

EMERGENCY

PREPAREDNESS TOOLKIT FOR CHILD CARE PROGRAMS



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Acknowledgements

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**EMERGENCY
PREPAREDNESS
TOOLKIT**
FOR CHILD CARE PROGRAMS

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INTRODUCTION

WHO SHOULD USE THIS TOOLKIT

While this toolkit has been designed for the use of child care providers in both child care centers and family child care homes in Los Angeles County, its use and message is encouraged throughout the entire community. Directors, staff, volunteers, parents, teachers and emergency management officials should all be collaborating to make their communities safer for themselves and children in care.

HOW TO USE THIS TOOLKIT

The information and tools in this kit is meant for child care providers to complete the forms and checklists BEFORE an emergency occurs. These tools can help you to be better prepared for, respond to and recover from an emergency or disaster. By using this toolkit you can minimize the impact of the emergency or disaster on you, your staff and the children in your care. All tools should be regularly updated, including contact information. Feel free to copy or reformat any materials in this toolkit to meet your needs. Electronic copies are available to download for free at www.ccrcca.org.

GOALS OF THIS TOOLKIT

The goals of creating this toolkit for child care providers are to better help you:

- Be prepared for emergencies
- Reduce the impact of emergencies on the children in your care
- Increase your ability to respond and recover from emergencies
- Be aware of hazards in your community and near your child care facility
- Care for children during and immediately after an emergency until they can be reunited with their parents or guardians
- Return to operating your child care business after an emergency

PREPAREDNESS ACTIVITIES

Preparing for an emergency can reduce the risks of an emergency and help alleviate fear and anxiety. Preparedness activities such as regularly conducting drills for different types of emergencies are extremely critical and beneficial in responding to the disaster. As you practice these drills take into consideration that in a real emergency you may not have utilities such as water or the telephone and you may be dealing with circumstances such as extreme heat. Regularly practicing drills will:

- Help you respond to an emergency until first responders can assist you
- Help children and staff cope and remain safe during and after an emergency
- Enable you to resume your business more quickly

DRILLS

Drills are practices or run-throughs with the children and staff of your program to make sure everyone understands their roles during an emergency. Drills will help you respond more quickly, safely and appropriately to an emergency and also reduce fear and panic during a real event.

Conduct an announced, well-planned fire drill early in the school year so children and teachers can be well-prepared. Be sure to also practice unannounced drills as they provide more realistic responses from teachers as well as children and will help you see if there are parts of your plan that need more practice and planning. Reinforce what is learned during drills through songs, stories and dramatic play. Children react calmly when they are prepared, and when their caregivers also react calmly.

Although California Community Care Licensing Division (CCLD) requires child care facilities to conduct drills at least once every 6 months, it is strongly recommended that you practice emergency drills more frequently. The more children and staff practice drills, the more calm they will be during an emergency. Hold drills at different times of the day, while children are in different rooms or outdoors, during different activities including naps. The Disaster Planning Self-Assessment Guide is a planning tool from CCLD that provides basic disaster preparedness and emergency information to licensed child care facilities. This tool can be found at www.cclld.ca.gov.

Every child care program should practice the following drills:

1. Fire Drill

This drill should include a demonstration of the fire alarm and a reminder of available exits. Children and staff should participate in the practice of crawling out of the building on hands and knees in case smoke fills the room as well as Stop, Drop and Roll. Contact your local fire department to provide on-site information. Staff should know locations of fire extinguishers and be trained regularly how to properly use them. A drill is a good time to replace the batteries and test all smoke detectors and carbon monoxide detectors.

2. Earthquake Drill

Children and staff should participate in the practice of Drop! Cover! and Hold On! The drill should include what happens after the shaking stops, including assessing the building and the outdoors for safety. Evacuations may be needed if the building is unsafe. Use a checklist to make sure your child care facility is earthquake ready. An Earthquake Preparedness Checklist (LIC 9148) is required in California and can be found on the CCLD website and at www.cclld.ca.gov.

3. Lockdown/Shelter-in-Place Drill

During lockdown or shelter-in-place drills you will take immediate shelter and stay where you are. Some reasons for needing to lockdown or shelter-in-place include threats of violence, release of hazardous materials or extreme weather conditions. During these conditions seek protection in an interior room in your facility with no or few windows. The length of time you shelter may be brief or long. Drill for threats of violence using code words to alert staff of threats so that children will not be alarmed or panic.

4. Evacuation Drill

An evacuation occurs when children and staff need to leave the building because of a crisis situation. An evacuation may last a few minutes or a few days. You should have 2 evacuation sites; one close by and another outside of your neighborhood. Have easy access to a Ready-to-Go Kit that includes children's and staff's emergency contact information and any key documents. It is important that you have prior agreements with your evacuation sites. Use the Evacuation Site Agreement Form in the Appendix to develop a written agreement with your evacuation sites. These agreements should be updated and renewed on a yearly basis.

Drills should:

- Include all children
- Include all staff (as well as everyone in the home if you are a Family Child Care Home)
- Be documented
- Be practiced regularly
- Include the practice of supervising children
- Practice roles and responsibilities of staff

See ***Emergency Preparedness Quick Guide for Child Care*** for more information to Prepare, Respond and Recover from fire, earthquake and other emergencies and disasters.

You will need to ensure that you have an Evacuation Drill Permission Form filled out and signed for each child. A good time for parents to complete this form and learn about your emergency preparedness plan is when they enroll their child in your program. An Evacuation Drill Permission Form can be found in the Appendix.

Use the Be Prepared Checklist to document your drills and preparedness activities. Complete the form each time an item is completed or reviewed. Use the tool to make notes for improving the activity next time it is conducted. Assign a person to be responsible for overseeing the calendar and the activities.

EMERGENCY COMFORT KITS FOR CHILDREN

If children need to evacuate or shelter-in-place it is important for them to have personal items that will help keep them calm when separated from their parents during and after an emergency. Be sure to remove expired items and update clothing as child changes clothing size. Require that all parents provide each of their children with a Comfort Kit in a large sealed plastic bag, small backpack or tote which remains at your facility that contains the following:

- A change of clothes
- Small toy, stuffed animal, book
- Crayons and a small notepad
- A picture of the child
- A picture of the child's family
- A comfort note from the parent
- Non-perishable snacks (crackers, granola bars, dried fruit, etc.)

EMERGENCY SUPPLIES

During an emergency or disaster your program may need to be self-reliant and self-sustaining for at least 72 hours without assistance from the police or fire department. In addition to each child's Comfort Kit you should have supplies on hand for both short-term and long-term emergencies. Consider that these kits should be portable if you need to evacuate your facility. A list of supplies can be found in the Appendix.

- Supplies should be accessible and kept in a cool dry location
- Store supplies in non-crushable containers
- Check supplies regularly for expiration dates and rotate as needed
- Replace any used items
- Include hygiene supplies and medications for children and staff

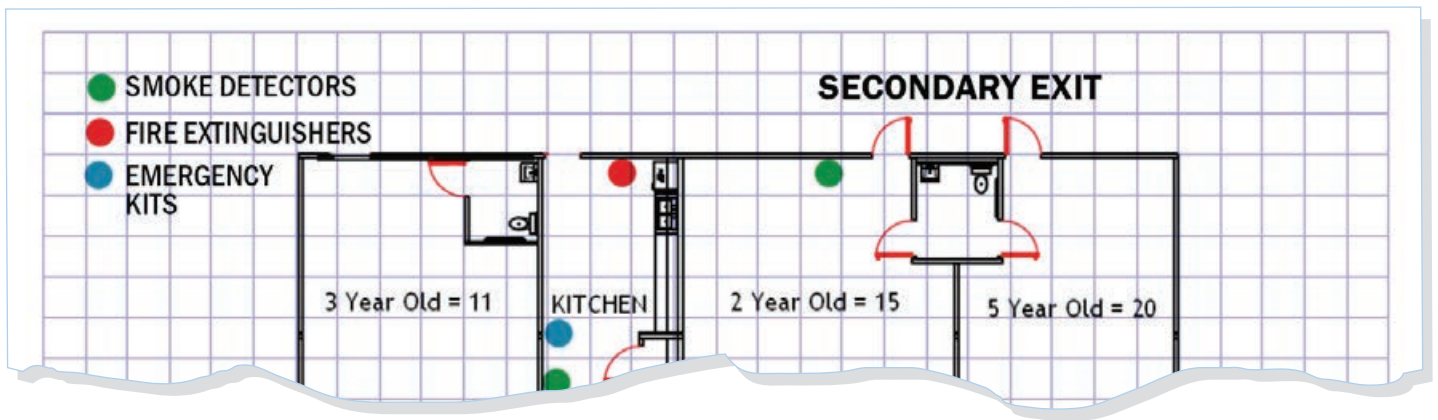
EMERGENCY PREPAREDNESS SITE DIAGRAM

Below is an example of an Emergency Preparedness Site Diagram that maps each room of a facility and the outdoor area. Complete your own using the Site Diagram Form in the Appendix. After reviewing it with your staff, post a copy in each room where you provide child care and provide copies to staff and parents.

Include in your diagram the location of the following:

- ✓ Primary and secondary exits
- ✓ Outside meeting area for evacuations
- ✓ An interior "safe" room (preferably without windows)
- ✓ Smoke detectors
- ✓ Fire extinguishers
- ✓ Emergency kits and first aid kits
- ✓ Portable records and files
- ✓ Shut-off valves for gas, water and electricity

EMERGENCY PREPAREDNESS SITE DIAGRAM



BASIC SAFETY ITEMS AND PRACTICES

There are additional simple steps you can take to help you prepare for or possibly avoid an emergency. These steps can keep you safe and greatly minimize the impact of an emergency. Consider the following basic items and actions to help prepare for and lessen the effects of a disaster:

- **Smoke Detectors:** These should be placed in every bedroom or in rooms where children sleep as well as the kitchen. Smoke detectors should be tested and batteries replaced every six months.
- **Carbon Monoxide Detectors:** These should be placed in the same locations as smoke detectors. A combination carbon monoxide and smoke detector is available in one device. Carbon monoxide detectors should be tested and batteries replaced every six months.
- **Fire Extinguishers:** Install the type required for your facility and check extinguisher gauge to ensure it is properly charged and ready for use. All staff should receive regular training in how to use the extinguisher.
- **Exit Signs:** All exits should be clearly marked and unobstructed at all times.
- **First Aid Kit:** Keep all kits updated and replace items that have been used.
- **CPR Training:** Maintain your CPR skills by being certified at least every other year. It is strongly recommended to have additional staff CPR certified to be able to respond quickly.
- **Shut-Off Valves:** The location of valves to shut-off both water and gas should be known by all staff. Make sure to have the tools needed to shut-off your water and gas.

KNOW YOUR NEIGHBORS

To help prepare for an emergency it is a good idea to know your neighbors. Your neighbors may be the first ones to be able to help you as the fire and police departments may not be able to assist you immediately after a disaster. Introduce you and your child care program to your neighbors and exchange contact information.

YOUR NEIGHBORHOOD SITE DIAGRAM

Being aware of hazards you may face at your facility can help you plan and reduce the impact. Next time you are driving in your community pay close attention to community resources as well as potential hazards. Be sure to include the following on your Neighborhood Site Diagram:

- ✓ Location of outside meeting area for immediate evacuations
- ✓ Location of off-site evacuation meeting area
- ✓ Potential flood, fire sites and falling hazards (trees and power lines)
- ✓ Companies that manufacture chemicals or other toxic substances
- ✓ Community evacuation routes (if available)
- ✓ Other child care programs such as Head Start, YMCA, Boys & Girls Club, etc.
- ✓ Faith-based organizations
- ✓ Fire Station
- ✓ Police Station
- ✓ Hospitals/Clinics
- ✓ Schools
- ✓ Parks
- ✓ Libraries
- ✓ Other neighborhood specific resources

Below is an example of a Neighborhood Site Diagram. Use the Site Diagram in the Appendix to map any risks or possible hazards as well as resources in your area.

YOUR NEIGHBORHOOD SITE DIAGRAM



ROLES AND RESPONSIBILITIES OF STAFF

Each staff person should have a designated role in the event of an emergency. In some instances staff may have more than one designated role. When assigning roles be mindful of staff's strengths and skill sets. Ensure that they are comfortable with their assigned role and that they receive ongoing training. Staff should receive cross-training in another position in case someone is not present or is unable to perform his or her emergency role. Even if staff does not have an identified role, everyone should practice and be aware of the emergency plan. Use the Roles and Responsibilities Form in the Appendix to keep a record of each staff member's role, the back-up staff and dates staff received training.

The following roles should be identified in your emergency plan:

- 1. Leader:** This person will take leadership for overall coordination of the emergency response. This role will likely be filled by the Director or Owner.
- 2. Assistant Leader:** This person will provide assistance with the overall coordination.
- 3. Communications:** This person will communicate with the parents/guardians and emergency personnel concerning the status of children and the child care program before, during and after an emergency. This should also include distribution of resources and materials to help families recover and cope with the emergency. If staffing allows, consider assigning multiple people to this role as it may consist of communication with many people.
- 4. Supplies:** This person is responsible for emergency supply kits and other essential materials as well as providing first aid during emergencies.
- 5. Supervision** and care of children. Including assisting children with special needs.
- 6. Drivers** of evacuation vehicles.

Save the Children, *Child Care Emergency Preparedness Training Participant Manual* (2012)

CHILDREN WITH SPECIAL NEEDS

Facilities serving children with special needs must consider these needs when planning and preparing for emergency situations. Staff should be pre-designated to care for particular children and their specific needs. The following should be considered when caring for children with special needs during an emergency:

- Specialized equipment
- Supply of medication including a plan for refrigeration, if required
- Maintaining a list of child's doctors and specialists
- Evacuation sites capable of handling special needs including wheelchair access, as needed
- Backup power source for any medical equipment

Use the Special Assistance Form in the Appendix to keep a record of those that have special needs or may require special assistance in the event of an emergency. Create a list of each person in your facility (staff or children) that require assistance. The list should include:

- Name of person
- Name of staff member assigned to provide assistance

- Identified special need
- Special equipment/medication
- Medical provider contact information

TIPS FOR COMMUNICATING WITH PARENTS

For the safety and well-being of everyone you will want to inform parents about the safety of their children as well as your location immediately following an emergency or disaster. Here are a few tips on communicating with parents both before and after a disaster.

- Inform parents of your primary and secondary evacuation sites and the contact information.
- Share your emergency plan with parents at enrollment and annually.
- Provide parents with various ways to contact you (landline, cell, e-mail, neighbor's phone number, etc.).
- Involve parents in your program's practice drills.
- Notify parents if you have evacuated or remained at your facility after a disaster.
- Offer parents resources to help their child cope with the disaster. Contact your Resource & Referral agency for materials.

Share the Parent Information Card and Emergency Planning-Parent Tip Sheet in the Appendix. The wallet-size Parent Information Card should be with the parent at all times and should be updated as needed.

FAMILY REUNIFICATION

PLANNING BEFORE AN EMERGENCY

During an emergency, children can become separated from their child care provider and/or parents. There are several things you can do before an emergency occurs to help reunite children with their caregivers. After Hurricane Katrina it took 7 months before the last child was reunited with their parent. Following the practices below will help minimize the time it takes to bring a child back together with their parent or a guardian immediately after a disaster.

CHILD EMERGENCY INFORMATION CARD

Emergency information must be on record for every child and updated regularly. As contact information for parents/guardians can change it is recommended this information card be updated every 4 months.

- Keep copies of the most recently updated Child Emergency Information Form in your facility's office, classrooms and in the Ready-to-Go evacuation kit.
- During an evacuation this can be clipped or pinned on the inside of a child's shirt, in their comfort backpack or placed in the ankle part of a child's sock.
- Forms kept on-site should be maintained in a safe and secure place that is not visible to others.
- Update minimum of 4 times per year and as needed. Holiday parties, parent meetings and other program events are a good time to get parents/guardians to update their child's form.

REUNITING AFTER AN EMERGENCY

The process of reunifying children with their family after an emergency can vary based on your state and local area as well as the disaster circumstances. It may take some time to reunite a child with their parents. Until this happens continue to provide safe shelter and care for the child. Below are agencies that can provide assistance with reunifying children with their families.

- The National Center for Missing and Exploited Children reunification system is a 24-hour hotline. 1-800-THE-LOST (1-800-843-5678) / TTY 1-800-826-7653 or www.missingkids.com
- The Unaccompanied Minors Registry (UMR) is a tool for reporting children who have been separated from their parents or legal guardians as a result of a disaster. www.missingkids.com/DisasterResponse
- The National Emergency Child Locator Center (NECLC) will be activated immediately after a Presidentially-declared disaster. 1-866-908-9572 or <https://egateway.fema.gov/inter/nefrls/home.htm>
- Your local Child Care Resource & Referral agency 1-415-882-0234 or www.rrnetwork.org

EMOTIONAL SUPPORT

EMOTIONAL SUPPORT AND RECOVERY FOR CHILDREN AND ADULT CAREGIVERS

Responding to the immediate emotional needs of children and adults during a traumatic experience is important for effective recovery. Trauma is the result of extraordinarily stressful events that shatters one's sense of security, resulting in feelings of helplessness and vulnerability. With the right self-help strategies and support you, your staff and children can experience a faster recovery.

It is important to communicate openly with children following trauma. Let them know that it's normal to feel scared or upset. Children will also look to you for cues on how they should respond to traumatic events, therefore it is important that you deal with symptoms of trauma in a positive way.

The Substance Abuse and Mental Health Services Administration (SAMHSA) provides guidance for adults to better understand common reactions of children post-disaster based on levels of emotional, cognitive and physical development of the child.

COMMON REACTIONS OF CHILDREN AFTER DISASTERS:

Children 0-5 Years of Age	Children 6-11 Years of Age
Most of the symptoms appearing in this age group are nonverbal fears and anxieties. These symptoms include:	The fears for this age group demonstrate an increasing awareness of real danger to self, family, loved ones and their environment. Imaginary fears that seem unrelated to the disaster also may appear. These behaviors include:
<ul style="list-style-type: none"> • Crying in various forms, with whimpering, screaming and explicit cries for help 	<ul style="list-style-type: none"> • Irritability
<ul style="list-style-type: none"> • Becoming immobile, with trembling and frightened expressions 	<ul style="list-style-type: none"> • Disobedience
<ul style="list-style-type: none"> • Running either toward the adult or in aimless motion 	<ul style="list-style-type: none"> • Depression
<ul style="list-style-type: none"> • Excessive clinging 	<ul style="list-style-type: none"> • Excessive clinging
<ul style="list-style-type: none"> • Sleep terrors 	<ul style="list-style-type: none"> • Headaches
<ul style="list-style-type: none"> • Nightmares 	<ul style="list-style-type: none"> • Nausea
<ul style="list-style-type: none"> • Inability to sleep without a light on or someone else present 	<ul style="list-style-type: none"> • Visual or hearing problems
<ul style="list-style-type: none"> • Inability to sleep through the night 	<ul style="list-style-type: none"> • Refusal to go to school
<ul style="list-style-type: none"> • Sensitivity to loud noises 	<ul style="list-style-type: none"> • Behavior problems in school
<ul style="list-style-type: none"> • Weather fears – lightning, rain, high winds 	<ul style="list-style-type: none"> • Poor school performance
<ul style="list-style-type: none"> • Irritability 	<ul style="list-style-type: none"> • Fighting
<ul style="list-style-type: none"> • Confusion 	<ul style="list-style-type: none"> • Withdrawal of interest
<ul style="list-style-type: none"> • Sadness, especially over loss of persons or prized possessions 	<ul style="list-style-type: none"> • Inability to concentrate
<ul style="list-style-type: none"> • Speech difficulties 	<ul style="list-style-type: none"> • Distractability
<ul style="list-style-type: none"> • Eating problems 	<ul style="list-style-type: none"> • Peer problems (e.g., withdrawal from play groups, friends and previous activities)
	<ul style="list-style-type: none"> • Aggressive behaviors and frequent fighting with friends or siblings

Regressive behavior, that is, behavior considered acceptable at an earlier age may reappear in children of any age. This includes the following:

- Thumb sucking
- Bed-wetting
- Loss of bowel/bladder control
- Fear of darkness or animals
- Fear of being left alone or of crowds or strangers
- Irrational fears (e.g., weather, safety of buildings, or fear of lights in the sky)
- Inability to dress or eat without assistance
- Sleep problems (e.g., interrupted sleep, need for night light, or falling asleep)

SUPPORT EMOTIONAL RECOVERY IN CHILDREN:

- Talk with children about what they think happened. Give simple, accurate, and age-appropriate answers to questions. If a child knows upsetting details that are true, don't deny them. Instead, listen closely and communicate with them about their fears.
- Let children talk about the trauma and know that it is normal to feel worried or upset. Help younger children use words like "angry" and "sad" to express their feelings.
- Display patience when children ask the same question many times. Children often use repetition of information as a source of comfort. Be consistent with answers and information.
- If a child seems reluctant to talk, offer for them to draw pictures, which may encourage discussion. Don't pressure children to talk if they are not ready.
- Encourage children to act out their feelings with toys or puppets. Don't be alarmed at angry or violent emotions. Use the play-acting to begin a conversation about worries and fears.
- Never promise a child that everything will be okay.
- Limit or eliminate all exposure to media. This will only cause more anxiety.
- Maintain a familiar routine as much as possible. Children respond well to structure which allows them to feel comforted and safe.

SUPPORT EMOTIONAL RECOVERY IN ADULTS:

- Understand everyone reacts differently to disasters and traumatic events. There is no "right" or "wrong" way to think, feel or respond. Be tolerant of your own reactions and feelings, as well as the reactions and feelings of others.
- Repetitious thinking about fearful or painful experiences can overwhelm your nervous system and make it harder to think clearly and act appropriately. Try to avoid obsessively thinking about the traumatic event.
- Avoid denying emotions. Even intense feelings will pass if you simply allow yourself to feel what you feel. Talking, journaling and art may help the healing process.
- Make stress reduction a priority. Trauma takes a heavy toll on your mental and physical health. Do activities that are relaxing and bring you joy. Get adequate rest and maintain a nutritious diet.
- Help link parents and your staff to available help and resources. Assist them in contacting friends and relatives that can be a support
- Encourage your staff to take time to eat, rest and relax, even for short periods of time.

It is important to remember there are no "normal" reactions to abnormal, disruptive events. Each child, as well as each adult, will have a unique response to a traumatic event. As an adult caregiver, the greatest responsibility is to help support the child by identifying signs of trauma and connecting that child to additional resources as needed. Please see the Resource section of this toolkit for additional ways to support children's emotional recovery.

BUSINESS CONTINUITY PLAN

Planning and taking action now to protect your business will help you recover from the next emergency. An emergency or its aftermath may last longer than 72 hours, requiring you to continue operating your business and caring for children in a different place or under different circumstances. Maintaining your records in a secure location is key to resuming your business after a disaster.

IMPORTANT DOCUMENTS AND RECORDS

Records should be kept in a waterproof, fireproof and portable container as well as an electronic copy. You should maintain copies of the following documents in more than one location and they should be updated as needed:

- Child Roster/Attendance Sheet
- Child Emergency Information Card for each child enrolled
- Photograph of each child enrolled
- Backup of computer files
- Equipment and supply inventory
- Insurance records for your facility
- Insurance records for vehicles
- Registration records for vehicles
- Mortgage documents
- Bank account documents
- Child Care License
- Staff's employment records

RECOVERING FROM AN EMERGENCY

It is critical to identify the specific assistance that you need immediately after a disaster. Here are steps to take to help expedite your recovery.

- Conduct a damage assessment of your facility and child care program. By completing an assessment you will be able to inform emergency management officials and your Resource & Referral agency of your needs which will help prioritize your recovery assistance. See Damage Assessment Tool in the Appendix.
- Maintain records (including photos) of all damages and notify your insurance carrier and emergency management agencies.
- Keep receipts for supplies and materials purchased post-disaster.
- Identify supplies and materials needed to re-open your child care program.
- Compile a list of vendors who can provide emergency repair or replacement.
- Contact the California Community Care Licensing Division and your local Resource & Referral agency to report the status of your business. These agencies can also inform you of any temporary waivers in the licensing standards as a result of the disaster.

COMPUTER INVENTORY AND ELECTRONIC BACKUP

In addition to storing hard copies of important paperwork it is also recommended to save copies of your computer files independent of your main computer or system. Consider saving files to a USB flash drive or a web-based server that is stored at a separate location. Remember to update your files when changes occur or at least once every three months.

Keeping a Computer and Hardware Inventory Log may be useful in recovering from an emergency. Computers and hardware can get damaged, relocated or used by staff at remote locations. Your Computer and Hardware Inventory Log should include:

- Type of hardware (Laptop, Tablet, Printer, Scanner, Keyboard, Cell Phone, etc.)
- Model
- Serial Number
- Date Purchased
- Cost
- Date

APPENDIX

EVACUATION DRILL PERMISSION FORM

We will be practicing emergency evacuation drills at various times throughout the year. This Evacuation Drill Permission Form provides a release stating that you as the parent/guardian authorize _____ child care provider to take your child off the child care site for the purpose of practicing an evacuation drill.

The evacuation practice or drill may require walking your child to primary and alternative evacuation sites. This permission slip also covers my child's participation in emergency evacuation drills throughout the year. This will involve leaving the child care facility site with providers and staff.

I will be notified in advance that this evacuation drill will take place. I know that all possible care and safety will be provided for my child. Therefore, in case of an accident I will not hold the child care site and or staff responsible.

Child Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Evacuation Site Name (Primary): _____

Evacuation Site Address (Primary): _____

Evacuation Site Name (Secondary): _____

Evacuation Site Address (Secondary): _____

Save the Children Federation, Inc. *Child Care Emergency Preparedness Training Manual* (2010)

EVACUATION SITE AGREEMENT FORM

I hereby give permission for _____ child care provider to use the below listed site as an emergency evacuation site for child care staff and children during a drill or actual emergency event.

This agreement will remain in effect until Month, Date, Year: _____

The agreement may be terminated before this date by either party, but only with written notification.

Evacuation Site Name: _____

Evacuation Site Address: _____

Evacuation Site Contact Person: _____

Evacuation Site Contact Number: _____

Alternate Contact Number: _____

Is site accessible at all times the child care program is open? _____ Yes _____ No

Include any information needed to access and enter the site: _____

Number of Children and Staff Capacity: _____

Check off items that the evacuation site will provide in an emergency:

- Water
- Food
- Transportation
- Telephone
- People to assist
- Other _____

Please include any special considerations (storage room, restrooms, wheel chair accessible, etc.):

Evacuation Site Representative

Printed Name: _____

Signature: _____ Date: _____

Child Care Program Representative

Printed Name: _____

Signature: _____ Date: _____

BE PREPARED CHECKLIST - DRILLS AND UPDATES

Activity	Recommendation to Update or Review	Date Reviewed or Completed	Notes for Improvement	Verified By/ Staff Signature
Update Child Information Card	Every 3 months			
Conduct Fire Drill	Every 6 months			
Conduct Earthquake Drill	Every 6 months			
Conduct Lockdown/ Shelter-in-Place Drill	Every 6 months			
Conduct Evacuation Drill	Every 6 months			
Review Emergency Plans	Every 6 months			
Test Fire and Carbon Monoxide Alarms	Every 6 months			
Change Batteries in Fire and Carbon Monoxide Alarms	Every 6 months			
Update First Aid Kits	Every 6 months			
Check Expiration Dates of Emergency Supplies and Rotate Supplies	Every 6 months			
Check Fire Extinguishers	Once every year			
Update CPR/First Aid Certifications	Every other year			
NOTES:				

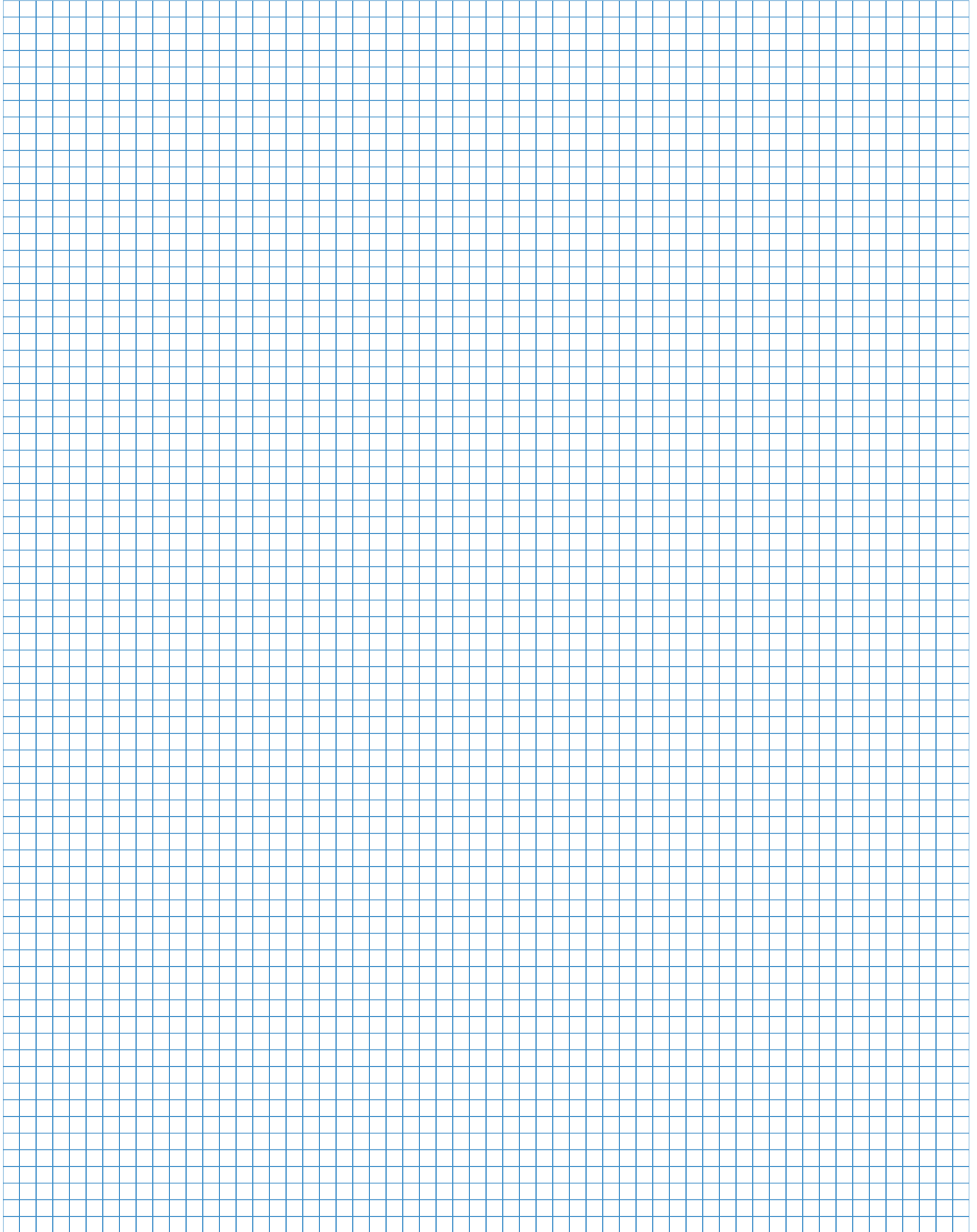
SHORT AND LONG-TERM EMERGENCY SUPPLY KITS

CATEGORY	SHORT-TERM KIT This is appropriate for evacuation for up to 24 hrs.	LONG-TERM KIT This kit is appropriate for lockdown or shelter-in-place for up to 72 hrs.
Contact Information/ Important Documents	<ul style="list-style-type: none"> o Child Emergency Information Cards o Emergency plans and number o Medical Releases o Evacuation site agreements and maps o Emergency Files 	<ul style="list-style-type: none"> o Child Emergency Information Cards o Emergency plans and number o Medical Releases o Evacuation site agreements and maps o Emergency Files
Food and Water	<ul style="list-style-type: none"> o One gallon of water for every four children/ staff o Non-perishable food items such as granola bars and crackers o Formula/appropriate food for infants o Disposable cups, plates and bowls o Utensils 	<ul style="list-style-type: none"> o ½ gallon of water per child and 1 gallon per adult per day o Non-perishable food items such as canned fruit and meat o Formula/appropriate food for infants o Disposable cups, plates and bowls o Utensils o Non-electric can opener
First Aid	<ul style="list-style-type: none"> o Small First Aid Kit o Medications (monitor expiration dates) 	<ul style="list-style-type: none"> o Large First Aid Kit o Medications (monitor expiration dates)
Hygiene/Sanitation	<ul style="list-style-type: none"> o Disposable diapers o Wet wipes o Hand sanitizer o Toilet paper 	<ul style="list-style-type: none"> o Disposable diapers o Wet wipes o Hand sanitizer o Toilet paper o Paper towels o Plastic bags (varied sizes) o 5 gallon plastic bucket: To be used as a toilet for staff and children in case of evacuation or lapse in water availability
Safety	<ul style="list-style-type: none"> o Whistle o Flashlight o Twine or tape in case you need to protect children from hazards or keep children within a marked area o Pair of work gloves 	<ul style="list-style-type: none"> o Whistle o Flashlight o Extra batteries o Twine or tape in case you need to protect children from hazards or keep children within a marked area o Pair of work gloves o Permanent marker to write child's name on their clothing or body in case they get separated from adults o Duct tape for windows, doors and vents o Dust/filter mask (1 per person to be used in case of fire) o Goggles (1 pair per person)
Comfort	<ul style="list-style-type: none"> o Emergency cash (small bills) o Emergency blankets o Activity items: card games, crayons, paper, toys and books o Emergency Comfort Kit (1 per child) 	<ul style="list-style-type: none"> o Emergency cash (small bills) o Emergency blankets (1 per person) o Activity items: card games, crayons, paper, toys and books o Emergency Comfort Kit (1 per child) o Change of clothes for each person (children and staff)
Communication	<ul style="list-style-type: none"> o Radio with extra batteries or crank radio o Cell Phone 	<ul style="list-style-type: none"> o Radio with extra batteries or crank radio o Cell Phone o Signal/flare

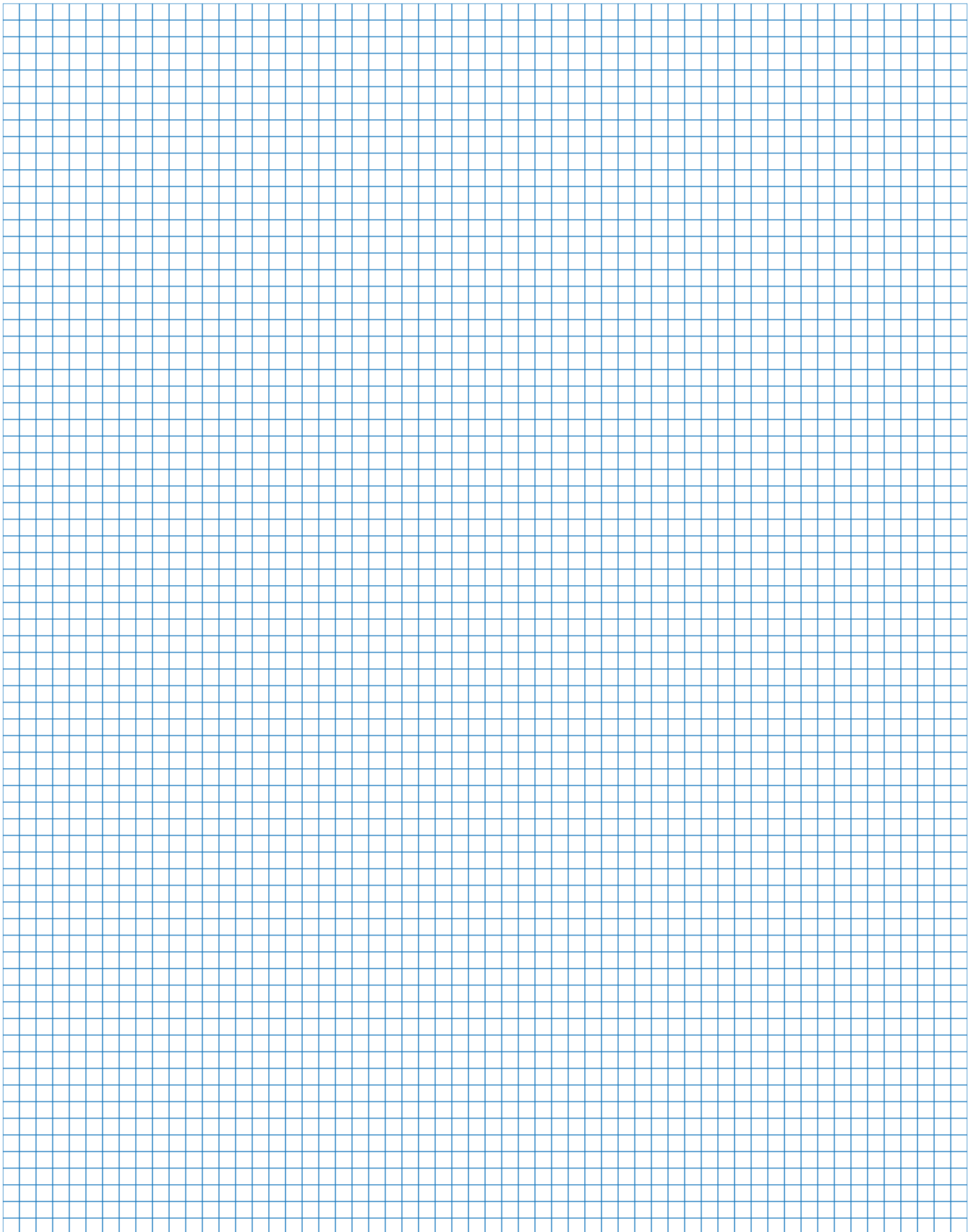
Every six months: Check expiration dates and rotate your food, water and medical supplies before they expire. Update important documents and contact information, update sizes of children's clothing and age appropriateness of activity, as needed.

Early Care & Education Early Childhood Division Maine Department of Health and Human Services. *Y.I.K.E.S. Your Inventory for Keeping Everyone Safe Planning Guide for Emergency Response Planning in Child Care.*

EMERGENCY PREPARATION SITE DIAGRAM



YOUR NEIGHBORHOOD SITE DIAGRAM



ROLES AND RESPONSIBILITIES OF STAFF

ROLE	STAFF	BACK-UP STAFF	DATE OF LAST TRAINING
Leader			
Assistant Leader			
Communications			
Supplies			
Supervision			
Drivers			

SPECIAL ASSISTANCE FORM

NAME NEEDING ASSISTANCE	CHILD OR STAFF	NAME OF STAFF ASSIGNED TO ASSIST	IDENTIFIED SPECIAL NEED, ASSISTANCE OR MEDICATION	MEDICAL PROVIDER CONTACT INFORMATION

PARENT INFORMATION CARD

PARENT INFORMATION CARD	
CHILD CARE PROVIDER/FACILITY NAME:	
DIRECTOR/OWNER NAME:	
TEACHER NAME:	
ADDRESS WHERE CHILD CARE PROVIDED:	
PHONE #:	CELL #:
PRIMARY EVACUATION ADDRESS:	PHONE #:
SECONDARY EVACUATION LOCATION:	PHONE #:
RESOURCE & REFERRAL AGENCY PHONE:	WEBSITE:
OUT-OF-STATE CONTACT (IN CASE IN-STATE CALLS CANNOT BE MADE):	
NAME:	PHONE/CELL #:

EMERGENCY PLANNING-PARENT TIP SHEET

As a parent it is important to have a role in your child care provider's emergency plan. The most critical thing you can do is ensure your child has an up-to-date kit with supplies. The following are tips for parents on how they can be involved in their child care program's emergency preparedness plan:

- Get a copy of your child care provider's emergency plan at enrollment and each year.
- Ask your child care provider if there are changes to the plan or the evacuation sites.
- Keep a copy of your provider's emergency plan at home and at work.
- Update your emergency contact information as needed. Make sure your provider knows who has permission to pick up your child.
- Participate in drills. It is a good idea to practice these same drills together at home.
- Make sure you sign permission forms for your child to participate in evacuation drills.
- Provide your child with an Emergency Comfort Kit in a gallon size bag or small backpack.

The Emergency Comfort Kit may include items such as:

- o An extra set of clothes (update as child grows)
- o Diaper, formula and baby food, if needed
- o A comfort item such as a small stuffed animal
- o Activity item such as crayons or a book
- o A picture of your child
- o A picture of your family
- o A letter from you or other family members
- o Non-perishable snacks such as granola bars, fruit cups, crackers, etc.

CHILD EMERGENCY INFORMATION CARD

Please fill out the following information.

CHILD'S INFORMATION

CHILD'S FIRST AND LAST NAME:	NICKNAME:	DATE OF BIRTH:
HOME ADDRESS:		
HOME PHONE:		

PARENT/GUARDIAN CONTACT INFORMATION

FIRST AND LAST NAME:	CELL PHONE:
WORK PHONE:	HOME PHONE:
E-MAIL:	
FIRST AND LAST NAME:	CELL PHONE:
WORK PHONE:	HOME PHONE:
E-MAIL:	

EMERGENCY CONTACT INFORMATION (CHILD MAY BE RELEASED TO THE PERSONS BELOW IF PARENT/GUARDIAN IS UNAVAILABLE):

FIRST AND LAST NAME:	RELATIONSHIP TO CHILD:	
ADDRESS:	HOME PHONE:	
CELL PHONE:	WORK PHONE:	E-MAIL:
FIRST AND LAST NAME:	RELATIONSHIP TO CHILD:	
ADDRESS:	HOME PHONE:	
CELL PHONE:	WORK PHONE:	E-MAIL:
FIRST AND LAST NAME:	RELATIONSHIP TO CHILD:	
ADDRESS:	HOME PHONE:	
CELL PHONE:	WORK PHONE:	E-MAIL:

OUT-OF-STATE CONTACT (IN CASE IN-STATE CALLS CANNOT BE MADE):

FIRST AND LAST NAME:	RELATIONSHIP TO CHILD:	
ADDRESS:		
WORK PHONE:	HOME PHONE:	CELL PHONE:

CHILD'S MEDICAL CARE

PHYSICIAN'S NAME:	PHONE NUMBER:
ADDRESS:	
E-MAIL:	WEBSITE:
MEDICAL CONDITIONS, SPECIAL NEEDS, ALLERGIES, MEDICATIONS, ETC.:	
DENTIST'S NAME:	PHONE NUMBER:
ADDRESS:	
E-MAIL:	WEBSITE:
HOSPITAL NAME:	PHONE NUMBER:
ADDRESS:	

I GRANT PERMISSION FOR THE CHILD CARE PROGRAM TO PROVIDE OR ARRANGE FOR MEDICAL TREATMENT AND/OR TRANSPORTATION TO AN EVACUATION SITE AND/OR MEDICAL FACILITY FOR MY CHILD DURING AN EMERGENCY OR DISASTER. I GRANT PERMISSION FOR MY CHILD TO BE RELEASED TO ANY OF THE EMERGENCY CONTACTS DESIGNATED ABOVE IF I AM UNABLE TO PICK THEM UP IN AN EMERGENCY.

PRINT PARENT/GUARDIAN NAME:	SIGNATURE	DATE:
PRINT PARENT/GUARDIAN NAME:	SIGNATURE	DATE:

DAMAGE ASSESSMENT TOOL

Name/Title of Person Completing Assessment	Brief Description of Disaster

Name of Program	Contact Person	Address

Director or Owner's Name (If not contact person)	Phone (landline and cell)	E-mail	Fax

Employee/Child Status

	#Enrolled/ Employed	# Present	# Injured	# Missing	# Released	Other
Staff						
Children						
Others						

Additional Notes:

Type of Child Care Program

- Child Care Center
 Family Child Care
 Other _____

Please check if any of the following apply to your program:

- State Funded
 Private Non-Profit
 Private For-Profit
 Military Program
 Head Start/Early Head Start
 Public Non-Profit
 Public For-Profit
 Participate in Food Program
 Accredited Program
 Tribal Program

Licensing Capacity # of: _____ Infants _____ Toddlers _____ Preschoolers _____ School-age	Current # of children served post disaster: _____ Infants _____ Toddlers _____ Preschoolers _____ School-age
---	--

What is your assessment of the damage to your child care program?

- Significant
 Partial
 Little or no evidence of damage

Is street access available? Yes No

Is your facility open? Yes No

If yes, what are the hours of operation? (_____ A.M./P.M. - _____ A.M./P.M.)

Do you have the capacity to serve additional children? Yes No

If yes, how many? _____

If no, what factors most impact your ability to re-open?

- Return of utilities (electricity/water) Return of staff
- Repair of structural damage
- Financial assistance to replace lost or damaged materials in classrooms
- Families not returning to impacted area or not returning children to care
- Other _____

If you are currently temporarily closed are you and/or your staff interested in working in other child care facilities for a limited time?

- Yes No

What repairs, supplies or materials are needed immediately to continue or resume caring for children?

Utilities

- Is telephone access available at your facility? Landline Cell Both Neither
- Is electricity available at your facility? Generator-based Normal None
- Is water available at your facility? Bottled Normal None

Estimate of Damages

Repairs (Structural damage)	Contents (Materials)	Total
\$	\$	\$

Type of Insurance

Is the building insured to cover the cost of repairs? Yes No

Check all types of insurance coverage you have:

- Property Fire Flood (Structure) Flood (Contents) Earthquake None

What approximate payment is expected from the insurer? _____

Funding Applications

- Have you completed/submitted a disaster application with FEMA? Yes No
- Have you completed/submitted a disaster application with the Small Business Association? Yes No
- Have you completed/submitted a disaster application with other agencies (please specify)? Yes No

RESOURCES

211 LA COUNTY

www.211la.org

In LA County dial 2-1-1 or visit their website for information and referrals that provide assistance such as food, water and shelter after disasters.

ADMINISTRATION FOR CHILDREN AND FAMILIES OFFICE OF HUMAN SERVICES EMERGENCY PREPAREDNESS & RESPONSE

www.acf.hhs.gov/programs/ohsepr/early-childhood

Many resources to prepare, respond and recover from an emergency including a free interactive web-based training for child care providers.

ALERT LA COUNTY

www.lacounty.gov

This Mass Notification System will be used in emergencies to contact residents and businesses through phone messages, text messages and e-mail. To register your cell phone, voice over IP phone number and e-mail address go to the website and click on the link to "Alert LA County".

AMERICAN RED CROSS

www.redcross.org/prepare

Disaster and Safety Library of checklists and guides. Interactive modules and Apps.

BE READY LA

www.bereadyla.org

Downloadable Neighborhood Plan and Emergency Checklist and informational videos from the County of Los Angeles Public Health Emergency Preparedness Program.

CALIFORNIA CHILD CARE RESOURCE & REFERRAL NETWORK

www.rnnetwork.org

This network of Resource & Referral agencies across California also supports child care providers through training, research and advocacy.

CHILD CARE AWARE

www.childcareaware.org

Find your local Resource & Referral agency as well as many other resources for providers and parents.

FEMA (FEDERAL EMERGENCY MANAGEMENT AGENCY)

www.ready.gov/kids

Tools for parents and educators and games for school-age children.

NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN

www.missingkids.com/DisasterResponse

The Unaccompanied Minors Registry is a tool for reporting children displaced during a disaster such as a hurricane, tornado or terrorist attack. Through the Unaccompanied Minors Registry the National Center for Missing and Exploited Children is able to assist emergency management personnel in their efforts to reunite families.

READY LA

www.readyla.org

Important facts, valuable tips and critical reminders to support the awareness of various types of disasters in Los Angeles.

READY SAN DIEGO

www.ReadySanDiego.org/childcare

Child care Disaster Plan Guide from the County of San Diego Office of Emergency Services.

SAVE THE CHILDREN

www.savethechildren.org/getready

Download disaster checklists for child care professionals and parents and other resources. Tip Sheets to help children and adults cope with the effects of disasters. Emergency preparedness training for child care providers. Child Care Emergency Preparedness Training Participant Manual and materials from the Get Ready Get Safe project.

SESAME WORKSHOP

www.sesamestreet.org/parents/topicsandactivities/toolkits/ready

Materials to educate children about emergencies to reduce their fear and anxiety. Printable children's activities and a guide to developing a family emergency plan.

THE GREAT CALIFORNIA SHAKEOUT

www.shakeout.org/california/childcare

Includes instructions to help child care programs plan their drill, tips for getting prepared and suggestions for participating in The Great California ShakeOut.

To learn more about supporting children and adults emotional care please visit the following links:

CENTER FOR DISASTER MEDICAL SCIENCES, UNIVERSITY OF CALIFORNIA, IRVINE SCHOOL OF MEDICINE

www.cdms.uci.edu/LPC/ch1_00.aspx

www.ready.gov/sites/default/files/documents/files/PFA_SchoolCrisis.pdf

LA COUNTY PUBLIC HEALTH RX FOR PREVENTION: PSYCHOLOGICAL FIRST AID FOR BUILDING COMMUNITY RESILIENCE

www.publichealth.lacounty.gov/wwwfiles/ph/media/media/rx-nov-dec2013.pdf

SAVE THE CHILDREN, PSYCHOLOGICAL FIRST AID FOR CHILDREN

<http://resourcecentre.savethechildren.se/news/save-children-psychological-first-aid-training-manual-child-practitioners>

The Save the Children Psychological First Aid Training Manual for Child Practitioners is a set of skills and competencies that help staff reduce the initial distress of children caused by accidents, natural disasters, conflicts and other critical incidents.

UNIVERSITY OF MINNESOTA, SCHOOL OF PUBLIC HEALTH (2013) PSYCHOLOGICAL FIRST AID TUTORIAL

www.sph.umn.edu/ce/perl/mobile/pfatutorial/

WORLD HEALTH ORGANIZATION (WHO), WAR TRAUMA FOUNDATION AND WORLD VISION INTERNATIONAL (2011) PSYCHOLOGICAL FIRST AID: GUIDE FOR FIELD WORKERS.

whqlibdoc.who.int/publications/2011/9789241548205_eng.pdf

EMERGENCY SUPPLIES

Below are a few places that sell emergency supplies. There are many other companies that sell supplies and kits. You can also use the supply list and create your own kits.

SOS SURVIVAL PRODUCTS

www.sosproducts.com

800-479-7998

AMERICAN RED CROSS

www.redcrossstore.org

877-400-2286

OFFICE DEPOT OFFICE MAX

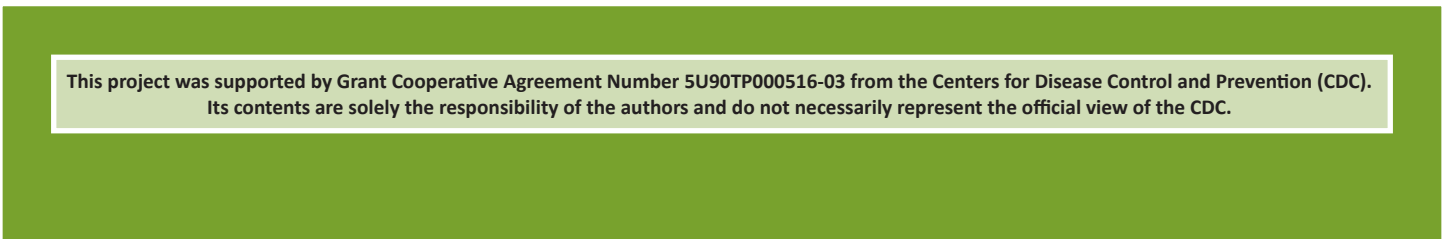
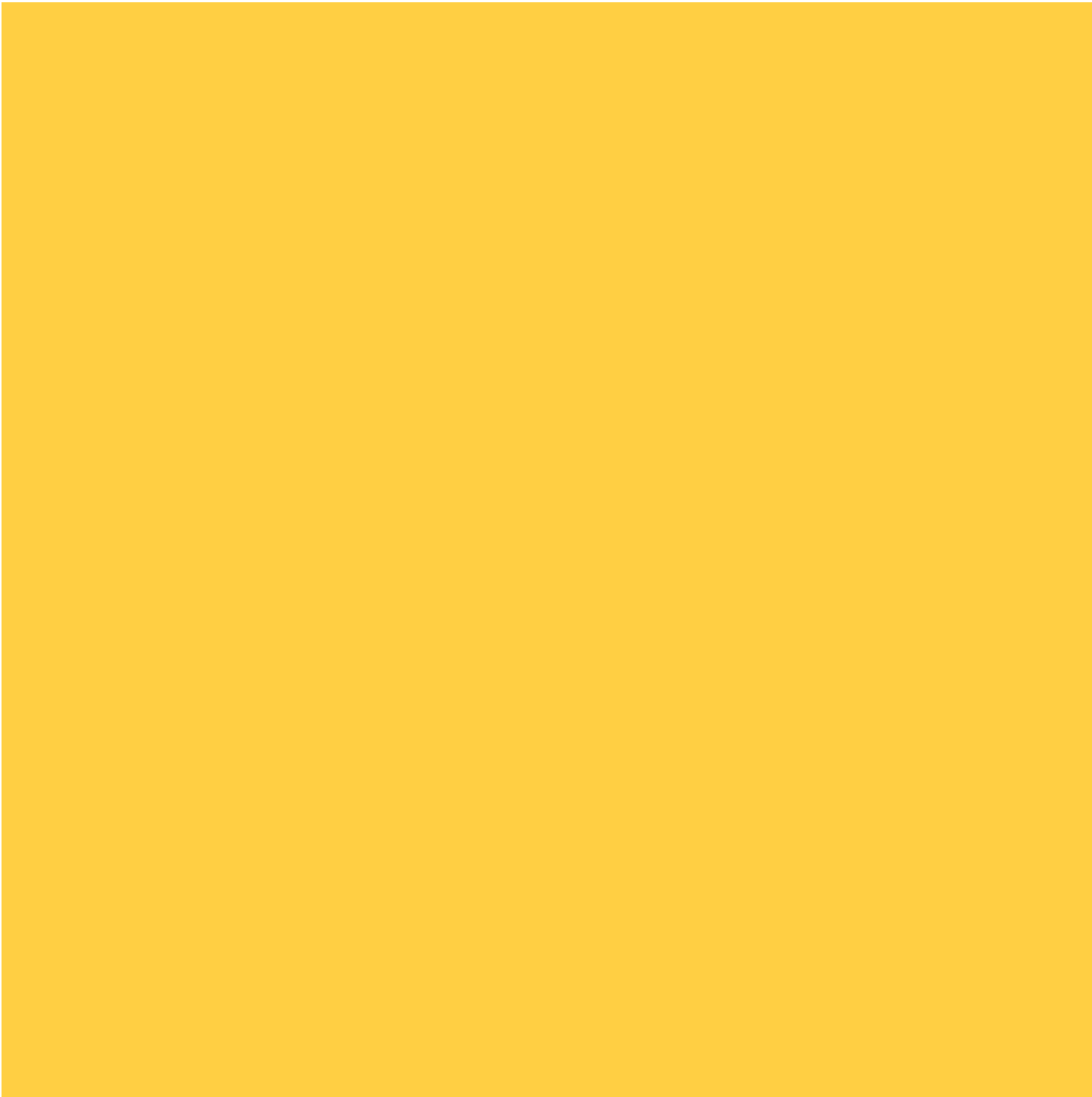
www.officedepot.com

800-GO-DEPOT

GLOSSARY

- **Advisory:** An Advisory is issued by the National Weather Service to let people know that there is weather or conditions that people may want to take into account when planning their daily activities. An advisory does not require you to take immediate action.
- **Airborne hazard:** Something in the air such as a chemical that could be hazardous to your health.
- **Back-up communications system:** The system(s) you will use if your main source of communication (such as the telephone or e-mail) does not work.
- **Child identification badges:** Badges that children can wear in an emergency that will identify them if they are separated from their caregiver.
- **Disaster:** A sudden, unplanned event that causes great damage and/or serious loss. A disaster (e.g., an earthquake) usually occurs at a larger scale than an emergency (e.g., somebody having a heart attack).
- **Disaster supplies kit:** The kit contains everything your staff, volunteers and children will need to survive in an emergency such as food, drinks, supplies and a first aid kit. This kit should contain supplies to last 3 days.
- **Drop! Cover! HoldOn!:** Immediate action to take during an earthquake. Drop to the ground, take Cover and Hold On until shaking stops.
- **Emergency:** A sudden, unexpected event requiring immediate action due to its potential threat to health and safety, the environment or property. An emergency (e.g., somebody having a heart attack) usually occurs at a smaller scale than a disaster (e.g., an earthquake).
- **Emergency Action Plan (EAP):** A written document that helps organize your staff and volunteer actions in an emergency.
- **Emergency communications system:** The system you will use to communicate with others, such as parents or guardians, in an emergency. This may include notification via a radio station or through a Resource & Referral Agency.
- **Emergency equipment/supplies:** Equipment and supplies that you may need in an emergency or disaster such as food, drinks and a first aid kit. These supplies will typically go into an emergency supplies kit.
- **Emergency manager/management officials:** People who are responsible for dealing with all aspects of an emergency such as preparing for and responding to disasters.
- **Emergency plan:** A document that includes policies and procedures to help ensure children's safety and protection in an emergency or disaster.
- **Emergency response agency:** An organization responding to an emergency such as law enforcement or the fire department.
- **Emergency supply kit:** The kit contains everything your staff, volunteers and children will need to survive in an emergency such as food, drinks, supplies and a first aid kit.
- **Emergency warning system:** A system to notify staff, volunteers or children of an emergency at your site, such as an intercom or bullhorn.
- **Evacuation plan:** The procedures you will use in case you need to leave your site with your children in an emergency.
- **Evacuation site:** The location you will move everybody to if you need to leave your site in an emergency.

- **Evacuation vehicle:** The car or van you will use to move everybody from your site to another location in an emergency.
- **FEMA (Federal Emergency Management Agency):** An independent federal agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response and recovery.
- **First responder:** A person who responds to emergencies such as a fire fighter, search and rescue, police officer or paramedic.
- **First response agency:** Departments such as law enforcement, fire department and emergency medical services.
- **Hazard:** The potential harm or damage, or a situation which poses a level of threat to life, health, property or environment.
- **Hazardous materials:** A substance (gas, liquid or solid) capable of creating harm to people, the environment and property.
- **Lockdown:** A safety procedure in which people remain in a locked indoor space due to an emergency situation such as a violent person on the site.
- **NOAA weather radio:** The National Weather Service continuously broadcasts warnings and forecasts that can be received by NOAA Weather Radios. Purchase a radio that has a battery back-up and a Specific Area Message Encoder feature, which automatically alerts you when a watch or warning is issued for your area.
- **Off-site evacuation:** The process of leaving a potentially dangerous area for another location.
- **Ready-to-go kit:** This kit contains copies of all your important documents that you can take with you if you evacuate. This file could be hardcopies (e.g., actual documents or photocopies) or electronic (e.g., a USB flash drive).
- **Reunification plan:** The procedures that will be used to reunite children and their families in the event of an emergency.
- **Shelter-in-place:** The process of staying where you are and taking shelter, rather than trying to evacuate.
- **Site diagram:** A diagram of your facility and property, including each floor of each building as well as the locations of outside play areas, parking lots and other areas of the property.
- **Stop, drop and roll:** A fire safety technique to extinguish fire or a person's clothes or hair.
- **Utility outages:** A situation where electricity, water or gas service are interrupted.
- **Warning:** A Warning is issued by the National Weather Service to let people know that a severe weather event is already occurring or is imminent. People should take immediate safety action.
- **Watch:** A Watch is issued by the National Weather Service to let people know that conditions are right for a potential disaster to occur. It does not mean that an event will necessarily occur. People should listen to their radio or TV to keep informed about changing weather conditions.



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