency Plan Guidelines

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## Emergency Evacuation Guidelines

- A) It is the responsibility of the Child Care Facility to prepare plans that allow for partial or full evacuation in a quick and efficient manner. Causes for evacuation may include fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic spill, electrical failure or structural damage. In the event of an emergency, evacuation of the facility should be done as quickly and safely as possible. When planning it is important to keep in mind there are three types of evacuations to consider.
- **Sheltering in place:** Children and staff remain at the facility but seek shelter for the emergency at hand. This would include tornado and chemical releases.
  - **On-site evacuation:** Children and staff move out of the facilities affected areas and relocate to another area on the property.
  - **Off-site evacuation:** Children and staff are relocated to designated location not on the facility property.

### **Emergency planning should include:**

1. Authorities, Director, Staff and Families
2. Evacuation Routes
3. Evacuation Procedures/Locations
4. Evacuation of Handicapped Persons
5. Collection Points
6. Accounting of Personnel
7. Assignment of Responsibilities

### **Additional planning should include:**

1. Command Post
2. Medical/Triage Post
3. Communication
4. Transportation
5. Shelters
6. Records
7. Food/Clothing
8. Evacuation Cost Assessment
9. Rescue and Clean-up

- A) A completed Emergency Plan should be reviewed annually and updated as needed. A copy of the plan should be shared with local authorities that may be responding to your emergencies.
- B) Facility staff should be trained in plan procedures and provided clear guidelines to their responsibilities during times of emergency. New staff orientation should include training and review of emergency procedures.
- C) All children should be involved in practicing emergency procedures as outlined by licensing regulations.
- D) Floor plans of the facility should be posted in each classroom and in public spaces showing exits and directional evacuation routes. Copies of floor plans should be shared with local authorities that may be responding to your emergencies.
- E) Fire drills are to be held monthly and documentation should include date, time, and names of children who participated in the drill. Individual classroom attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- F) Tornado and earthquake drills are to be held quarterly. Other types of drills should be held at least twice a year and attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- G) Power generators (if available) and other emergency equipment should be tested at on a regular schedule.

### **Child Care Regulations –Type I**

**922 KAR 2:120 Section 3: Records** maintained for a 5 year period.

- 10) Written record of quarterly practiced earthquake and tornado drills detailing the date, time, and children who participated.
- 11) Written record of practiced fire drills conducted monthly detailing the date, time and number of children who participated.
- 12) A written plan and diagram outlining the course of action in the event of natural or manmade disaster, posted in a prominent place.

### **Adequate Supervision**

**922 KAR 2:120 Section 1: Definitions**

- 1) “Adequate supervision” means that qualified staff devotes full-time attention to a child in care and ensures the child is within scope of vision and range of voice.

# Emergency Procedures and Evacuation

## I. General Information

- A. The first priority of a child care facility is the safety of the children and staff. Emergency plans are to provide facility staff with procedures to be followed to help ensure everyone's wellbeing.
- B. When an emergency occurs, the Director or designee needs to be notified as soon as possible regarding the situation and the response to it.
- C. In the event of an emergency, the Director or designee may require that all staff remain at work or return to work until the situation is no longer deemed an emergency. This 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. (922 KRS 2:120) Child-Care Healthy and Safety Standards.
- D. Emergency Planning Sheets are located on pages 18-30.

### Disaster Supply Kit

Class roster with emergency contact information/children's records  
Battery operated or solar operated radio  
Blankets  
Crescent wrench to shut off gas line if needed (professional will need to restore)  
Extra batteries (replaced twice a year)  
First aid kit (see state child care regulations for required items)  
Flashlight(s)  
Hand sanitizer, Sanitizing surface wipes  
Non-perishable food items and manual can opener (minimum supply for 3 days)  
Phone card\ Cell phone  
Plastic trash bags  
Sanitation supplies (diapers, wipes, toilet paper, soap)  
Water & disposable cups  
Wet wipes/tissues  
Whistles  
Work gloves



























6. No one is to re-enter the facility until the authorities have given the “all-clear”.

## **X. Lockdown Procedure**

A. Lockdown is implemented to ensure the safety of the children and the staff from intruders or a major incident in the community.

### **1. Outdoor procedures**

a. Calmly but quickly move the children inside to the interior hallway away from doors and windows. Close and secure all outside doors. Establish contact with local authorities as soon as possible.

### **2. Indoor procedures**

a. Move all children into classrooms away from visibility as much as possible (corners, closets, bathrooms). Turn off all lights and close window blinds.

b. Lock doors where possible and establish contact with local authorities as soon as possible.

c. Keep children and staff away from windows and doors.

d. Remain calm.

e. If perpetrator(s) gain entry into the building and gunshots or an explosion occurs inside the building, children and staff should exit immediately from the building using the doors in each classroom that lead directly outdoors. Children should be lead to safety and shelter away from the building as quickly as possible to the Bardstown Primary School. If unable to leave the building, everyone should lay on the floor away from windows and doors.

h. Remain in safe area until “all clear” is given.

### **3. Director or Designee Procedures**

a. Move to a safe location that has access to a phone. Keep the phone lines clear in order to maintain open communication with the authorities.

b. Coordinate all activities with the authorities including the “all clear.”

### **4. All Clear**

The Director or Designee will give the “All Clear” when the incident has been resolved and the authorities have approved resuming normal activities.

## Bardstown Child Care Emergency Plan Emergency Contact Information

	<b>Bardstown Child Care Information</b>
Name of Program	Bardstown Child Care Program
Street Address	895 Pennsylvania Avenue
City	Bardstown
State	KY
Zip Code	40004
Telephone Number	502-331-8920
	<b>Off Site Evacuation Location</b>
Name of Program	Bardstown Primary School
Street Address	1000 Templin Avenue
City	Bardstown
State	KY
Zip Code	40004
Telephone Number	502-331-8810
Directions to Facility	Approximately 1/8 mile on Pennsylvania Avenue
	<b>Facilities Primary Emergency Contact</b>
Name	Christy VanDeventer, Director
Telephone Number	502-331-8920
Cell Number	502-249-1135
Email Address	Christy.VanDeventer@bardstown.kyschools.us
	<b>Facilities Emergency Contacts (phone, fax, e-mail)</b>
EMERGENCY	911
Accounting Service	Tracey Rogers, Central Office, 502-331-8800
Bank	Tracey Rogers, Central Office, 502-331-8800
Building Inspector	Craig Newton, Maintenance Director 502- 249-0240
Child Care Resource & Referral Agency	502-348-9048
Department of Social Services	502-348-9048 Hotline – 800-752-6200
Electric Company	502-348-5947
FEMA	General # 202-646-2500, Disaster Survivors 800-621-3362
Food Service Vendor	Greta Cecil, 331-8812 or 502-639-1924
Gas Company	Louisville Gas and Electric 502-589-5511 (emergency #)

Health Department	502-348-3999
Hospitals	Flaget Memorial Hospital 350-5000
Local Emergency Management	911 Joe Prewitt, 502-348-4929
Inspections, License, Permits	Todd Hood, Central Office handles this - 502-249-1700
Insurance Agent	Todd Hood, Central Office handles this – 502-249-1700
Licensing (State)	800-372-2973
Newspaper	The Kentucky Standard 502-348-9003
Non-emergency Fire	502-348-3600
Non-emergency Police	Central Dispatch 348-3600 or County Police 348-1870
Payroll Service	Tracey Rogers 502-331-8800
Poison Control	800-222-1222
Radio Stations	WBRT 502-348-3943, WOKH 502-348-1027
Nelson County Emergency Management	Contact Joe Prewitt, Local Emergency Director 502-348-4929
Television Stations	PLG13 TV 502-349-0278
Water Company	City of Bardstown 502-348-5947
	<b>Facility Planning Team Members</b>
Director	Christy VanDeventer 502-249-1135
Staff	Brandi Jury 502-203-4320
Administration	Paul Bowling, Chief Operating Officer 502-249-1681
	<b>Coordinating/Collaborative Agencies in the Area (phone, fax, e-mail)</b>
Closest evacuation site (fire or building damage)	Bardstown Primary School - Michelle Ryan, Principal 502-331-8810 (502) 249-1141
Optional evacuation site	Bardstown Early Childhood – Michelle Sharp, Principal 502-331-8804 (502)460-0270
	<b>Contact Information for Coordinating Program Re-Opening (phone, fax, e-mail)</b>
Facility Inspection/Repair	Todd Hood, Central Office 502-331-8853 or cell 502-249-1700
Contacting Families/Employers	Shannon Satterly Central Office 502-331-8800
Obtaining Equipment/Supplies	Todd Hood, Central Office 502-331-8853 or cell 502-249-1700
Room Set up	Christy VanDeventer 502-249-1135
Accessing Records	Christy VanDeventer 502-249-1135
Food Service Coordination	Greta Cecil, 502-331-8812 or 502-639-1924

Obtaining building inspections/licensing approval	Craig Newton 502-249-0240 Todd Hood 502-249-1700
	<b>Post Disaster Clean up Services (phone, fax, e-mail)</b>
Restoration Services	Todd Hood 502-249-1700 or Craig Newton 502-249-0240
	<b>Evacuation Plan</b>
Evacuation Manager/Alternate	Christy VanDeventer, (502)249-1135 Brandi Jury (502) 203-4320
Person responsible for “all clear”	Christy VanDeventer, (502)249-1135, Michelle Ryan (502)249-1141
Assembly site manager/alternate	Christy VanDeventer, (502)249-1135 Michelle Ryan (502)249-1141
Staff with First Aid/CPR	<b>See Attached List</b>
Person responsible for copy and posting of building site maps	Christy VanDeventer, Director 502-249-1135
Person responsible for marking evacuation exits	Christy VanDeventer, Director 502-249-1135
Location of evacuation exits	Each classroom has 2 doors to exit.
On-site evacuation location	Christy VanDeventer and Brandi Jury
Off-site evacuation site	Bardstown Primary School or Bardstown Early Childhood
	<b>Shelter-in-Place Plan</b>
Shelter- in -Place Coordinator	Christy VanDeventer 502-249-1135
Shelter- in- Place Coordinator Alternate	Brandi Jury 502-203-4320
Coordinator responsibilities	Makes sure children are all safe and accounted for. Notifies Shannon Satterly to notify parents by using School-wide Alert System
Storm Shelter Locations	Inside hallways and areas away from windows and doors
“Seal the Room” Shelter Location(s)	None available
Staff Responsible for Maintaining/Refreshing Emergency Supplies	Christy VanDeventer 502-249-1135
Staff Process for Maintaining	Emergency supplies are checked monthly and replenished as

Personal Supplies for Shelter-in-Place	necessary.
	<b>Communication System</b>
How we will communicate our emergency plans to staff	Will do staff training on emergency plans, making sure that all staff know where to find a copy of the disaster plan for referral and contact information. Reviewed annually and sent to Nelson County Emergency Coordinator
How we will communicate our emergency plans to the children	Monthly fire drills, quarterly earthquake and tornado drills are conducted.
In the event of a disaster, how we will communicate with the staff	By cell phone, land line phone or texting.
	<b>Cyber Security</b>
How we will protect our computer hardware	Main servers are off-site. Daily backups to protect critical data.
How we will protect our computer software	Programs are stored on off-site servers.
If our computers are destroyed, we will use back up computers located where	IT department has sufficient back-up computers.
	<b>Back Up Records</b>
Person responsible for backing up critical records including children's records, payroll, accounts, etc.	Christy VanDeventer Tracey Rogers
On-site location of back up records including insurance policies, facility plans, bank accounts records, and computer back ups	This is all handled at Central Office.
Offsite location of additional copy of back-up records	Records are backed up on 2 servers in two different locations.
	<b>Emergency Shut Off Locations</b>
Electricity	Contact Craig Newton 502-249-0240
Water	Craig Newton 502-249-0240 or City of Bardstown 348-5947
Gas	Contact Craig Newton 502-249-0240 or LGE 800-331-7370
	<b>Emergency Equipment Locations</b>

Alarm Box	End of the hallway in Building 1 (largest building)
Fire Extinguisher	Located throughout the building.
First Aid Kit	One in each childcare room and main office
Disaster Kit	Kitchen
<b>Emergency Contact Information Annual Review</b>	
Date the emergency plan will be reviewed/updated	As needed, but at least once a year.



		Picked Up	Whom	



**EMERGENCY FORM**

**INSTRUCTIONS TO PARENTS:**

(1) Complete all items on this side of the form. Sign and date where indicated.

(2) If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

When parents cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
2. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
3. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Child's Physician or Source of Health Care \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Last First

Enrollment Date \_\_\_\_\_ Hours & Days of Expected Attendance \_\_\_\_\_

Child's Home \_\_\_\_\_  
Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Telephone \_\_\_\_\_  
Last First

Mother's Employer/School \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

Mother's Home (If different from above) \_\_\_\_\_  
Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone \_\_\_\_\_ Cellular Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Father's Name \_\_\_\_\_ Home Telephone \_\_\_\_\_  
Last First

Father's Employer/School \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

Father's Home (If different from above) \_\_\_\_\_  
Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone \_\_\_\_\_ Cellular Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Person Authorized to Pick Up Child (daily) \_\_\_\_\_

Last First Relationship to Child

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Last First Relationship to Child

Address \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**ANNUAL UPDATES**

\_\_\_\_\_  
(Initials/Date)

\_\_\_\_\_  
(Initials/Date)

\_\_\_\_\_  
(Initials/Date)

\_\_\_\_\_  
(Initials/Date)

**INSTRUCTIONS TO PARENT:**

(1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.

(2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_

Medications currently being taken by your child: \_\_\_\_\_

Date of your child's last tetanus shot: \_\_\_\_\_

Allergies/Reactions: \_\_\_\_\_

**EMERGENCY MEDICAL INSTRUCTIONS:**

(1) Signs/symptoms to look for: \_\_\_\_\_

(2) If signs/symptoms appear, do this: \_\_\_\_\_

(3) To prevent incidents: \_\_\_\_\_

-----  
**OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED:**

COMMENTS: \_\_\_\_\_

**Note to Health Practitioner:**

If you have reviewed the above information, please complete the following:

\_\_\_\_\_  
Name of Health Practitioner Date

\_\_\_\_\_  
Signature of Health Practitioner ( ) Telephone Number

## Helping Children Understand After a Disaster

**What is a disaster:** A disaster is something that happens that causes damage to property and could hurt people. Most disasters are caused by nature being out of control, these may include tornados, hurricanes, earthquakes, wild fires, winter storms, and floods. Sometimes, disasters are man-made and include hazardous waste spills, fires and terrorism.

**What children should know:**

- Warning signs of disaster.
- That people will help them.
- How to call 911.
- That by practicing for a disaster, they can help keep themselves safe.

**Children will be most afraid of:**

- The disaster will happen again.
- Someone they love has been injured or killed.
- They will be separated from their family.
- They will be left alone.

**Children’s reactions may include:**

- Regressive behavior (bedwetting, clinginess, thumb sucking).
- Headache, stomach ache.
- Thinking difficulties (confusion, inability to concentrate).
- Sleep Issues (fear of the dark, trouble falling asleep, nightmares).

**Helping children understand:**

Children may find it difficult to understand and accept what has happened. While there may be no physical injury to the child, the emotional injury is there. Children may become clingy, irritable or distant and may seek constant reassurance. It may be difficult understanding the relationship between the disaster and the short and long term affects of the upheaval that comes with it.

### Typical Reactions to Disaster for Children 1-5 Years of Age

Regressive Behaviors	Physiological Behaviors	Emotional Behavioral
<ul style="list-style-type: none"> <li>• Bed wetting</li> <li>• Thumb sucking</li> <li>• Fear of darkness</li> <li>• Fear of animals</li> <li>• Fear of “monsters”</li> <li>• Fear of strangers</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of appetite</li> <li>• Overeating</li> <li>• Indigestion</li> <li>• Vomiting</li> <li>• Bowel/bladder problems (diarrhea, constipation, urine leakage)</li> <li>• Sleep disorders and nightmares</li> </ul>	<ul style="list-style-type: none"> <li>• Nervousness</li> <li>• Irritability</li> <li>• Disobedience</li> <li>• Hyperactivity</li> <li>• Tics</li> <li>• Speech difficulties</li> <li>• Separation anxiety</li> <li>• Shorter attention span</li> <li>• Aggressive Behavior</li> <li>• Exaggeration/distortion of the event</li> <li>• Repeatedly talking about the experience</li> <li>• Behavior issues</li> </ul>

## Typical Reactions to Disaster for Children 1-5 Years of Age

Regressive Behaviors	Physiological Behaviors	Emotional Behavioral
<ul style="list-style-type: none"> <li>• Increased sibling rivalry</li> <li>• Excessive clinginess</li> <li>• Crying, whining &amp; whimpering</li> <li>• Wanting to fed or dressed</li> <li>• Engaging in habits previously given up</li> </ul>	<ul style="list-style-type: none"> <li>• Headaches</li> <li>• Complaints of visual/hearing problems</li> <li>• Habitual itching or scratching</li> <li>• Sleep disturbances, nightmares or terrors</li> </ul>	<ul style="list-style-type: none"> <li>• School phobias</li> <li>• Withdrawal from friends</li> <li>• Withdrawal from family</li> <li>• Irritability</li> <li>• Disobedience</li> <li>• Weather related fears(rain, winds)</li> <li>• Inability to concentrate-falls behind in school work</li> <li>• Aggressive behavior</li> <li>• Repeatedly talking about the disaster</li> <li>• Sadness over losses</li> </ul>

### Comforting the children:

- Try to remain calm yourself.
- Try to keep children's exposure to TV and radio to a minimum. What they see and hear may add to their anxiety or be taken out of context. It is important to remember that the children will take cues from adult conversations as well. Answer children's questions simply and honestly. You may find yourself answering the same questions over and over again. This is one way children use to reassure themselves.
- Spend extra time with the children. Hugs and holding hands are good ways to provide comfort. Use a quiet, soothing tone to help calm them.
- Reassure the children that their parents will come for them as quickly as possible, but that it is important for their parents not to put themselves in danger trying to get to the child.
- Try to restore normal routines as quickly as possible in order to provide a sense of normalcy and security.
- Don't promise that there won't be another disaster. Encourage children to talk about their fears and what they can do to help others. Encourage the children to act out what happened and how they feel. Let them know that you will do everything you can to keep them safe.
- Be patient and understanding with the children, it may take a while for the aftermath of the trauma to sink in.
- Find ways that the children can help you or to help others. The ability for the children to feel useful and helpful is reassuring to them.
- Children, who are injured or have injured friends and relatives as a result of the disaster, are more likely to suffer emotional distress.
- Educate children on disaster preparedness. Knowing what to do ahead of time is empowering!

## Parent Emergency Evacuation Information Form – Pennsylvania Avenue Child Care

Included in enrollment packet and given to parents annually at re-enrollment

Posted on the Childcare Website at [www.bardstown.kyschools.us](http://www.bardstown.kyschools.us)

Name of program	Bardstown Child Care Program
Program address	895 Pennsylvania Avenue, Bardstown, Kentucky
Emergency contact at program	Christy VanDeventer, Director 502-249-1135
In the event the facility must be evacuated because of an emergency, the staff and children will leave the building and will walk to:	Bardstown Primary School 1000 Templin Avenue Bardstown, KY 40004
The address, phone number, and contact person at the relocation site is	Michelle Ryan, Principal 502-331-8810 502-249-1141
If necessary, children will be transported to this health care facility	Flaget Memorial Hospital
Address, phone number, and contact person at health care facility	4305 New Shepherdsville Road, Bardstown, KY 502-350-5000

## Evacuation Requirements Form

Facility name/address	Bardstown Child Care Program, 895 Pennsylvania Avenue
Contact person	Christy VanDeventer
Phone number of contact person	502-249-1135,
Number of children at site	
Number of staff at site	
Vehicles required to evacuate staff and children	
Address of host facility	
Point of contact for host facility	
Phone number of host facility	
Phone number of transportation provider	
Alternate transportation provider & phone number	
Number of children and staff to be transported	
Number of vehicles dispatched to host facility	
Time vehicles dispatched to host facility	
Number of children and staff assembled at host facility	

## Resources

- American Academy of Pediatrics  
<http://www.aap.org/terrorism/index.html/>
- American Public Health Association  
<http://www.apha.org/>
- Federal Emergency Management Agency  
<http://www.fema.gov>
- Healthy Child Care Magazine  
Emergency Preparation Special Issue 2004  
<http://www.healthychild.net/>
- Kentucky Department of Homeland Security  
<http://www.homelandsecurity.ky.gov>
- Kentucky Emergency Management  
<http://www.kyem.ky.gov>
- National Association of Child Care Resource and Referral Agencies  
<http://www.nrex.org/>
- National Child Care Information Center  
<http://nccic.org/cctopics/cope.html>
- National Resource Center for Health and Safety in Child Care  
<http://nrc.uchsc.edu/RESOURCES/list.htm#E>
- Play Safe! Be Safe  
<http://www.playsafebesafe.com>
- Protecting Our Kids from Disaster Institute for Business and Home Safety  
<http://www.ibhs.org/docs/childcare.pdf>
- US Department of Homeland Security  
<http://www.dhs.gov/dhspublic/>
- Your local American Red Cross chapter:  
<http://www.redcross.org/where/where.html>
- Your State and Local Health Departments:  
<http://www.cdc.gov/mmwr/international/relres.html>
- Your Local Emergency Management Agency:  
<http://www.ready.gov/america/local/index.html>

# Disclaimer

**This material is presented as general guidelines that may be used in planning for emergency situations. Successful planning for any emergency should be done with the assistance of your local authorities, and calls for good judgment by well trained staff. 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.**