

Emergency Preparedness Tips for Child Care

Creating a Written Emergency Plan

THINGS TO CONSIDER BEFORE CREATING A WRITTEN PLAN

1. Obtain an Emergency Plan template
2. Determine who should be involved in writing the plan
3. Decide who the plan is being developed for (staff, children, parents, pets and children/adults with all levels of abilities)
4. Define what type of disaster(s) you are planning for
 - Ex: fires, tornadoes, storms, floods, serious injury, active shooter, utility outage, illness outbreaks, poisoning, etc.
5. Collect utility shut-off & equipment/supplies location
 - Ex: fire extinguisher, first aid/emergency kits, alarm box
6. Consider the size of your program (how many children/adults, etc.)
7. Gather first response/emergency contact information
 - Ex: police/sheriff, fire, ambulance/EMS, hospital, poison control, utility company, KDHE
8. Discuss plans for sheltering & evacuation (*where will you go?*)



CREATING YOUR EMERGENCY PLAN

- **Create a facility map** with shelter-in-place locations, exits, and two outside evacuation sites (one right outside the facility and one outside the neighborhood away from the facility)
- **Acquire letters of agreement** with partnering organizations (for sheltering & evacuation)
- **Update Child & Adult Health/Safety Information**
 - Obtain written permission from parents to transport children
 - Acquire emergency contact phone numbers, emergency release forms
- **Document action steps** for responding to disasters (*What is the plan for each situation?*)
- **Identify what each staff person will do** and in what order
- **Assemble emergency equipment and supplies** (Emergency Survival Kit)
 - Store equipment/supplies in transportable/durable containers (such as garbage cans on wheels)
- **Develop a family communication/reunification plan**
 - Discuss emergency plan, provide notification methods & evacuation locations
- **Designate “back-up” emergency contact person** (someone outside your area)
 - During an emergency, if needed, you will give this person information that they will share with families
- **Create a Ready-to-Go File** to take with you during an emergency (portable storage device to store emergency plan and important documents)

PRACTICING YOUR PLAN

- **Routinely practice your plan** (have a written schedule for training and drills)

UPDATING YOUR PLAN (WHEN?)

- After a drill or real emergency
- Changes in program size, facilities or in state or licensing requirements
- Changes to evacuation or shelter sites
- Two times per year (minimum)



Things You Can Do TODAY!

Post emergency numbers

Teach older children how to call 9-1-1

Make sure staff know how and when to shut off all utilities

Stock emergency supplies and a disaster supplies kit

Take First-Aid and CPR classes