



Rhode Island Department of Human Services

Emergency Response Plan (All Providers)

Updated March 2023

1. Program Information

Date Created		Date(s) Reviewed	
Provider Name			
Program Street Address	City/Town	State	Zip Code
Phone Number			

2. Emergency Phone Numbers and Contact Information

General Emergency	911
Non-emergency Police (Local department)	
Non-emergency Fire (Local department)	
Local Hospital	
Program Physician	
Poison Control Center	800-222-1222
Child Abuse Hotline	1-800-RI-CHILD (800-742-4453)

3. Evacuation and Relocation Procedures

If we need to evacuate the building, the following procedures will be followed:

Evacuation Routes and Exits

Plan for Evacuating Infants and Toddlers

Plan for Evacuating Children with Disabilities or Chronic Medical Conditions

Relocation - Location

Building Name			
Street Address	City/Town	State	Zip Code
Phone Number			



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3. Evacuation and Relocation Procedures

If we need to evacuate the building, the following procedures will be followed:

Notification to Emergency Responders (when)

Notification to Parents/Guardians (when)

Emergency Kits (contents and location)

4. Shelter-in-Place and Lock Down Procedures

If we need to stay in the building due to an emergency, the following procedures will be followed:

Describe the Procedures (who, what, where, when)

Accommodations for Children with Disabilities or Chronic Medical Conditions

Notification to Emergency Responders (when)

Notification to Parents/Guardians (when)

Emergency Kits (contents and location)

5. Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

Notification to Parents/Guardians (when)



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Location of Parents/Guardians Emergency Contact Information

Release of Children

Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)

Additional Details (as needed)

6. Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operation.

The following people will need to be notified and be a part of the decision-making process regarding continued operations during a crisis.

Name	Title/Relation to Program

The following people will need to be notified and be a part of the decision making-process regarding continued operations after a crisis.

Name	Title/Relation to Program

Additional Considerations for Operations



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7. Staff and Volunteer Emergency Preparedness Training and Practice Drills

Each program must train staff and volunteers on this emergency plan during initial orientation and anytime changes/updates are made.

Describe the Procedures for orientating staff and volunteers and ensuring both participate in practice drills

[Empty text area for describing procedures for orientating staff and volunteers and ensuring both participate in practice drills]



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7a. Examples Practice Drill Logs

Fire Drill and Shelter in Place Log								
Fire Drills (to be completed monthly with no more than three (3) delayed due to weather)								
Month	Day/Year	Time Started	Time Ended	Obstructed	Number of Staff	Number of Volunteers	Number of Children	Notes/Areas to Improve
January				Yes / No				
February				Yes / No				
March				Yes / No				
April				Yes / No				
May				Yes / No				
June				Yes / No				
July				Yes / No				
August				Yes / No				
September				Yes / No				
October				Yes / No				
November				Yes / No				
December				Yes / No				
<i>*As needed</i>								
<i>*As needed</i>								
Shelter-in-Place/Lock Down Drills (to be completed two (2) times every 12 months)								
Month	Day/Year	Time Started	Time Ended	Number of Staff	Number of Volunteers	Number of Children	Notes/Areas to Improve	
<i>*As Needed</i>								
<i>*As Needed</i>								