



Child Care Agency Emergency Preparedness Plan Template

In consultation with local authorities and local emergency management, child care agencies shall develop a written multi-hazard plan to protect children in the event of emergencies as required by T.C.A. § 71-3-517. This template is intended as a guide to ensure basic requirements of a proper emergency preparedness plan are addressed. The typical plan may include more detail.

CHILD CARE AGENCY INFORMATION – (Please Print)

Agency Name:

Street Address:

City:

State:

Zip Code:

Primary Agency Contact

Primary Contact Phone

Primary Contact Email

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Alternate Agency Contact

Alternate Contact Phone

Alternate Contact Email

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GENERAL

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

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

If necessary, following an evacuation we will relocate to:

Relocation Site Name:

Relocation Site Address/Location:

Phone Number to call at Relocation Site:

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