



**Tennessee Department of Human Services**  
**UCHRA Van Buren County Head Start Child Care Agency**  
**Emergency Preparedness Plan**

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 lock down; 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: UCHRA Van Buren County Head Start

Street Address: 24038 State Route 30

City: Spencer

State: TN

Zip Code: 38585

Primary Agency Contact	Primary Contact Phone	Primary Contact Email
Elsie Blaylock	(423)618-1954	eblaylock@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Rita Mayfield	(931)267-4863	rmayfield@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Mark Farley	(931) 510-4467	mfarley@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
LaNelle Godsey	(931) 267-8089	lgodsey@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Lola Montgomery	(703) 346-7474	lola.montgomery@acf.hhs.gov
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Margarietta Glass	(202) 207-9709	Margarietta.Glass@acf.hhs.gov
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
LaQuinta Broyles	(615) 626-6918	LaQuinta.Broyles@icf.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Ginger Stout	(931)267-4863	gstout@ucdd.org

**GENERAL**

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

<b>Fire Department</b>	<b>(423)881-5847</b>
<b>Police Department/Sheriff's Office</b>	<b>(931)946-2118</b>
<b>Ambulance/Fire Squad</b>	<b>(931)946-8181</b>
<b>Poison Control Center</b>	<b>1-800-222-1222</b>
<b>911 or local equivalent</b>	<b>911; Local ER (Highlands): (931)738-9211</b>
<b>Local Emergency Management</b>	<b>(931)946-2314</b>
<b>DCS Child Abuse Hotline</b>	<b>(877) 237-0004</b>
<b>DHS Child Care Complaint Hotline</b>	<b>(800) 462-8261</b>

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

Relocation Site Name: <b>Spencer Elementary School</b>
Relocation Site Address/Location: <b>311 Sparta St. Spencer, TN 38585</b>
Phone Number to call at Relocation Site: <b>(931) 946-2171</b>

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

Evacuation maps and designated relocations are posted on every bus and on the parent information board.
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In the event of an emergency, our **procedure for parent notification** is:

Since our facility is located in a remote area on the edge of the Cumberland Plateau and communication via cell phone, bus radio or wireless Internet is difficult, contact will be made after we have reached our relocation site. We will use our emergency contact lists that are in our emergency materials to make phone calls to parents.

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

In the event of an evacuation, if time permits, parents will be allowed to pick their children up before the evacuation. If time does not permit, our emergency contact list and sign in/out sheets will be taken with the children to the relocation site (along with other emergency items). Once parents are informed of pick up information and arrive at the relocation site, they will speak to their child's educator and sign them out before leaving. All staff must remain on duty until all children have been reunified with their families (unless otherwise instructed by their supervisor).

Primary relocation site: Spencer Elementary School; 311 Sparta St. Spencer, TN 38585; (931) 946-2171.

Secondary relocation site: Betty Dunn Nature Center; 10821 Park Road Spencer, TN 38585 ; Phone: 423-881-5708; 800-250-8611.

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

Once we have evacuated, the children will be loaded onto the bus. Once all children are on the bus, educators will take attendance using their sign in/out sheets and will practice name to face recognition. Once everyone is accounted for, we will begin our drive to our designated relocation site. Once we arrive, the children will be unloaded and brought inside the building where educators will again take attendance using name to face recognition.

Once everyone is safe and accounted for, the process of parent notification and reunification will begin.

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

Several nuclear power, research, fuel or weapons facilities, wildland or forest fires, flooding, hazardous materials, severe weather and earthquake.

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:

Our fire alarm system going off, or a CODE RED being called

Our **all-clear signal** is:

"All-clear" or CODE GREEN begin called over the handheld radios.

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: Elsie Blaylock

Alternate: Rita Mayfield

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:

Educators will instruct their classroom to line up. While the children are lining up, educators will collect emergency contact list, sign in/out sheet, and any other necessary items. Educators will sweep the classroom to make sure all children are in line. Once items are collected and the classroom has been swept for children, educators will take attendance using name to face recognition. Once all children are accounted for, educators will lead their class outside where the agency will gather before beginning the transportation plan. Attendance will be taken again once outside.

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

Name of Shelter: Betty Dunn Nature Center; 10821 Park Road Spencer, TN 38585 ; Phone: 423-881-5708; 800-250-8611.

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

Inside the front entrance of either relocation site.

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:

Yearly

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

Yearly

## TORNADOS/SEVERE WEATHER

We receive warnings of severe weather using:

NOAA Weather System

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

Hallway by offices.

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

A CODE YELLOW will be called via handheld radio.

Educators will then gather all children in the hallway and await further instruction.

**Severe weather procedures are posted at the following locations:**

Parent board, all classrooms, and digitally.

## EARTHQUAKES

Children and staff know how to crouch, protect to 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:

Director and/or assistant director will assess the situation. If there are any injuries or significant damage to the facility, 911 will be called. Educators will take attendance using name to face recognition to account for all children/staff.

First aid will be administered if it is safe to do so.

If upon emergency personnel arrival, it is advised to evacuate the agency due to damages/safety concerns or if the building is clearly unsafe by educator discretion, evacuation procedures will begin (PAGE 4).

Director/assistant director will first call the primary relocation site to make sure their building is safe and in good repair before beginning the relocation process. If that building is not safe, the secondary relocation site will be called.

Evacuation, transportation, and reunification processes will proceed as outlined in this plan.

## CHEMICAL SPILLS & HAZARDOUS MATERIALS

To **receive notifications of hazardous materials incidents**, we:

We will be contacted by Van Buren County dispatch.

If an internal hazard is present we will communicate the hazard among staff via handheld radio and remove all children from the area after taking attendance using name to face recognition.

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

Children will be moved as far from the hazard as possible behind closed doors or taken outside until the hazard is fully removed. If necessary we will call 911/poison control for guidance on how to respond to the hazardous material. For bodily hazardous spills (blood or otherwise) we will follow best practice for infectious disease control and dispose of the material safely using gloves and disposable towels. If the hazard contains dangerous fumes, the educators and children will begin evacuation procedures and head to the primary relocation site. If external fumes are present, doors and windows will be sealed with wet towels/blankets/sheets and HVAC unit will be turned off. We will follow the guidance of local authorities on how to proceed.

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

Educators/directors will check that the safe space is free from any hazards and use name to face recognition to take attendance. Educators will block off the area containing the hazard and supervise children to be sure no one leaves the safe area. Educators will comfort and reassure children. The safe area will be as far from the hazard as possible. 911 will be called for further guidance if needed.

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

Primary: Elsie Blaylock

Alternate: Rita Mayfield

## FLOODS

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

Our insurance company

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

Van Buren County Dispatch, cell phone notification, and local weather.

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

Call a CODE YELLOW.

Educators will gather all children in the hallway and await further instructions. If relocation is necessary we will begin those procedures (PAGE 3).

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

A designated staff person will load the water onto the bus used in transportation.

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: Elsie Blaylock

Alternate: Rita Mayfield

## 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:

Each area has a designated lockdown location. Once lockdown is called, be sure to account for all children using name to face recognition, and proceed to the designated location:

Classroom - go to teacher resource closet

Gym - go to director & health office hallway

Playground - exit playground through the gate (making sure the alarm is silenced) and shelter behind red sheds.

Once you reach your lockdown location, lock all doors/windows making sure to remain out of view and as quiet as possible. Take attendance using name to face recognition.

We will immediately contact the following authorities:

911

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

Director, assistant director, and central office staff.

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

CODE BLUE.



## 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:

If someone at the agency receives the bomb threat directly, they will call 911 and relay the threat to them in as much detail as possible and ask for direction on what to do. If the threat was for inside the agency, educators will receive the CODE ORANGE call and begin evacuation procedures (PAGE 4) followed by the transportation plan (PAGE 3).

If the threat is outside of the agency, and we are advised to stay where we are, we will go into shelter in place procedures.

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

Call a CODE ORANGE.

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

Primary relocation site: Spencer Elementary School; 311 Sparta St. Spencer, TN 38585; (931) 946-2171.

Secondary relocation site: Betty Dunn Nature Center; 10821 Park Road Spencer, TN 38585 ; Phone: 423-881-5708; 800-250-8611.

## SHELTER IN PLACE

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

A CODE BLUE will be called signaling educators to lock their classroom doors and close all window coverings. Director/assistant director will lock main doors to the agency.

Inside each classroom, educators will engage the children in a quiet activity/game after taking attendance using name to face recognition. Director/assistant director will be in contact with 911/local law enforcement on how to respond.

If the threat becomes more serious and requires a lockdown, educators will be notified and will have children get in the designated area out of view, turning off lights and staying as quiet as possible.

Educators will wait until they hear the CODE GREEN to resume normal activities.

## 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:

Head Start director and assistant director will assess any damage to the building. In the event of damage to the building or contents, the Head Start director will notify the executive director upon incident for a preliminary assessment of damages. They in turn will contact the insurance provider to schedule an additional assessment. Since the building belongs to the Van Buren Co. School System, the Head Start director will also contact the superintendent of schools so their insurance provider can assess the damages as well.

In the event that the building could no longer be utilized, the Head Start director or designated staff person will contact our state TA specialist within 2 hours of the occurrence. The state TA specialist will notify the regional office within the same time frame. Temporary operations will be set up at the county government Burritt Memorial Building. If buses are available, transportation will continue to be provided for the children and families to this alternate facility.

All **staff are trained annually** on this Emergency Preparedness Plan. This Emergency Preparedness Plan is **reviewed monthly**. Review and training documentation is located at:

Google Drive

**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:

Google Drive

Our plan to safeguard records is:

Records are housed on Google Drive and backed up by L per Cumberland Human Resource Agency.

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

Families are informed of this plan upon enrollment and when changes are made. In developing this plan, we have consulted with community head start representatives, Van Buren county school system, Tennessee Highway Patrol, Van Buren County Mayor, Van Buren County Police, parents, UT TNCEP, and medical professionals.

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

**Date:**

Owner/Director Name Signature:

**EPP RESOURCE – INDIVIDUALIZED ACCOMMODATION PLAN FOR CHILDREN WITH SPECIAL NEEDS (Including infants and toddlers, children with disabilities, and children with chronic medical conditions. Attach additional pages/details as necessary.)**

**Child Name:** \_\_\_\_\_

We do not serve infants or toddlers at this time. If at any point we do begin enrolling infants or toddlers this plan will be revised to include their care during an emergency.

We currently do not serve any children with disabilities. If/when a child is enrolled with disabilities, we will meet with the child's family and potentially their physician to discuss how we can best serve them in the event of an emergency. This plan will be put in writing before the child's first day and placed in each emergency plan for easy reference.

We currently do not serve any children with chronic medical conditions. If/when a child is enrolled with chronic medical conditions, we will meet with the child's family and potentially their physician to discuss how we can best serve them in the event of an emergency. If the child requires medication that must be transported with the child, the care of this medication will be discussed and a person will be designated to retrieve and transport the medication in the event of an emergency. This will be practiced during drills. This plan will be put in writing before the child's first day and placed in each emergency plan for easy reference.

EPP RESOURCE – EMERGENCY PREPAREDNESS PLAN STAFF/VOLUNTEER TRAINING & REVIEW LOG					
Month	Date of Monthly Review by Owner/Director	Date of Annual Staff/Volunteer Review	Date(s) of Additional Staff/Volunteer Training	Training Description	Conduct/Coordinated By:
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Agency Notes	Any and all volunteers will be trained on this plan annually.				

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)	Fire Extinguisher Inspection Date/Time	Conducted By: (Initial)
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Agency Notes	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>							

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	Other Drill Date/Time	Conducted By: (Initial)
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Agency Notes	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>							

## EPP RESOURCE – MEDICATION LOG

Instructions: Use this log to record children taking prescription medications. During an emergency situation, provide this list to emergency personnel or first responders to ensure prescription medicines are made available.

Simply note an end date for children no longer prescribed medicines in the log. It is recommended to update this with each enrollment and at minimum during your month review of this Emergency Preparedness Plan. Print as many as may be necessary.

Child Name	DOB	Medication Name	Dosage	Medication Expiration Date	Frequency Administered	Date Medicine Started	Date Medicine Ended

## EPP RESOURCE – PARENT/GUARDIAN EMERGENCY CONTACT INFORMATION

Instructions: Record the contact information of parents/guardians of all children for use in emergency situations. It is recommended to update this with each enrollment and at minimum during your monthly review of this Emergency Preparedness Plan. Print as many as necessary.

Child Name	Parent/Guardian(s)	Phone Number(s)	Emergency Contact(s)	Phone Number(s)