

Reynolds Family Day Care Home
(DBA Our Next Us Childcare)
Orlando, FL 32836
(407) 574-8700

Emergency Preparedness Plan

First Aid Kit: Located on wall of Day Care above Provider’s desk in Red Bag
Battery Radio: Located in Livingroom on Brown Shelf
Emergency Contact Data: Located on Refrigerator, in cell phone, and in Red Bag

Emergency contact person available during child care hours: Veronica Daniels
1225 25th Street
Orlando, FL 32805
(321) 330-9783 / (407) 960- 9211

Important Phone Numbers:

Ambulance, Police, Fire (Emergency).....911
City of Orlando Police Department.....(407) 246-2470
Fire Rescue (Non-emergency)(407) 836-9000
Orange County Sheriff’s Office (Non-emergency)(407) 836-4357
Orange County Information.....311
American Association of Poison Control.....1 (800) 222-1222
Dr. Phillips Hospital.....(407) 351-8500

Evacuation routes/exits: 1) Living room: Front door and windows, Kitchen: Sliding doors and windows, Dining room/family room: Front door and windows

I will meet the individual needs of all children, including children with special needs or chronic medical conditions, during and following an emergency event accordingly. The following are steps to be taken during a fire, evacuation, relocation, shelter-in-place, lockdown, and inclement weather (hurricane):

Fire procedure and accounting for children: There is a fire extinguisher located in the kitchen of my home. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. In case of evacuation I will take the attendance roster, exit the home with the children to the designated meeting place –which is the sidewalk adjacent from the front of my home. I will account for all children, call

emergency personnel (911), and notify them if all children are present or if any are missing. We will not return to my home until the “all clear is given”.

Evacuation procedure and accounting for children: I will take the attendance records with me so that I may account for all children and exit the home with the children to the designated meeting place – which is the sidewalk adjacent from the front of my home. Parents will not be allowed to remove a child from my custody during the evacuation. Once all children are accounted for at the evacuation location, parents will be allowed to sign out their children.

Relocation procedure and accounting for children: I will take the attendance records with me so that I may account for all children and exit the home with the children to the designated meeting place – which is the sidewalk adjacent from the front of my home. Parents will not be allowed to remove a child from my custody during the evacuation. Once all children are accounted for at the evacuation location, parents will be allowed to sign out their children. Parents will be notified of the evacuation location.

Shelter-in-place procedure and accounting for children: In case of the need to stay put—lockdown, inclement weather, or notification from authorities—children will be taken to an interior hallway of the house. All children are accounted for via the attendance sheet. The following emergency supplies are stored in the hallway closet and will be taken: 1) Emergency kit with food, toys, and water; 2) First aid kit; 3) Cell phone; 4) Emergency contact data. Parents/guardians will be notified once the immediate threat has passed.

Communicating with parent/guardian for reunification onsite and offsite: In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe: 1) Parents/guardians are provided evacuation site information, 2) Contact information for Operator and Substitute (cell phone and home phone) 3) Parent/guardian contact numbers are stored in Operator and Substitute cell phone; attached to bottom of portable play yards and stored in emergency kits.