



Tennessee Department of Human Services
**Child Care Agency Emergency Preparedness Plan
Checklist and Template**

In accordance with the requirements of T.C.A. § 71-3-517 and the Child Care Development and Block Grant (CCDBG), child care agencies shall develop written multi-hazard (or emergency preparedness) plans in consultation with local authorities and emergency management to protect children in the event of emergencies. Child care agencies are required to inform parents of the emergency preparedness plan.

Emergency preparedness plans shall include: provisions for evacuation, relocation, shelter-in-place and lockdown; staff and volunteer emergency preparedness training and practice drills; communication and reunification with families; accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and maintaining continuity of operations.

This Child Care Agency Emergency Preparedness Plan Checklist and Template is designed as a guide for all child care agencies licensed by the Tennessee Department of Human Services and all other regulated and unregulated child care agencies and Authorized Professionals participating in the Child Care Payment Assistance/Certificate Program to meet all basic requirements for emergency preparedness planning in compliance with CCDBG requirements.

Provisions for a range of possible events that include, but are not limited to:

Fires Tornadoes Earthquakes

Chemical Spills Floods Law Enforcement Emergencies Shelter in Place Lockdown

Potential risks specific to agency location have been identified

Designated relocation sites and evacuation routes to those sites

Procedures for notifying parents/guardians in an emergency

Reunification plans for children and families

Parents/Guardians of enrolled children have been informed of the plan

Written individualized emergency plans to accommodate children with special needs, including infants and toddlers; children with disabilities; and children with chronic medical conditions

Documentation that agency emergency plan is reviewed monthly

Documentation that agency staff and volunteers are trained on the emergency plan

annually Documentation of the following practice drills shall be maintained for one (1) year:

Monthly fire drills

Alternating monthly drills for every shift, including extended hours

One drill other than fire every six (6) months

Practice drills conducted to simulate (as closely as practical) conditions of a real emergency (utilizing alarms, practice evacuation, etc.)

The following emergency numbers posted next to agency telephones and readily available to staff:

Nearest Hospital Emergency Room Police Department and/or Sheriff's Office Ambulance or

Rescue Squad Local Emergency Management Agency Poison Control Center Fire

Department

Department of Children's Services Department of Human Services

Child Abuse Hotline Child Care Complaint Hotline

911 (or equivalent)

Emergency contact information for parents/guardians readily available to staff and maintained in a portable travel format

Includes work, home and cell phone numbers

CHILD CARE AGENCY INFORMATION – (Please Print)

Agency Name: KidTime, Inc

Street Address: 509 North Campbell Station Road

City: Knoxville

State: TN

Zip Code:37934

Primary Agency Contact
David Diamond

Primary Contact
Phone (865) 406-9285

Primary Contact Email
director@kidtime.org

Alternate Agency Contact
Alex Huth

Alternate Contact
Phone (865)640-3109

Alternate Contact Email
alex@kidtime.org

GENERAL

The following emergency numbers are readily available to all staff and located at *each* agency phone location:

Fire Department	911
Police Department/Sheriff's Office	911
Ambulance/Fire Squad	911
Poison Control Center	544-9400
911 or local equivalent	911
Local Emergency Management	1-800-522-7343
DCS Child Abuse Hotline	(877) 237-0004
DHS Child Care Complaint Hotline	(800) 462-8261

If necessary, **following an evacuation we will relocate** to:

Primary Relocation Site Name:Farragut Public Library

Primary Relocation Site Address/Location: 417 N Campbell Station Rd, Knoxville, TN 37934

Primary Relocation Site Phone Number to call at Relocation Site: (865) 777-1750

Alternate Relocation Site Name:West Gate Church
Alternate Relocation Site Address/Location: 416 N Campbell Station Rd, Knoxville, TN 37934
Alternate Relocation Site Phone Number to call at Relocation Site:(865) 392-1101

In the event of an emergency, **designated relocation and evacuation routes are posted** in the following places:

In the emergency preparedness handbook and on the cabinets in the cafeteria.

*DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.
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In the event of an emergency, our **procedure for parent notification** is:

In the case of an emergency on site, Director and staff will first ensure that all students and staff are safe. Afterwards, the director or her/his designee will do the following.

1. Once the children have been safely evacuated, the Director will notify local authorities and pass on the following information: the nature of the emergency, the condition of the children in general, the present location of the students, and where and how the students can be picked up by their parents.
2. The director should call/email parents and/or emergency contacts to inform parents that students should be picked up. Emergency contacts are kept in the office, in the emergency contact binder, and on staff iPads.
3. If deemed safe to do so and staff had to evacuate the school, a notice will be posted at the school informing the parents of the evacuation and where the students and staff of KidTime have been taken.

Unless otherwise specified, following an emergency our **reunification plan for children with families** is:

Staff will remain with students at KidTime until their parent or the designated person(s) on the emergency form arrives to pick up the student. A safe, accessible area will be selected as a command post@ and parents will be directed to this site to sign out their children.

Note that if an individual represents themselves as the designated emergency person, they will be required to produce some type of identification prior to the child being released to their care.

In the event of an evacuation of KidTime, the following steps will be followed:

1. An evacuation plan will be implemented.
2. A notice will be posted at the school informing the parents of the evacuation and where the students and staff of KidTime have been taken.
3. Once the children have been safely evacuated, the Director will notify local authorities and pass on the following information: the nature of the emergency, the condition of the children in general, the present location of the students, and where and how the students can be picked up by their parents.
4. The staff will stay with the children until they have been safely released to their parents or to a person designated on the emergency form.
5. If a child is injured and taken for medical treatment, a staff member will accompany the child and remain with the child until a parent or person designated on the emergency form arrives to assume responsibility.

If we are instructed by emergency personnel to relocate to a temporary shelter, our **transportation plan** is:

In the event an evacuation appears to be necessary, KidTime will evacuate the building using our best judgment, coupled with the recommendations of local emergency support agencies, to determine the safest way to proceed. Safety of staff and children will be our first consideration. KidTime has devised two evacuation plans.

A list of local emergency support agency numbers, student and staff information, medicine, and first aid kit are located on the teachers' table. They will be kept with the group.

EVACUATION PLAN I - WITH MOTOR VEHICLES

If it is determined that all staff and students must evacuate the property, we will evacuate in an orderly fashion.

- All students and staff will meet in the parking lot at the east side of the building.

- The Director or his/her designee will leave a note on the side door telling parents and authorities where we are going. Also, the designee will ensure that the first aid kit, files, medicine box/key, roll, and notebook with emergency numbers are taken.
- The staff will load the students into the staff vehicles and possibly emergency vehicles. An attempt will be made to place everyone in a seat belt if possible.
- The staff and students will relocate to Campbell Station Library or AL Lotts Elementary School.
- The staff will stay with the children until they have been released to their parents, designated emergency contact person, or authorized pick-up person.

EVACUATION PLAN II - BY FOOT

If it is determined that all staff and students must evacuate the property, we will evacuate in an orderly fashion.

- All students and staff will meet in the parking lot at the side of the building.
- The Director or her designee will leave a note on the side door telling parents and authorities where we are going. Also, the designee will bring the first aid kit, files, roll, medicine box/key, and notebook with emergency numbers.
- The staff will walk with the students to Campbell Station Library.
- If evacuation is necessary from Campbell Station Library, everyone will be transported to the designated Red Cross Shelter by staff, parents or emergency vehicles.
- The staff will stay with the children, until they have been released to their parents, designated emergency contact, or authorized pick-up person.

Potential risk(s) specific to our location may include:

Traffic on North Campbell Station Road.

Provisions for a range of possible events that the Emergency Preparedness Plan must include, but are not limited to:

FIRES

Our **fire alarm signal** is:

Fire alarms inside the school building. In practice, we will use the alarms on handheld radios or director will otherwise notify of a drill over handheld radio.

Our **all-clear signal** is:

Communication on handheld radio, "all clear"

If necessary, the person(s) **who will shut off utilities** using clearly written instructions posted at *each* utility control or shut off point will be:

Primary: Director (will get in touch with maintenance men at school)

Alternate: Assistant Director (will get in touch with maintenance men at school)

There are two (2) evacuation routes from every room and the routes are posted in each room. To ensure that all children are safely evacuated and accounted for, **our evacuation procedure** is:

If a fire occurs, Farragut Primary is equipped with fire alarm pull stations and an automated sprinkler system. Staff will evacuate all students from the building. Fire drills are routinely performed. See attachment for procedures and floor plan. Attendance rosters, emergency contact numbers, first aid kit, medicines/key, and files will be carried by the Director and staff when exiting the building.

1. All students and staff will meet in the side parking lot on the east side of the school. Doors should be closed as the building is evacuated.
2. Staff is responsible for checking the restrooms and making sure all children are accounted for during a fire drill/alarm.
3. If a child has special needs the staff will make sure they exit the building.
4. If a fire occurs in the building the staff member who observes the fire must pull the fire alarm. In case of fire, the safety of the students and staff takes precedence. Follow Fire Drill Plan. If the fire is small staff may use a fire extinguisher - but only after the safety of the students and staff has been addressed first. See floor plan for

location of equipment.

5. Once everyone is safely outside the building the Director or her designee will use the cell phone or go to a nearby location to call 911.
6. Director will survey the situation and either begin the evacuation process or, if the emergency is over, resume service.

A record shall be maintained showing that fire drills have been performed once a month.

Routes are posted on the cabinets in the cafeteria, and are in the back of the emergency preparedness handbook.

If required, the **temporary shelter** is located at:

Name of Shelter: Farragut Public Library

Address/Location of Shelter: 417 N. Campbell Station Rd. Knoxville, TN 37934

Name of Alternate Shelter: West Gate Church

Address/Location of Shelter: 416 N. Campbell Station Rd. Knoxville, TN 37934

Following an evacuation, the **check-in station** where parents may pick-up their children is located at:

At the pavilion on the "car rider" side of the building.

We have informed and trained staff on the location and use of fire extinguishers. The frequency at which all **fire extinguishers are regularly** inspected is:

Fire extinguishers are checked by KCS staff monthly.

The frequency at which **all smoke detectors and/or fire alarms are regularly** inspected is:

Smoke detectors and fire alarms are inspected by KCS staff.

TORNADOES/SEVERE WEATHER

We receive warnings of severe weather using:

If an emergency event has taken place that affects more than just our facility, the Tennessee Emergency Management Association (TEMA) will determine what type of emergency has occurred and how affected areas should evacuate. These events will be broadcast on WIVK (107.7), radio scanners, and door to door.

The designated **safe gathering location inside the building** is:

If a tornado appears imminent or is actually sighted/heard, KidTime will silently assemble in the hall between office and library. Upon reaching this area, children should kneel, sit, or lie (face down) on the floor facing the interior walls. Children should keep their faces down, holding their clasped hands over the back of their heads to afford some protection from flying debris.

Staff are trained to move children from outdoors to indoors immediately. **To alert staff** without alarming children, we:

Director upon hearing that severe weather is apparent will inform staff before it happens, so that staff members are prepared. If there is a need to move into the building or the safe spot, the Director will inform teachers that they need to follow the weather plan over the radio.

Severe weather procedures are posted at the following locations:

In the KidTime office and in the emergency preparedness handbook.

EARTHQUAKES

Children and staff know how to crouch, protect their heads and necks, and hold on. If inside, everyone should shelter under tables and cover their heads. If outdoors, everyone should stay outdoors and avoid trees, fences, power poles/lines, and other potential falling debris.

After an earthquake, our plan is:

EARTHQUAKE

DURING AN EARTHQUAKE

1. If staff and students are inside, the Director will follow the civil defense plan.
2. If staff and students are outside, avoid being under trees, near the fences, buildings or power poles.

AFTER AN EARTHQUAKE

3. Report any damage to 911.
4. Prepare for aftershocks.
5. Take attendance immediately.
6. Do not turn on or off any light switches.
7. Make an assessment of safety.
8. Check for injuries. Apply first aid.
9. Check for damage to the building. If the building is unsafe, evacuate immediately.
10. If evacuating, the Director will post a notice on the door so parents who come to the school will know where their children have been taken.
11. Protect records.

ASSESS DAMAGE

12. After the earthquake, if the damage to the building is not too severe the staff and children will remain indoors.
13. All staff will clean-up broken glass, turned-over furniture/equipment etc., as possible to prevent further injuries from glass and debris.
14. The Custodian or Director will turn off utilities if required.

15. Staff will stay with the students until their rides arrive.

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CHEMICAL SPILLS & HAZARDOUS MATERIALS

To receive notifications of hazardous materials incidents, we:

Accidents usually occur when a train derails, a truck overturns, or a warehouse catches on fire. The most dangerous accidents are chlorine leaks, propane spills, and cyanide/insecticide chemicals. KidTime has notified KEMA of their existence and most often authorities would go door to door to notify everyone of a disaster. KidTime staff will act upon the most common signs of trouble: clouds of vapor, gas, or smoke.

In the event of a hazardous materials incident, our response plan is:

Accidents usually occur when a train derails, a truck overturns, or a warehouse catches on fire. The most dangerous accidents are chlorine leaks, propane spills, and cyanide/insecticide chemicals. KidTime has notified KEMA of their existence and most often authorities would go door to door to notify everyone of a disaster. KidTime staff will act upon the most common signs of trouble: clouds of vapor, gas, or smoke.

Our plan to ensure all children are in a safe place is:

1. Ensure all students and staff are inside. Follow the civil defense plan. The Director is responsible for securing files, first aid kit, roll, medications/key, and emergency numbers. He/she will also carry the radio.
2. Close all outside air sources and secure doors with masking tape. If possible, shut off air conditioning/heat.
3. Director will call 911 while all other staff and children stay in place until further instructions are given.
4. If evacuation from the building were necessary the staff would cover everyone's mouth and nose with damp clothes and relocate to the site indicated by emergency personnel. Children would be transported in staff vehicles and/or emergency vehicles to Farragut Public Library or West Gate Church.

If necessary, the **person(s) who will shut off the HVAC** using clearly written instructions posted at the HVAC control will be:

Primary: Director (will find FPS maintenance)	Alternate: Assistant Director (will find FPS maintenance)
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FLOODS

To determine if our facility is in a flood plain, we have contacted:

Knox County Schools

To **receive flood warnings**, we have:

If an emergency event has taken place that affects more than just our facility, the Tennessee Emergency Management Association (TEMA) will determine what type of emergency has occurred and how affected areas should evacuate. These events will be broadcast on WIVK (107.7), radio scanners, and door to door.

To alert staff without alarming children, **our response plan** is:

Director upon hearing that severe weather is apparent will inform staff before it happens, so that staff members are prepared. If there is a need to move into the building or the safe spot, the Director will inform teachers that they need to follow the weather plan over the radio.

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We have a supply of water in the event water service is interrupted. When evacuating, the precautions we will take include:

We have stored bottled water in the cabinets.

If necessary, the person(s) **who will shut off utilities** using clearly written instructions posted at *each* utility control or shut off point will be:

Primary: Director (will find FPS maintenance)	Alternate: Assistant Director (will find FPS maintenance)
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LOCKDOWN OR LAW ENFORCEMENT EMERGENCIES

In a law enforcement emergency or other event requiring our facility to enter a lockdown, **children will be moved to designated safe area locations in our facility and out of view.** The designated safe area locations in our facility are:

In the gym bathroom, staff will ensure that gym lights and doors are locked.

In the front hallway bathrooms with the doors locked.

We will immediately contact the following authorities:

Knoxville Police Department , school principal

The person(s) **who will secure facility entrances/exits** in a lockdown will be:

Director or Assistant Director or other representative

To avoid alarming children, the code we have established for law enforcement emergencies is:

If there is a security threat or a potential shooter the following are code words for staff to alert each other.

- Security Threat: RUBBER DUCK
- Potential Shooter : G.I. JOE

BOMB THREATS

All staff understands that only law enforcement personnel should check the building for bombs. In the event of a bomb threat, our procedure is:

BOMB THREAT

1. Staff shall evacuate all students.
2. Report bomb threat to 911.
3. If deemed necessary, the staff and students will be transported to Farragut Public Library or West Gate Church.
4. A note will be posted at the school informing the parents of the evacuation and where the students and staff of KidTime have been taken. Once the children have been safely evacuated, the Director will notify local authorities and pass on the following information: the nature of the emergency, the condition of the children in general, the present location of the students, and where and how the students can be picked up by their parents.
5. The staff or students will not go back into the building until given permission by law enforcement personnel.
6. Fill in the attached bomb threat form.

To **alert staff without alarming children to evacuate** the facility, we:

- Security Threat: RUBBER DUCK

If it is safe to evacuate the building, we will notify parents after gathering at the following safe place:

Farragut Public Library or West Gate Church

SHELTER IN PLACE

When events require a shelter in place response, our procedure includes:

- 1) Director will notify staff to gather in a designated safe place.
- 2) Director and staff will call roll to insure that everyone is in the safe place and position.
- 3) Director will be in contact with local authorities for further guidance.
- 4) Director/Assistant director will begin to contact parents when it is safe to do so.
- 5) Staff will sit with students and keep them calm.

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CONTINUITY OF OPERATIONS

Immediately following an emergency, the following actions will be taken to assess event impact and determine how, if at all, to maintain continuity of operations:

Director will assess damage and report to the principal of the school and the executive director. Together, they will decide what needs to happen. If operations need to be suspended, the director will send an email and/or call parents to inform them of the decision.

All staff are trained annually on this Emergency Preparedness Plan. This Emergency Preparedness Plan

is reviewed monthly. Review and training documentation is located at:

DHS Binder in KT office

Fire drills are conducted every month. (If applicable, alternate monthly drills are conducted to cover each shift.) A drill *other than fire* is conducted once every six (6) months. Practice drills are conducted to simulate (as closely as practicable) conditions of a real emergency. Documentation of drills is located at:

DHS Binder in KT office

Our plan to safeguard records is:

Records are kept in a portable case and can be carried in the event of an emergency.

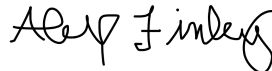
Parents/Guardians for all children have been informed of this Emergency Preparedness Plan. In developing this plan, we have consulted with:

Knox County Sheriff's Department

This Emergency Plan was adopted by our agency on and will be reviewed one (1) year from:

Date: 1/28/2025

Owner/Director Name Signature: Alex Finley



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EPP RESOURCE – INDIVIDUALIZED ACCOMMODATION PLAN FOR CHILDREN WITH SPECIAL NEEDS (Including infants and toddlers, children with disabilities, an and children with chronic medical conditions. Attach additional pages/details as necessary.) This is not currently applicable to our program, but if that were to change the procedures would be tailored to the specific needs of the child. The director will be responsible for updating that part of the plan should a child with disabilities or chronic health conditions enroll at our agency. Infants and Toddlers- we currently do not serve infants and toddlers. Children with chronic medical problems and are prescribed an EPI pen or inhaler, the educator will retrieve the medication and ensure it is available for the child in the case of emergency.

Child Name:

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EPP RESOURCE – EMERGENCY PREPAREDNESS PLAN STAFF/VOLUNTEER TRAINING & R				
Month	Date of Monthly Review by Owner/Director	Date of Annual Staff/Volunteer Review	Date(s) of Additional Staff/Volunteer Training	Training Description

January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Agency Notes				

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EPP RESOURCE – FIRE DRILL LOG						
Month	Fire Drill Date/Time	Conducted By: (Initial)	Fire Alarm Test Date/Time	Conducted By: (Initial)	Smoke Detector Test Date/Time	Conducted By: (Initial)
January						
February						
March						
April						

May						
June						
July						
August						
September						
October						
November						
December						
Agency Notes						

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EPP RESOURCE – ALL OTHER DRILLS LOG						
Month	Tornado Drill Date/Time	Flood Drill Date/Time	Hazardous Material Drill Date/Time	Law Enforcement Drill Date/Time	Earthquake Drill Date/Time	Bomb Threat Drill Date/Time
January						
February						
March						
April						
May						
June						
July						
August						

prior approval.

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