**Sample CNC Emergency Procedures Plan**

This emergency plan includes the following information for:

|  |  |
| --- | --- |
| SPO Name: | [insert name of organization] |
| SPO Address: | [insert address] |
| Phone: | [insert phone number] |
| Main Contact: | [insert main contact] |
| Main evacuation route | [insert route directions] |
| Alternate evacuation route | [insert route directions] |
| Main evacuation meeting place | [insert location] |
| Alternative evacuation meeting place | [insert location] |
| Shelter in place location | [insert location] |
| Potential risks: | [Insert list of potential risks identified and considered in making this plan here] |

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# **1. Evacuation**

# In case of the need to evacuate our site, the following procedures will be followed:

|  |  |
| --- | --- |
| Evacuation routes/exits: | Make sure everyone in your program knows what to do if you need evacuate. |
| Evacuation Procedures: | **You can insert the evacuation procedures as identified in your fire safety plan OR use the template below to create them.**   1. On hearing the alarm or receiving notification to evacuate. The **[position title]** or designee notifies the staff and children. 2. The **[position title]** or designee confirms the evacuation route (main or alternative) to be used. 3. The **[position title]** or designee gathers the attendance information and children’s registration information. 4. The **[position title]** or designee lines the children up at the identified exit for the identified evacuation route. 5. The **[position title]** or designee does a head count and confirms all staff and children are present. 6. If a child or staff is identified as missing, the **[position title]** or designee searches all areas within the program. 7. Onceall children and staff have been safely accounted for (as confirmed by checking attendance against a head count) proceed to the designated meeting place:   **[**insert **location]**   1. If the designated meeting place is unsafe, go to the alternate meeting place:   **[**insert **location]**   1. Upon arriving at the designated meeting place, the **[position title]** or designee immediately takes attendance. 2. Report the final head count to the **[position title]** or designee. Give the names of any missing children or personnel to the **[position title]** or designee. 3. The **[position title]** or designee contacts the adult services designee to communicate the children’s status to the parents if there is delay in reuniting parents with their children. 4. The **[position title]** or designee will confirmthat parents are reunited with their children. 5. Wait for authorities and follow their directions. Do not re-enter the building until the authorities tell you it is safe to do so. |

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NOTE:

Be sure to inform CNC staff of adult services response plan.

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# **2. Shelter-in-Place (Lock-down)**

# In case of the need to shelter-in-place, the following procedures will be followed:

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| --- | --- |
| Location: | Children will be taken to:[insert **location(s)**] If the designated location is unsafe, go to the alternate location: **[**insert **location]** |
| Shelter-In-Place  (Lock-down) Procedures: | **When the Shelter in Place location is in the CNC space**   1. When notified to go to shelter-in-place, the **[position title]** or designee follows the instructions to make the designated area safe and secure. **[**insert **location/area(s) and instructions for making it safe and secure]** For example: lock the door, close blinds and have children move to furthest point in the room, avoid windows. 2. The **[position title]** or designee gathers the attendance information and children’s registration information. 3. Once in the shelter-in-place location, the **[position title]** or designee immediately takes attendance. 4. Report the final head count to the **[position title]** or designee. Give the names of any missing children or personnel to the **[position title]** or designee **[insert phone number]**. 5. If necessary, the **[position title]** or designee calls emergency services (911). 6. If necessary, the **[position title]** or designee notifies the appropriate persons at **[insert phone number]** and advises them of the location of staff and children. 7. The **[position title]** or designee contacts the adult services designee to communicate the children’s status to the parents and keep them updated. 8. The **[position title]** or designee attempts to keep everyone calm, waits for authorities to arrive and follows their directions. 9. The **[position title]** or designee will confirmthat parents are reunited with their children.   **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***  **When the Shelter in Place Location is outside the CNC space**   1. When notified to go to shelter-in-place, the **[position title]** or designee gathers the attendance information and children’s registration information. 2. The **[position title]** or designee lines the children up. 3. The **[position title]** or designee does a head count and confirms all staff and children are present. 4. If a child or staff is missing, the **[position title]** or designee searches all areas within the program. 5. Onceall children and staff have been safely accounted for (as confirmed by checking attendance against a head count proceed to the shelter-in-place: **[**insert **location]** 6. If the shelter-in-place location is unsafe, go to the alternate location: **[**insert **location]** 7. Upon arriving at the shelter-in-place location, the **[position title]** or designee immediately takes attendance. 8. The **[position title]** or designee follows the instructions to make the location safe and secure. **[**insert **location(s) and instructions for making it safe and secure]** For example: lock the door, close blinds and have children move to furthest point in the room, avoid windows. 9. Report the final head count to the **[position title]** or designee. Give the names of any missing children or personnel to the **[position title]** or designee. 10. If necessary, the **[position title]** or designee calls emergency services (911). 11. If necessary, the **[position title]** or designee notifies the appropriate persons at **[insert phone number]** and advises them of the location of staff and children. 12. The **[position title]** or designee contacts the adult services designee to communicate the children’s status to the parents and keep them updated. 13. The **[position title]** or designee attempts to keep everyone calm, waits for authorities to arrive and follows their directions. 14. The **[position title]** or designee will confirmthat parents are reunited with their children. |
| Notification: | Parents/guardians will be notified once the immediate threat has passed. |

**NOTE:**

**Add procedures for a missing child, as well as for unknown intruders.**

Add procedures for emergencies and risks that are specific to your region.

Region specific risks might include:

* Flooding
* Nuclear plant leak
* Tornado and earthquake

You might also choose to include instructions related to the community emergency response.