

Ohio Department of Job and Family Services
**MEDICAL, DENTAL AND GENERAL EMERGENCY PLAN
 FOR TYPE A HOMES AND CHILD CARE CENTERS**

Center Name	Center Address	
Center Telephone Number		
EMERGENCY TELEPHONE NUMBERS		
Including 7-digit back up number as well as area code if area code must be dialed to complete the call.		
Emergency Squad	Hospital	
Police Department	Fire Department	
Poison Control	Public Childrens' Service Agency	
Local Health Department	Local Emergency Management Agency (EMA)	
LOCATION OF:		
First Aid Kit(s)		
Children's Records		
Fire Extinguisher		
Fire Alarm System/Main Panel		
Electrical Circuit Box		
Fire Alarm Pull Stations		
Child Safety Seat (Or a statement that the center will use the emergency squad for emergency transportation of children.)		
<p>In case of a Dental Emergency, stay with the child and summon help. When an additional staff member is present to assume responsibility for the rest of the group, consult the Dental First Aid Chart which should be posted in each room. Follow instructions indicated, notify the parents and write an incident report. Remember if blood is involved, use non latex gloves and sanitize afterwards following standard precautions.</p>		
<p>Names of staff with current training in First Aid, CPR, Communicable Disease: <i>(Enough trained staff must be listed to show coverage for all hours and in all buildings that child care is provided)</i></p>		
<u>First Aid</u>	<u>CPR</u> <i>(specify age group)</i>	<u>Communicable Disease</u>
<p>In an emergency do any children in this room require additional assistance (more than other children of the same age or in the same group) to evacuate? <input type="checkbox"/>No <input type="checkbox"/>Yes <i>(If yes, the written plan should be available to the teacher in the classroom with the child(ren). This question is not required to be answered in rooms that multiple groups use (such as gyms, lunchrooms, etc. that are not classrooms. It must be completed in all classroom/home base areas.)</i></p>		
<p>In the event that the child care program must be evacuated, are there medications or supplies that must be taken with any child(ren) in this room? <input type="checkbox"/>No <input type="checkbox"/>Yes <i>(If yes, the written plan should be available to the teacher in the classroom with the child(ren). This question is not required to be answered in rooms that multiple groups use (such as gyms, lunchrooms, etc.that are not classrooms. It must be completed in all classroom/home base areas.)</i></p>		

In case of an environmental emergency such as fire or tornado/weather alert, consult the posted evacuation plan/diagram or route to your classroom's "safe place".

Fire: Take attendance roster, secure the classroom, exit the building with the children to the designated meeting place-which is _____, account for all children, and notify administrator or staff in charge whether all children are present or if any are missing. Do not return to classroom until the all clear is sounded. *(Staff are not required to take emergency medications/supplies in a fire evacuation. Emergency response personnel will be available to assist as needed.)*

Weather Alert: Take attendance roster and any emergency medication/supplies, secure the classroom, lead children to the designated "safe place"-which is _____, account for all children, have children assume the safe position-covering head and neck, if blankets or protective covering is available, cover children. Notify administrator or staff in charge if all children are present or if any are missing. Stay in designated "safe place" until the all clear is sounded.

Emergency Evacuation (bomb threat, gas leak, etc.): Take attendance roster and any emergency medication/supplies, first aid kit, emergency contact information for children, account for all children, exit building to the primary evacuation spot which is _____. Account for all children with a name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to your secondary evacuation location (which should be further away from your center in case the area around your facility also must be evacuated). The secondary location is _____. *Always follow instructions of the emergency personnel on site.* Parents should be notified as soon as possible. Continue to complete name to face attendance check offs on a regular basis to assure children are not lost. Complete an incident report and provide to the parents as soon as possible. ODJFS must be notified within 24 hours.

Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster, contact 9-1-1/Police. Follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, complete an incident report and provide to parents. ODJFS must be notified within 24 hours.

Loss of Power, Water, Heat: Contact utilities company to notify of outage and assess expected time of outage. Evaluate factors, including safety, temperature, daylight, refrigeration requirements, ability to follow sanitary hygiene practices. Administrator or designee will make the determination whether the center needs to be closed or not. If in doubt contact your licensing specialist or your local health department for assistance in determining whether you can continue to provide child care services and meet rule requirements.

In the event of a **Serious Injury or Illness:** Stay with injured/ill child at all times, summon additional help if needed to supervise rest of children. Quickly complete an assessment: **A**ppearance, **B**reathing, **C**irculation. Summon a staff member trained in First Aid/Communicable Disease if you are not trained, determine whether EMS needs to be contacted. Check child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child, contact parents. Provide basic first aid until EMS or parent arrives. Complete an incident report for parents. If child is ill, isolate away from other children, reference the ODH Communicable Disease Chart and follow instructions, determine whether illness needs to be reported to ODH. Post exposure sign or written notice for parents. Complete an incident report for child's parent, sanitize cot/blanket if used. If blood or bodily fluids are involved remember to wear non-latex gloves and follow standard precautions for cleanup. If situation requires medical attention, ODJFS must be notified within 24 hours of the incident and report submitted within 3 days.

Supervision: Children must be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of children. Staff shall stay with children until the parent arrives.

Additional instructions for this facility:

This is a prescribed form which must be used to meet the requirements of rules 5101:2-12-34 and 5101:2-13-34. In centers this plan should be posted in every room used by children and by every telephone. In type A homes this plan should be posted in by every telephone. Every room should also have posted: Written instructions for fire and weather alert: diagrams showing evacuation routes and "safe place" and Dental First Aid chart.