
CAROL'S SMART START, INC.
DISASTER RESPONSE HANDBOOK

16246 ALLIANCE, LANE
SPRING HILL, FL 34610
PHONE:727 863-CARE (2273)

_____'s

Disaster Response Handbook

The purpose of this handbook is to lay out step-by-step procedures on how to respond to disaster/crisis situations during the first 30 minutes. Following the listed instructions in sequential order will help to prioritize notification of emergency response personnel and to limit escalation and injury during the initial impact of the situation. In this document, "Director" Carol Ryder or the person-in-charge at the time of the incident or disaster. "Parent" means the child's parent or legal guardian.

**OUR CENTER'S ADDRESS IS: 16246 Alliance, Lane
Spring Hill, FL 34610**

OUR PHONE NUMBER IS: 727 863-2273

CAROL'S CELL PHONE: 727 359-2599

OUR NEAREST CROSS-STREETS ARE: Denton Ave./Peace Blvd.

**OUR OUT OF AREA CONTACT IS: Priscilla Harder
Phone Number: 407 756-6382**

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Emergency Phone Numbers

Emergency Assistance	Number(s)
Police.....	911
Fire/EMS.....	911
Bayfront Spring Hill Hospital Emergency Room.....	352 688-8200
Bayonet Point Medical Center Emergency Room.....	727 819-2929
Poison Control Center.....	1-800-222-1222
WREC (Electricity).....	727 868-9465
Sunrise Propane Energy (Gas).....	727 862-2946
Insurance Agency..... Geico	800 841-3000
Auto Policy Number:	4178-19-71-76/01288
Insurance Agency..... _MASI Insurance, Inc	727 399-1900
Homeowner's Policy Number:	PTH 1284029 0409
Carol's Cell Phone.....	727 359-2599
Austin's Cell Phone.....	727 808-5161
Out-of-Area Contact..... Priscilla Harder	407 756-6382
Child Protective Services.....	1 800 962-2873
Child Care Licensor: Department of Children & Families	813 337-5934
Pasco Health Department Communicable Disease....	352 834-6144 or 352 834-6147
Alternate Site Location (Near Child Care Center)	
Pasco County Health Department on Denton Ave.	
Alternate Site Location (Evacuation Site)	
Pasco County health Department on Denton Ave.	

Introduction

In order to ensure the safety of all the children who attend our program and ourselves, we have developed a comprehensive Crisis/Disaster Response handbook. By putting together this plan and sharing it with parents, we are working to be prepared when disaster strikes.

Preparing for a disaster

Carol's Smart start, Inc. has taken many steps to prepare our facility, children, ourselves, and parents, for the unexpected. Child care centers must follow Florida Emergency Management statues **252.81-252.905**) in accordance with 27P-6.0023, Florida Administrative Code, County Comprehensive Emergency Management Plans and County Emergency Management Programs for disaster planning and evacuation planning.

Conducting Drills

Drills are essential to provide everyone with the skills necessary to respond in times of an emergency. There are 3 different emergency drills that should be practiced on a regular basis. Sample forms for recording drills are found in Appendix E.

- Fire (evacuation drill) – must be practiced **monthly**, as required by FDCH/LFCCH Handbook; section 7.21, A
- Threatening Weather (Drop, Cover, & Hold) – should be practiced quarterly, minimum
- Threatening Impending weather (Hurricane or Tornado Warnings)
- Lockdown (secure building, stay together) – should be practiced at least once a year, minimum

- Carol's Smart Start, Inc. conducts fire drills on a monthly basis and records the dates as required by licensing.
- Carol's Smart Start, Inc. conducts disaster drills on a quarterly basis and records the dates.
- There are two designated escape routes from each area. Evacuation maps are posted in each classroom.
- Other*

Kits

Having adequate supplies is essential to 72-hour preparedness. See Appendix B for more information about recommended supplies.

- Carol's Smart Start, Inc. has gathered a 72-hour preparedness kit and has included a 72-hour supply of any medications or supplies for those with special needs. This kit is kept on a shelf in the hallway.
- Carol's Smart Start, Inc. checks its emergency kits and emergency medication expiration dates on a regular basis. This is done monthly.
- For those with special needs or life-threatening health conditions who require medication or supplies on a regular basis or on an as-needed basis, those medications or supplies are kept on-site and will be taken along if evacuation is required.
- Fire extinguishers are located throughout Carol's Smart Start, Inc. The locations are playroom and kitchen. They are checked monthly and recharged annually.

- Carol's Smart Start, Inc.'s smoke alarms are checked monthly.
- Carol's Smart Start, Inc. has a carbon monoxide alarm located in the hallway. It is checked monthly.
- Disaster supplies are kept in each vehicle.
- Other*

Communication

- At least one corded phone is available to use if there is no electricity and we have a battery powered unit with several handsets.
- Emergency phone numbers are posted by each phone in Carol's Smart Start, Inc.
- Carol's Smart Start, Inc. has designated an out-of-area contact. This contact is Priscilla Harder, 407 756-6382 Parents are instructed to call this number if they cannot get through to Carol's Smart Start, Inc. on the local phone grid.
- Children will only be released to individuals listed on the child's emergency contact form. Carol's Smart Start, Inc. must ensure parents keep these up-to-date.
- Carol's Smart Start, Inc. has communicated with neighbors/neighboring businesses who may be able to help out in the event of a major disaster.
- Other*

Hazard Mitigation

Hazard mitigation is the process reducing or eliminating the impacts of disasters before they occur. For example, securing a bookcase to the wall before an earthquake can topple it and injure occupants. An important step in disaster planning is to ensure you are operating in a safe environment. Hazard mitigation plays a huge role when it comes to preventing injuries, both on a daily basis and during a disaster. See Appendix C for more information, resources for implementing mitigation measures, and a sample checklist.

- Carol's Smart Start, Inc. has undertaken hazard mitigation in all classrooms and main areas.
- Carol's Smart Start, Inc. conducts a hazard mitigation walk-through monthly.
- Other*

Training

- We have been trained on how and when to shut off all utilities.
- Older children are taught to call 911 if directed to do so by a staff member.
- All of us are trained in CPR and first-aid is with each group of children as required by licensing.
- Other*

Gather information from parents

Make sure that all parents have reviewed the disaster plan and understand the steps that Carol's Smart Start, Inc. will take in the event of an emergency. All parents need to be given Carol's Smart Start, Inc.'s out-of-area contact number and should in turn provide Carol's Smart Start, Inc. with an out-of-area contact for their family (see *Appendix A*).

Discuss with parents their plans and availability to pick up a child after a major disaster. Some parents work nearby, while others have a long commute. If roads are blocked, it could be quite some time before the parents are able to pick up their children.

Practicing for a disaster

Child care centers are required by licensing to conduct monthly fire drills and record the date and time of each. Disaster drills need to be conducted at least quarterly. It is up to Carol's Smart Start, Inc. to choose which type of disaster they will practice for each time. Periodic practicing of lockdowns and shelter in place is also important. Some situations are difficult to practice for during normal operation of Carol's Smart Start, Inc. For such scenarios involving site evacuation, it is a good idea to run through the situation verbally as a group during a staff meeting. In this way, questions can be answered and possible hurdles can be overcome.

When practicing fire or disaster drills, we vary the time of day and day of the week. You cannot predict when a disaster will happen and if you've never practiced during pick-up time or lunch time, there could be a lot of confusion at Carol's Smart Start, Inc.

We plan to have regular training on disaster preparedness. This entire plan will be reviewed annually, all of us. Each one of us will have specific roles and responsibilities for different scenarios. We have all been trained in fire extinguisher training and are familiar with how to use a fire extinguisher and have had practice actually using one. As stated earlier we all have CPR and First Aid training is up to date on their certification. We are also familiar with how to shut off any utilities, such as the propane gas that feeds the hot water heater.

Steps to Take During a Disaster

Building Evacuation:

- Make a quick assessment of the situation in the classroom and of any injuries to the children or adults.
- Carol A. Ryder will evaluate the evacuation route to be sure that it appears clear of obstructions.
- Austin F. Ryder, Jr. will give instruction to evacuate.
- If possible and time allows, have children take jackets and coats.
- We will take the following items:
 - disaster supplies which are stored on a shelf in the hallway.
 - children's attendance sheets and visitor sign-in sheets by the entry door.
 - children's emergency and medical information/supplies on the attendance clipboard.
 - cell phone, if available.
- The children will be assembled 2 by 2 to evacuate the building (one of us will be leading the children and the other will be following behind). Infants will be evacuated by putting into rolling evacuation cribs.) Young toddlers will be evacuated by: budding them up with an older child and having them hold hands.
- Take attendance; if safe to do so, search the building for anyone missing.
- Have children sit down if possible.
- If a gas leak or other incident that requires individuals be located further away from the child care occurs, move children to the pre-designated area or no less than one block from the child care. The pre-designated location is by large shed 2 acres inside property.
- Both Carol and Austin will evaluate the situation with the help of responding agencies (fire, police, etc.) and determine if it is safe to enter the building. If not, determine if it is necessary to move to the alternate site location (follow *Site Evacuation* procedure in this plan), or to stay put until it is safe to re-enter the building.
- Carol will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location; parents will be notified by a *note on the entry door to the playroom*.
- Austin will report incident to DCF, licensor at earliest convenience.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored in the file cabinet in office.
- All parents will be notified of incident.

Site Evacuation:

It is important to have at least 2 alternate locations for your site to evacuate to. In the event of a large-scale disaster, one or both, of your alternate sites may not be available. When choosing alternate locations:

- Make sure you talk to that site to ensure that you can use it during a disaster.
 - Make sure the alternate site will be able to handle the number of children/staff you will have.
 - Make sure the alternate site is accessible to you during the hours that your center is open.
- If it is determined that staff and children will be moved to the alternate site location distant from the child care, assign children to a designated teacher.
- We will bring the following items to the alternate sites:
- disaster supplies which are stored on a shelf in the hallway.
 - students' attendance sheets and visitor sign-in sheets by playroom entrance door.
 - children's emergency and medical information/supplies in green file box located in the office.
 - Our cell phones, if available.
- Children will be taken to the alternate site location by: personal or third person private vehicle.
- Once at the alternate site location, we will attend again. One of us will remain with their group of children until the children are picked up by parents or emergency contacts.
- Carol or Austin will continue to communicate with parents and coordinate pick-up of children.
- Austin will report incident to licenser at earliest convenience.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored file cabinet in office.

Shelter-in-Place Procedure

Shelter-In-Place will be conducted when we are instructed to do so by emergency personnel or Emergency Alert System (EAS) broadcasts on the radio or television; or if we see a vapor cloud or smell an unusual odor outside.

- Gather all children inside in a location that is easiest to seal off from the outside, this location is in our main hallway adjacent to our playroom access door.
- Call 911 and turn on and listen to the radio. Listen for emergency information from local fire or police department.
- Austin or Carol will turn off all fans, heating, cooling or ventilation systems and clothes dryers.
- Close and lock windows and doors (Locked windows seal better) and close as many interior doors as possible.
- Close off non-essential rooms such as storage areas, laundry room, etc.
- Seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, stove, and dryer vents with pre-cut plastic sheeting, wax paper, or aluminum foil and duct tape.
- Stay alert to loudspeaker announcements; emergency personnel from local police or fire departments may give you specific instructions via loudspeaker or door-to-door.
- If determined necessary, we will provide a minimal amount of breathing protection by covering mouths and noses with a damp cloth.
- If we are told there is danger of explosion, close the window shades, blinds or curtains; to avoid injuries, keep children away from windows.
- Carol or Austin should stay in touch with responding agencies/emergency personnel.
- We and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.
- Advise parents not to pick children up from the child care until the incident is over. The presence of parents searching for their children will only cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place you will not want to open the door to let parents in and out.
- Have emergency disaster supplies and emergency contact cards handy.
- Once the incident is over; inform parents, take down plastic, turn ventilation system back on.
- Carol will report incident to licensor at earliest convenience.
- carol will complete a written incident report at that earliest opportunity. Incident reports are stored in the file cabinet located in the office.

Fire Alarm/Emergency

If smoke or fire is seen or if there is another emergency requiring evacuation:

- Activate fire alarm if not sounding.
- Evacuate children, visitors, and Parents (follow *Building Evacuation procedure* in this plan); drop and crawl to avoid smoke and close doors behind you; take the following items with you:
 - disaster supplies which are stored on a shelf in the hallway.
 - Children's attendance sheets and visitor sign-in sheets located by exit to play yard.
 - children's emergency and medical information/supplies in cabinet.
 - Our cell phones, if available.
- Call 911 from outside the building.
- Take attendance.
- Carol or Austin will check area of concern and use fire extinguisher if safe to do so.
- Have the following items ready for police and fire personnel:
 - Number of children in care, assistants, family members, volunteers, and visitors
 - Knowledge of anyone remaining in the building
 - Floor plan and internal systems information.
- If it is determined that the building is unsafe, we'll move children to alternate site location; follow *Site Evacuation procedure* in this plan.
- Carol will notify parents of evacuation and alternate site location, if applicable.
- Austin will report incident to licensor at earliest convenience.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored file cabinet in the office.
- All parents will be notified of incident.

Propane Leak

****All of us knows where the main propane tank is and the valve to shut off gas flow, prior to any emergency****

If gas odor is detected:

- DO NOT activate the fire alarm system or any other electrical equipment.
- Notify center all occupants of the building.
- Evacuate children, visitors and parents (see *Building Evacuation procedure* in this plan) and close doors behind you but leave a window open; take the following items with you:
 - disaster supplies which are stored on a shelf in the hallway.
 - student attendance sheets and visitor sign-in sheets by the exit to the playground.
 - children's emergency and medical information/supplies in cabinet
 - cell phone, if available.
- Call 911 from outside the building.
- Move children to a designated area. This location is *the furthest most point away from the building in the play yard*.
- Take attendance.
- If possible, turn gas off.
- Have the following items ready for police and fire personnel:
 - Location of leak, if known
 - Number of children in care, parents, volunteers, and visitors
 - Knowledge of anyone remaining in the building
 - Floor plan and internal systems information.
- Carol will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location; if necessary to move to the alternate site location, follow *Site Evacuation procedure* in this plan.
- Austin will report incident to licensor at earliest convenience.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored file cabinet in the office.
- All parents will be notified of incident.

External Hazardous Materials Accident

- Call 911 immediately; then initiate the *Shelter-in-Place procedure* in this plan unless directed to do otherwise by emergency personnel via the dispatcher.
- Have the following items ready for police and fire personnel:
 - Location and description (liquid, gas) of hazard, if known
 - Number of children in care, staff, volunteers, and visitors
 - Floor plan and internal systems information.
- Follow instructions given by responding agency for either *Shelter-in-Place procedure* or *Building and Site Evacuation procedure* in this plan.
- If evacuated, call on available parents to take children to alternate child care site; We will transport remaining children by our *own vehicle*.
- Notify parents of move to alternate site location.
- If Shelter-in-Place occurs, and media attention is significant, call parents to let them know of situation.
- Austin will report incident to licensor at earliest convenience.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored in file cabinet in office.
- All parents will be notified of incident.

Internal Hazardous Materials Accident

- In the event a person comes into direct contact with a suspected hazardous material, the following safety precautions posted on-site or listed on the container. Call 911 or the hospital emergency room for additional instruction. Contact poison control center for common household product poisonings.
- Call 911 if not already done so.
- Austin will report incident to licensor at earliest convenience.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored in file cabinet in the office.

Power Outage

- Austin will try to locate the problem and activate alternate lighting system; flashlights and batteries are located *hall closet in the main foyer*.
- Call 911 if concerned about a fire or safety hazard.
- Unplug all electrical equipment; turn off all but one light.
- Austin will call WREC (727 868-9165) to report outage and/or get additional information.
- Call DCF Central Licensing to help determine if center needs to be closed. Also, consider the following items in making your decision:
 - Can you safely prepare/store food?
 - Do you need to move to an alternate site?
 - Can you safely transport the children?
 - How will you notify parents?
- All parents will be notified if power outage is prolonged.
- Austin will report incident to licensor at earliest convenience.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored in file cabinet in the office.

Hurricane & Sever Storm

- We will determine prior to opening hours, whether or not to open Carol's Smart Start, Inc.; families will be notified by text, phone call and Facebook announcement.
- If the child care must close during hours of operation because of Hurricane or sever storm Carol will notify parents by telephone.
- If weather conditions prevent a parent or legal guardian from reaching the facility to recover a child, Carol's Smart Start, Inc. We will care for the child (maintaining proper child: staff ratios) until such time as the parent, legal guardian, or emergency contact person can safely claim the child. The disaster supplies will be used as needed.
- If the above persons cannot claim the child within 72 hours of Carol's Smart Start, Inc. closing, the Austin will contact the police. Child may be transported to Child Protective Services if necessary.
- Austin will report incident to licensor at earliest convenience.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored in filing cabinet in the office.

Missing Child

- Call 911 immediately; provide the following information:
 - Child's name and age
 - Address
 - Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - Medical status, if appropriate
 - Time and location child was last seen
 - Person with whom the child was last seen.

- Carol will notify parents of missing child and attempt confirmation that child is with family; if not - inform parents of situation and steps taken.
- Notify Pasco county sheriff office immediately and search the building and surrounding outside area again.
- Have child's information and, if possible, a picture for the police upon their arrival.
- Carol will report incident to licensor at earliest convenience and Child Protective Services.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored filing cabinet in office.

Kidnapping

- Call 911 immediately; provide the following information:
 - Child's name and age
 - Address
 - Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - Physical and clothing description of the suspect
 - Medical status, if appropriate
 - Time and location child was last seen
 - Vehicle information and direction of travel.
- Notify Pasco county sheriff office immediately.
- Follow *Emergency Lockdown procedure* in this plan.
- Have child's information including picture, if possible, available for the police upon their arrival.
- Carol will notify parents of missing child; inform parents of situation and steps taken.
- Carol will report incident to licensor at earliest convenience and Child Protective Services.
- Austin will implement *Crisis Response procedure* in this plan.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored filing cabinet in office..

Child Abuse

- Report abuse or suspected abuse to the Abuse hotline.
- Carol will make a report to Child Protective Services and the licensor (see list under next item for the type of information that may be asked).
- Carol or Austin will write down the following information on an incident report*:
 - Date and time of calls to Child Protective Services and Department of Early Learning (licensor)
 - Child's name
 - Child's age/birthdate
 - Address
 - Name and address of parent or guardian and other children in the home (if known)
 - Any statements made by the child (but do NOT interview them)
 - The nature and extent of the injury or injuries, neglect, and/or sexual abuse
 - Any evidence of previous incidences of abuse or neglect including nature and extent
 - Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity of the perpetrator or perpetrators

*Note: These reports may become legal documents. Confidentiality of these reports must be strictly observed.
- Incident reports are stored in the children's file and in the cabinet in the office.

Assault on Child or Staff

- Call 911.
- Carol and Austin will follow "Intruder Alert Procedure" in the *Intruder Alert / Lockdown procedure* in this plan.
- Follow *Lockdown* or *Lockout procedure* in this plan as appropriate.
- Someone will stay with the victim.
- Victim's family will be notified by Carol when safe to do so.
- Austin will call Child Protective Services.
- Austin will report incident to licensor at earliest convenience.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored in the cabinet in the office.

Intruder Alert Procedure / Lockdown / Building Lockout

From time to time, schools and child cares have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any unauthorized individual who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time we are dealing with a person we feel uncomfortable around or are fearful for our safety or the safety of the children and others, then we may be faced with an intruder situation. If the intruder is already in the building, initiate the intruder alert procedure and lockdown. Children will be locked down WITHIN the office. If there is suspicious or criminal activity occurring outside our house, the child care will go into a building lockout. Doors to the outside will be locked and access restricted,

Key steps to implement regarding a lockdown, including those conducted because of an intruder:

- It is important that the children, parents and visitors understand, support and participate in the Intruder Alert, lockdown, or lockout procedures.
- It is important to practice these procedures several times per year, just as we practice fire drills.
- Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown/lockout drills and events. We will provide written materials for parents to help children understand and cope.
- Parents will be given a pre-designated alternate pick up site if children are evacuated. Parents should not try to enter our house during a lockdown or lockout and may be kept away from the child care until authorities determine it is safe.

Intruder Alert / Lockdown

If a person(s) comes into our house, assess the situation. If we are uneasy or suspicious of the person(s) immediately we will call 911.

- **If a weapon is present, or suspected, we WILL NOT CONFRONT** – give pre-determined hand signal to another person for them to call 911 immediately. This signal is the ASL sign for danger. Initiate Intruder Alert / Lockdown Procedure.
- If **no** weapon is suspected, confront the intruder in the following manner:
 - Approach the individual in a non-confrontational manner with the assistance of another staff member
 - Introduce yourself and the person with you to the individual in a non-confrontational way
 - Ask the individual who they are and how you can be of assistance
 - Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
 - If the individual refuses, do not confront him/her. Give the other staff member the pre-designated hand signal to call 911
 - Initiate Intruder Alert / Lockdown Procedure.

If it is determined that the safety and health of children and staff are in jeopardy begin the *Intruder Alert procedure*.

- If the intruder is already inside the building, a hand signal which has been predetermined and is known by all shall be made to the first adult seen. That person

will pass on the hand signal to other adults until someone calls 911. This hand signal is the ASL sign for danger.

Upon activating the intruder alert announcement, the following steps must be implemented:

- Either Carol or Austin will immediately call 911 (if it has not been done already) and stay on the phone until help arrives. Await further instructions from emergency response personnel.
- We will quickly check the hall and restrooms closest to get children into the safe room.
- Lock the door to the office, close and lock all windows, cover all windows and doors, and turn off lights;
- Keep children away from windows and doors; position children in a safe place against walls or on the floor; position children behind a bookcase to use as a buffer.
- We will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (e.g.: gather in a story circle and gather infants into one or two cribs (preferably on wheels) along with items to help keep them quiet, such as bottles, pacifiers, and small, quiet toys).
- We will keep all children in the office until an all clear signal has been given.
- Emergency personnel will inform us when it is safe to move about and release children from the safe area. Children **WILL NOT** be released to parents until an “all clear” has been called.
- Upon arrival, the local police, in conjunction with Carol or Austin, will assume controlling responsibility and may evacuate the building per police standard operating procedures.
- When “All Clear” is heard, we will apprise the parents of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by Carol.
- Carol will apprise parents of all “lockdowns” whether practice or real.

Building Lockout

If the suspected intruder is not yet in the building, an announcement will be made to every one in the house that a Lockout has commenced which alerts the children, parents and visitors of potential danger.

- Any children outside on the playground must be brought inside immediately.
- Immediately lock all exterior doors, close and lock all windows, and cover all windows.
- Austin will immediately call 911 and stay on the phone until help arrives; await further instructions from emergency response personnel.
- Keep children away from windows and doors.
- We will maintain (as best they can) a calm atmosphere in the building, keeping alert to emotional needs of the children. Activity within the building may continue, but no access to the outside is permitted.
- We will keep all children in the building until an all-clear signal has been given.
- Upon arrival, the local police, in conjunction with Carol and Austin will assume controlling responsibility and may evacuate the building per police standard operating procedures or may allow parents to pick up children if deemed safe.
- Any individuals outside the building wishing to gain admittance must be escorted by law enforcement personnel.
- When "All Clear" is heard, we will apprise the staff of the situation and counsel children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by Carol.
- Carol will apprise parents of all lockdowns or lockouts whether practice or real.
- Austin will report incident to licenser at earliest convenience.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored in the office in the file cabinet.

Suspicious Mail or Package

- Do not touch, smell, or taste unknown substances.
- Cover substance with paper, trash can, clothes, or other material.
- Evacuate room, seal off room, and mark room as "Dangerous".
- Wash hands thoroughly.
- Call 911.
- Make a list of all persons and children present in the room at the time of the incident to provide to local health authorities and the police.
- Carol will inform all parents and licenser of the incident.
- Austin will complete a written incident report at the earliest opportunity; incident reports are stored in the office and in the cabinet.

Communicable Disease Outbreak

Symptoms of flu, for example, include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Nausea, vomiting, and diarrhea are also common in children with the flu. Flu is spread from person to person through coughs and sneezes and indirectly through contaminated objects. For this reason, it is very important to isolate children with flu symptoms and have their parents or guardians pick them up as soon as possible. During a flu outbreak, as determined by the local health authority, additional steps should be taken to prevent the spread of disease. Make sure to keep emergency disaster supplies and emergency contact cards handy.

- Check all children upon arrival for flu symptoms before the parents leave the child care. Any children who have these symptoms should not be permitted to stay at the child care and should be asked to leave with the parent/guardian.
- All parents, children and we will wash their hands with soap and warm water upon entering the child care.
- If a child or one of us develops flu-like symptoms while at the child care, physically separate the sick person.
- Call the parent/guardian to arrange for pick-up of the ill child. Insist that they come immediately.
- Sick children will stay in the isolation area located in the dining room until a parent or guardian is able to pick them up.
- The person in charge of caring for ill children in the isolation area will be one of us. This person will limit contact with the ill child to the greatest extent possible.
- Plenty of fluids will be provided to ill children.
- Children and staff with symptoms will be asked to wear a mask. The staff member caring for the ill child will wear a mask.
- All persons at the child care should carefully follow recommendations for hand hygiene after contact with an infected person or the environment in which the infected person was.
- Those persons who are not involved in caring for the ill child will not enter the isolation area.
- Place all used tissues in a bag and dispose of with other waste. A bag will be placed next to the ill child in the isolation area for this purpose.
- All parents will be notified of the illness.
- Sanitize the environment in which the sick child/staff had been located. Sanitize any toys or objects the sick child handled. Other cleaning and sanitizing activities should be done at the normal times.
- Wash and sanitize any bedding that was used by the sick child. Care should be taken when handling soiled laundry (i.e. avoid holding the laundry close to your body) to avoid self-contamination. Wash hands after doing laundry.
- Soiled dishes and eating utensils should be cleaned and sanitized as usual.
- Any adult or child who has been in the child care with a sick individual is at risk for developing influenza. Monitor staff and children continually for flu symptoms. Consult

with healthcare providers to determine whether a flu vaccine, if available or antiviral prophylaxis should be considered.

- Keep in contact with the local health authority and the child care licenser to determine if and when the child care should be closed.
- Austin will complete a written incident report at the earliest opportunity; Incident reports are stored in the cabinet located in the office..

Bomb Threat

During the Bomb Threat Call:

- DO NOT HANG UP!** Keep the conversation going and attempt to get the following information:

- Where is the bomb?
- What time will it go off?
- What kind of bomb is it?
- Who are you?
- Why is this going to happen?

- Listen for the following:

- Voice of male or female
- Speech impediment or accent
- What kind of background noise there is
- Cell phone or land-line

- Note the following: Time _____ Date _____.

- What does the Caller ID say: _____?

- Try to get the attention of another adult and have them initiate the next steps.

- 911.

- Initiate a lockdown; follow *Lockdown procedure* in this plan.

- Confer with fire and police about evacuation.

- Have floor plan ready for police/fire personnel.

- Have teachers and staff glance around their area for suspicious items (DO NOT MOVE SUSPICIOUS ITEMS).

- If the decision is made to evacuate, follow *Building and Site Evacuation procedure* in this plan.

- Carol will notify parents if evacuated or moved to alternate location.

- Austin will report incident to licenser at earliest convenience.

- Austin will complete a written incident report at the earliest opportunity; incident reports are stored in the cabinet located in the office.

- All parents will be notified of incident.

Helping Children Cope with Disaster

Disasters can be very frightening and traumatic, especially for young children. There are several things that you can do to help the children in your care cope with their feelings.

Don't assume children won't understand what is happening.

- Reassure the children that they will not be left alone and that you are there to protect them.
- Be aware of changes in a child's behavior but also know that some children may not outwardly show their distress.
- Keep to routines such as meals, activities, and naps, as much as possible
- Try to keep familiar adults with the children rather than adding volunteers or substitutes for direct child contact.
- Avoid allowing young children to watch or listen to news coverage of the disaster.
- If child regresses to earlier physical or emotional behavior... wetting, clinging, crying...treat it calmly and efficiently.
- Give simple but truthful answers to children's questions and make sure children understand your answers. Don't give more information than the children can use and understand.
- Give children opportunities to express their feelings through activities such as play-acting, using dolls, storytelling, painting, or drawing. Playacting revenge or aggressive behaviors may be common. Redirect only if it is hurting the child or someone else.
- Be especially supportive of the children's feelings and need to be close. Give lots of hugs, smiles, and kind words.
- Reassure children that they are not responsible for the disaster. Listening to children's stories about disasters and feelings may help and they may need to tell the story again and again.
- If possible, take a moment away from the children and make sure you address your own fears and anxieties by talking with other adults. Be particularly careful to not have children over hear your conversation.
- Seek professional assistance when needed. The Mental Health Checklist included with this plan on the website and CD may help you in determining the need for additional assistance. Your own knowledge of the child and your instincts about the child's needs will also help you make a decision. When in doubt, call for professional help.).

In the event of a disaster or crisis, grief counseling may be provided through the Providence Hospice Bereavement Department. The phone number is 425-261-4777.

Other Resources for Helping Children Cope

National Institute of Mental Health (NIMH)

Information Resources and Inquiries Branch
6001 Executive Blvd, Rm. 8184, MSC 9663
Bethesda, MD 20892-9663
PTSD/Anxiety Disorders Publications:
1-88-88-ANXIETY
Public Inquiries: 301-443-4513
TTY: 301-443-8431
E-mail: nimhinfo@nih.gov
Web site: <http://www.nimh.nih.gov>

U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202
Phone: 1-800-USA-LEARN
TTY: 1-800-437-0833
E-mail: customerservice@inet.ed.gov
Web site: <http://www.ed.gov>

Federal Emergency Management Agency

(Information for children and adolescents)
P.O. Box 2012
Jessup, MD 20794-2012
Publications: 1-800-480-2520
Web site: <http://www.fema.gov/kids>

American Academy of Child & Adolescent Psychiatry

3615 Wisconsin Ave., N.W.,
Washington, D.C. 20016-3007
Phone: 202-966-7300
Web site: <http://www.aacap.org/>

Substance Abuse and Mental Health

Services Administration's (SAMHSA) National Mental Health Information

P.O. Box 42557
Washington, DC 20015
Phone: 1-800-789-2647
TTY: 866-889-2647
Email: info@mentalhealth.org
Web site: <http://www.mentalhealth.samhsa.gov/>

American Academy of Pediatrics

141 Northwest Point Boulevard
Elk Grove Village, IL 60007-1098
Phone: 847-434-4000
Web site: <http://www.aap.org>

American Red Cross

National Headquarters
431 18th Street NW
Washington DC 20006
Phone: 202-639-3520
Web site: <http://www.redcross.org>

Appendices

Parent Letter

Date

Dear Child Care Parents:

Near the sign-in area you will find copies of our "Disaster Response Handbook". Please take the time to read and become familiar with our procedures. With the implementation of this handbook you can rest assured we will do everything we can to protect and care for your child in the event of a crisis or disaster.

With any disaster or crisis, your cooperation is necessary for the following:

- Encourage and explain to your child why the best place for them is at the child care center.
- Explain that if you are unable to pick them up quickly, we will care for them until you or your emergency contact comes to get them.
- Please do not immediately telephone us at Carol's Smart Start, Inc. Telephone lines will be needed for emergency personnel. Please call Carol's Smart Start, Inc.'s out-of-area contact for information or to relay messages during a disaster.
- Listen to emergency radio for updates.
- Provide an emergency/comfort kit for your child.
- Include an out-of-state contact number for your family with your kit.
- Provide a 72-hour supply of any medication or medical supplies/equipment that your child may need.

Carol, Austin and Charity will care for your child until you or your designee is able to reach them. Be sure to keep your child's emergency release information updated. Children will only be released to those specified by you on their enrollment. We will also utilize the phone numbers on the emergency release information should we need to re-locate to our alternate site.

If local telephone lines are unavailable, utilize your out-of-state contact number for information. If possible, we will call that number to give information on your child and to see if you have left any information for us.

Thank you for your attention to this matter. Please feel free to contact us if you have any questions regarding our crisis/disaster response handbook. After reading this plan, parents please complete the Parent Emergency/Disaster Communication Form and return it to Carol's Smart Start, Inc.

Keeping your children safe,

Carol A. Ryder
Owner/operator

Parent Emergency/Disaster Communication Form



Dear Parent or Family,

During a disaster, communication may become challenging. Often it is easier to contact a long-distance phone number than a local or cell number. Carol's Smart Start, Inc. is establishing an out-of-area number to relay information throughout a disaster. Please put this number in a convenient and accessible place so that you are able to get information about your child should local calling become challenging. Our out-of-area contact is:

Name: Priscilla Harder

Phone #: 407 756-6382

We encourage you to familiarize yourself with the disaster plans and policies established for our child care facility. If you have not already been given this information, it will be provided for you by:

Date: _____

Please sign and return the following portion

.....

I have received information regarding your child care facility's out-of-area emergency contact.

I understand that Carol's Smart Start, Inc. has established policies to respond appropriately to a disaster.

Signature: _____ Date: _____

Please provide the following information for our emergency records:

Child's name: _____

Child's out-of-area contact (100+ miles away): _____

Emergency contact (friend, family or loved-one): _____

Local contact (the "nearest" acquaintance): _____

Appendix B: Disaster Supplies

Supplies can be costly to purchase all at once. To ensure that you have the appropriate supplies:

- Review the lists and decide what is a priority for your site
- Develop a “supply rotation system” that allows you to use perishable supplies in your normal operations before the expiration date
- Team up with another organization to buy supplies in bulk
- Request specific donations from families or a disaster supply fee
- Seek donations from the community.

Supplies need to be accessible in the event of an emergency. It is often best to have a few essential supplies in a backpack or duffel bag near the door. This is called a “Grab and Go” bag (see next section for more information). The bulk of your supplies should be stored in a water-tight container, such as a plastic bin or a garbage can. This should be kept near an outside door or in an outdoor shed.

Grab & Go Bags

A “Grab & Go” bag contains necessary items for an emergency. Also called go-kits, these are items you may need within the first hour or two after a disaster. The bag only contains a small portion of your disaster supplies, but is a key part of your preparedness.

The “Grab & Go” bag is designed to meet immediate needs for a limited time. For example, it does not need to have formula and diapers for all infants. Make sure you have enough supplies in your 3-day disaster supply kit. You should have one bag for each classroom.

Your labeled “Grab & Go” bag should contain:

- Current emergency forms for students and staff
- “Necessary” medications with authorization forms (such as a EpiPens®, asthma inhalers, or any other medications that a specific child may need to keep him/her alive)
- First aid kit
- Flashlight and batteries
- Whistle
- Bottle of water
- Age-appropriate snacks/infant formula
- Paper cups and/or infant bottles
- Tarp or ground cover and emergency blankets (such as space blankets)
- Tissue or toilet paper and/or wipes and diapers as needed
- Plastic bags
- Age-appropriate time-passers (books, crayons, paper, etc)



Make sure you have a system in place for keeping emergency contact information current. Check expiration dates of food, water, batteries, and any medication, and replenish those items regularly. Keep first aid supplies fully stocked.

A “Grab & Go” bag should be easy to grab/transport. Make sure you can easily carry it. A backpack is ideal. Your bags should go everywhere your class goes. If your class is inside their classroom, the best place for the bag is on a hook by the door that you would usually use to exit (and the exit that

you are most likely to evacuate through). When you leave the classroom, always take it along. Your “Grab & Go” bag should be with you on: the playground, field trips, fire drills, or any other planned or unplanned classroom departure. The “Grab & Go” bag should be out of the reach of children at all times.

Comfort Kits

You may want to have small comfort kits for each child stored with your main disaster supplies. Many disaster supply companies sell pre-made kits. Alternately you can give each parent a gallon size Ziploc bag and the following list:

- Wool socks
- Hat
- Photo/letter from home
- Small toy or book
- Mylar (space) blanket

Car Kits

You never know when a disaster may strike. Have emergency supplies in your car along with a first aid kit. Consider including the following items:

- Flashlight
- Batteries
- Non-perishable food
- Bottled water
- Blanket
- Comfortable walking shoes
- Flares
- Booster cables
- Small fire extinguisher

Food

Choose a variety of non-perishable foods that require little or no preparation. Rotate food items every 6 months. Try to select items that the children like to eat and ones low in sugar and salt. A sample menu and shopping list is found on the next page. Some ideas include:

- Commercially canned or processed foods, ready-to-eat meats, fish, pastas, fruit, and vegetables
- Canned evaporated or powdered milk
- Crackers, granola bars, energy bars, trail mixes, and cereals
- Freeze-dried foods, salmon/beef jerky, dried fruit, such as for camping
- Peanut or nut butter (provided no one is allergic)
- A personal energy booster for staff such as a candy bar, instant coffee, hard candies, or tea bags
- Infant formula and baby food for babies or other special foods for people with specific dietary needs

3 Days Emergency Menu for Child Care Facilities (serves 120)

DAY ONE		
MEAL	FOOD	PORTION SIZE
Breakfast	Cheerios	½ cup
	Mandarin Oranges	½ cup
	Milk (dry milk powder + water)	
Lunch	Tuna	1 ½ oz
	Saltine crackers	4
	Green Beans	¼ cup
	Peaches	¼ cup
PM Snack	Granola bar	1
	Pineapple juice	½ cup
Dinner	Canned Spaghetti with meatballs	½ cup
	Green beans	¼ cup
	Pears	¼ cup
DAY TWO		
MEAL	FOOD	PORTION SIZE
Breakfast	Cornflakes	½ cup
	Applesauce	½ cup
	Milk (dry milk powder)	
Lunch	Canned Chili	½ cup
	Corn	¼ cup
	Truscott crackers	4
	Apricots	¼ cup
PM Snack	Graham crackers	2 pieces
	Apple juice	½ cup
	Dried prunes.	2 T
Dinner	Canned beef stew	½ cup
	Crackers	2
	Corn	¼ cup
	Peaches	¼ cup
DAY THREE		
MEAL	FOOD	PORTION SIZE
Breakfast	Cheerios	½ cup
	Orange Juice	½ cup
	Milk (dry milk powder)	
Lunch	Baked beans	½ cup
	Saltines	4
	Corn	¼ cup
	Pineapple chunks	¼ cup
PM Snack	Granola bar	1
	Apple juice	½ cup
Dinner	Canned ravioli	½ cup
	Green beans	¼ cup
	Fruit cocktail	¼ cup

Bottled water: 1 gallon per person per day

3 Day Menu Grocery List for Child Care Facilities (serves 120)

Protein Group		
CN Labeled Chili *	15 oz. can = 4 servings	5--#10 cans
Canned Beef Stew *	15 oz. can = 4 servings	5--#10 cans
Canned Ravioli (CN Label) *	15 oz. can = 4 servings	5--#10 cans
Canned Spaghetti/Meatballs *	15 oz. can = 4 servings	5--#10 cans
Water packed Tuna	12 oz. can = 6 servings	32—6 12/ oz. cans
Baked Beans	28 oz. can = 6 servings	5--#10 cans

GRAIN/BREAD GROUP		
Cheerios	20 oz. box = 20 servings	20—20 oz. boxes
Corn Flakes	24 oz. box = 20 servings	10—24 oz. boxes
Saltine crackers	16 oz. box = 38 servings	10—16 oz. boxes
Graham crackers	14.4 oz. box = 13 servings	4—16 oz. boxes
Truscott crackers	13 oz. box = 22 servings	6—13 oz. boxes
Granola bars	12 per box	20 boxes

FRUIT/VEGETABLE GROUP		
Canned Orange Juice	46 oz. can = 10 servings	12- 46 oz. cans
Canned Pineapple Juice	46 oz. can = 10 servings	12—46 oz. cans
Canned Apple Juice	46 oz. can = 10 servings	24—46 oz. cans
Canned Green Beans	14.5 oz. can = 6 servings	3--#10 cans
Canned Peaches	29 oz. can = 7 servings	8--#10 cans
Canned Apricots	29 oz. can = 7 servings	4--#10 cans
Canned Applesauce	48 oz. jar = 9 servings	3--#10 cans
Canned Corn	15 oz. can = 7 servings	3--#10 cans
Canned Pineapple chunks	20 oz. can = 5 servings	4--#10 cans
Canned Mandarin oranges	11 oz. can = 5 servings	4--#10 cans
Canned Pears	29 oz. can = 7 servings	4--#10 cans
Canned Fruit cocktail	30 oz. can = 8 servings	4--#10 cans
Dried Prunes	24 oz. bag = 18 servings	16# prunes

MILK GROUP		
Nonfat Dry Milk Powder **		5 Boxes

* CN Label = Child Nutrition Program approved product

** Mix with water for fluid milk to use on cereal or for drinking.

EXPIRATION DATES:

Try to purchase foods that will last for at least 6 months or a year. Restock food supplies on a planned schedule (every 6 months or annually) according to expiration dates.

Water

Allow a minimum of **1 gallon per person per day**. Include both staff and children in your count. Store your water in a cool place. Put some in your freezer if you have space, where it can help to keep food cold in a power outage.

You can purchase water or collect it yourself. If you choose to collect your own water, make sure it comes from a safe source and is stored in bottles previously used for non-dairy beverages only. Wash, rinse, and sanitize all bottles. **Do not use old milk jugs**. Replace water you bottle yourself every 6 months. If you purchase water already bottled, replace it before the use-by-date.

In an emergency, if water must be treated, boiling is the best way to kill bacteria and parasites. If bleach is used to treat the water, add 10 drops per gallon for clear water and 20 drops per gallon for cloudy water. Use only unscented, 5% or 6% liquid chlorine bleach. Allow the bleach treated water to sit for 30 minutes before using it. Be aware that bleach may not destroy all the disease-causing organisms. Have an eye dropper for measuring bleach in your kit if you decide to use bleach to disinfect water.

Your hot water heater is a great source of water in an emergency. Make sure you know how to shut off the intake and outlet valves—this is to trap the water inside the tank and prevent contaminants from getting inside. It is also a good idea to flush your water heater annually. Check with your manufacturer's recommendation. Make sure it is strapped to wall studs to prevent tipping over. Don't rely on the water heater as your only source of water.



SAFETY & FIRST AID (for 50 persons)

Water

3 gallons of water per adult
(1 gallon/adult x 3 days)
1.5 gallons of water per child
(1/2 gallon/child x 3 days)

- any tools needed to open water containers
- cups and other items needed to dispense water

Stored: _____

Food

Emergency Food:

- ✓ Is easy to serve
- ✓ Does not require cooling or heating
- ✓ Has a long shelf life
- ✓ Is stored protected from heat, cold, and pests

- Our emergency food is part of our regular menu rotation. Food for 3 extra days is always on site. (*Familiar food can be a comfort during a disaster.*) It is rotated _____ (how often) by _____ (whom).

We have a separate supply of emergency food. Expiration dates are checked

_____ (how often) by _____ (whom).

We include food for those with food allergies or on special diets. We include age-appropriate food, such as formula and pureed food for infants (when enrolled).

Supplies kept with food include:

- Plastic dishes and utensils
- Manual can opener
- Bottles for infants

Stored: _____



LIFE SAFETY & FIRST AID (for 50 persons)

Shelter

- (2) 12' X 16' tarps
- (3) 10' poles
- (100 ft) ¼ in. nylon rope
- flashlight w/ (2) extra sets of batteries per staff person
- blanket (fleece, wool, &/or "space") per person
- (5) extra blankets
- (30) plastic sanitation bags
- privacy shelter
- (30) rolls toilet paper
- (50) sanitary napkins
- (30) plastic garbage bags
- (30) rolls paper towels
- (750) soap towelettes packets or baby wipes
- (15) bars of soap
- (5) 5 gal plastic buckets for sanitation/emergency toilets
- Pine sol or similar product for toilet odor control
- (30) 12-hour light sticks
- battery-operated lantern w/extra batteries
- extra clothing
- books, games, or small toys

Stored: _____

Special Equipment/Other

Medical supplies for children with special health care needs:

Pet supplies (if applicable)

Stored: _____

Life Safety

First Aid

- (2) laminated maps of site
- (6) hardhats
- (1) am/fm battery powered radio
- (4) walkie talkies
- (4) whistles
- (1) orange/safety vest per staff member
- (2) shovels
- tools for simple search & rescue*:
 - (1) bolt cutter
 - (1) pry bar
 - (1) crowbar
- (1) pliers
- (1) hammer
- (1) set of screwdrivers
- (1) wrench
- (1) utility knife
- (3) rolls barrier tape
- (3) rolls duct tape
- Other: _____
- Other: _____
- Other: _____

* For search and rescue training, contact your local emergency management agency.

Stored: _____

- masking tape
- permanent marking pens
- first aid reference book
- assorted adhesive bandages
- (100) 4 in. by 4 in. compresses
- (15) 8 in. by 10 in compresses
- (50) roll gauze bandages
- (5) triangular bandages
- (2) sm, med, and large cardboard splints
- (20) steri-strips or butterfly bandages
- (5) boxes of water in sealed containers for flushing wounds, etc.
- (1) small bottle bleach
- (1) backboard
- (1) scissor
- (3) tweezers
- (100) non-porous medical gloves
- (5) oval eye patches
- (7) rolls 1" cloth tape
- (5) rolls 2" cloth tape
- (25) dust masks
- thermometer
- 3-day supply of critical medications, with authorization forms
- instant hand sanitizer
- eye wash
- pocket CPR mask
- alcohol wipes
- safety pins
- Other: _____

Stored: _____



ADMINISTRATIVE (for 50 persons)

Administrative Supplies

master keys to facility and supply container(s)

copy of disaster plan

office supplies

pens

paper

tape (Duct and regular)

stapler & staples

clipboards

(2) sets staff and student rosters

Current Emergency Contact forms

“Check-In” signs for child release

Post Disaster Child Release forms

copies of all necessary forms, such as:

incident report forms

first aid log (or notebook)

staff time log (or notebook)

expenditure log (or notebook)

communications log (or notebook)

Copies of important papers such as insurance documents, utility account numbers, etc.

Money (change or small bills)

Stored: _____

*A file box is an example of a container that would hold everything and then be used to file paperwork later.

- Our supply inventory is complete; we have obtained all needed supplies (on-site supplies are indicated by a check in the boxes above). We have a plan for rotating perishable items.
- We are continuing to gather supplies. The supplies we have on site are indicated above. We have a plan for rotating perishable items. Our plan for obtaining additional supplies is as follows:

Supplies needed	Plan to obtain	Date to be completed	Person Responsible

Appendix C: Hazard Mitigation

Hazard mitigation is a term that means to minimize or eliminate the impacts of hazards before they happen. Hazard mitigation is not a onetime thing. It is imperative to continually check areas and objects throughout your facility on an on-going basis. It is recommended that you do a walk-through of your facility at least once a month, or more, checking for any hazards that can be corrected.

Hazard Mitigation Priorities:

1. Would/could it break and fall and hurt someone?
2. Would/could it break and fall and block a primary exit from the room?
3. Would/could it break and fall and keep your program from opening the next day (or soon thereafter)?

Washington State Emergency Management Division has created some great videos for how best to prepare for a disaster and lessen hazards in your building. To view the videos:

- Open your internet browser to any search engine of your choice.
- Type in: Washington State Emergency Management
- Open the link for the Emergency Management Division (usually the first link)
- Hovering over the “Preparedness” Link, you will see an option for “preparedness videos”. Click on that link.
- http://www.emd.wa.gov/preparedness/prep_personal_prep_video_index.shtml

The Hazard Mitigation Form on the following page tracks the work done to reduce any hazards in the child care. Copy and complete one form for **each** room, including classrooms, offices, hallways, storage rooms, and the kitchen.

Earthquake Hazard Mitigation

You can never tell when there will be an earthquake, but you can take steps to reduce or avoid damage, injuries, or loss of life for the children in your care, your staff, and yourself. Preparing for an earthquake includes things you already do to protect the children’s safety and health, such as having a fire extinguisher handy and maintaining your certifications for first aid and CPR. With additional planning and preparation, the children in your care will have a better chance at surviving an earthquake unharmed.

In an earthquake, most injuries and deaths are caused by loose objects in and on buildings. During the shaking, cabinets and bookcases topple, objects fall out of cabinets, and hanging or large plants fall. Door frames and window jams may be bent when walls move. Doors may slam or jam shut, and window glass can shatter, sending broken glass into the room. Light fixtures, sprinkler heads, and other ceiling components may pop out and fall. Objects mounted on the walls (such as clocks, maps, and art work) may shake loose and fly across the room. The electricity may go out, and the sprinkler systems or fire alarms may turn on.

For more information on Hazard Mitigation and how to secure objects in the room, review “Earthquake Preparedness: What Every Child Care Provider Needs to Know,” [FEMA document 240.](#)

Mitigation Form

Name of Room or Area: _____

Safety Action Taken	Date and Comments
Tall or heavy furniture is secured to wall studs	
Heavy objects are placed low or properly secured	
Shelves have adequate lips or strapping, or are lined with sticky material (such as "Grip It") to prevent items from flying off in an earthquake	
Overhead cupboards have safety latches	
Chemicals and poisons are stored safely (including: out of reach of children, in closed cabinets, no bleach and ammonia together)	
Windows are of safety glass or are adapted to prevent shattering and injury	
Evacuation/exit routes are free from hazards such as equipment, furniture, and other large objects	
All exits are unlocked or can be unlocked or locked from the inside without a key	

Ongoing room review:

Date & Initials:						
Action Taken:						
Date & Initials:						
Action Taken:						

Appendix D: Disaster Drill Records

This appendix includes sample disaster drill records. Choose the ones that work the best for your center. Included on the pages that follow are:

- Child Care/Early Learning Lockdown Drill Record
- Child Care/Early Learning Fire Evacuation Drill Record
- Child Care/Early Learning Earthquake Drill Record

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Child Care/Early Learning Lockdown Drill Record (recommended: 2 per year)

Date of Drill _____
Time of Drill _____
Name of Program _____

Brief Description of Drill

Rooms Participating in Drill

Objectives	Evaluation	Changes to be Made	When Changes are Made

Name of Person Organizing Drill _____

Date of Drill _____
Time of Drill _____
Name of Program _____

Brief Description of Drill

Rooms Participating in Drill

Objectives	Evaluation	Changes to be Made	When Changes are Made

Name of Person Organizing Drill _____

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Child Care/Early Learning Earthquake Drill Record

(Recommended: 4 per year)

Date of Drill _____
Time of Drill _____
Name of Program _____
Brief Description of Drill

Rooms Participating in Drill

Objectives	Evaluation	Changes to be made	When changes are made

Name of Person Organizing Drill _____

Date of Drill _____
Time of Drill _____
Name of Program _____
Brief Description of Drill

Rooms Participating in Drill

Objectives	Evaluation	Changes to be made	When changes are made

Name of Person Organizing Drill _____

Date of Drill _____
Time of Drill _____
Name of Program _____
Brief Description of Drill

Rooms Participating in Drill

Objectives	Evaluation	Changes to be made	When changes are made

Name of Person Organizing Drill _____

Date of Drill _____
Time of Drill _____
Name of Program _____
Brief Description of Drill

Rooms Participating in Drill

Objectives	Evaluation	Changes to be made	When changes are made

Name of Person Organizing Drill _____

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Appendix E: Sample Situation Forms

Attach a copy of your child care's own incident report form here or describe how you keep record of significant incidents that occur. Our child care's incident reports are kept for *(how long)*.

Included in this section are two sample report forms: a "Child Care Situation Report" form and a "Child Care Situation/Conversation Log". Fill out the form completely and leave no blank spaces. If the information is unknown, state that in the blank. Also included is a log to track disaster drills.

Notes about the Child Care Situation Report:

This form should be used to periodically update responding agencies or other groups about the status and needs of your child care in the event of a serious, widespread disaster.

In the message section, include the following information:

- Kind of immediate assistance required
- If you can hold out without assistance and for how long
- Overall condition of the facility, children, and adults
- Names of outside agencies at the site and their actions

Notes about the Child Care Situation/Conversation Log:

This form should be used to keep a running log of the activities taking place during any disaster or crisis response. It will become very important when multiple individuals are responding to the situation.

A permanent log may be typed or rewritten at a later time for clarity and better understanding. If you do this, be sure to keep all original notes and records; **THEY ARE LEGAL DOCUMENTS.**

The following is a sample of how this log can be used and what information to include:

Time	Situation	Response	Initials
1:30 pm	Earthquake	Center was evacuated.	CD
1:45 pm	Susy's mom came to center upset and upset Susy's classmates.	Escorted Susy's mom away from children to compose herself and then let her take Susy home.	CD
1:55 pm	Water running out of bathroom.	Sent Becky to shut off the water main.	CD

Appendix F: Child Care Situation Report Form

To: _____ From: _____

Date: _____ Time: _____ Location: _____

Person in Charge at Site: _____

This message was sent via: 2-way Radio Radio Telephone
 Cellular Phone Messenger

Description of the Incident/Situation:

Employee/Child Status:

	# Absent	# Injured	# Sent to Hospital	# Dead	# Missing	# Unaccounted for	# Released to Parents	# Being Supervised
Staff								
Children								
Others								

Structural Damage (Areas checked for damage/problems and location(s) of problems):

Checked (X)	Problem Area	Location of problems
	Gas	
	Water	
	Fire	
	Electrical	
	Communications	
	Heating/Cooling System	
	Main Building	
	Other:	

Message:

**Disaster Training International:
Helping Adults Help Children
9400 Ravenna Ave NE # 3
Seattle, WA 98115
206-420-8217
www.disastertraining.info**

*****The following copyrighted resource materials are included as separate links on the website or along with the templates and video on the CD:**

1. 20 Ways to Be...
2. Assessing a Student Need for Intervention
3. Crisis Resource Material
4. Parent Handout: Helping Children Cope
5. Parent Informational Evening Guidelines
6. Sample Parent Letter
7. Symptoms and First Aid: Pre School and Kindergarten
8. The Three Tasks of Grief for Children
9. Words to Use

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