

EMERGENCY PREPAREDNESS TIPS

Intruder Awareness and Program Safety



DEVELOP POLICIES

- Have a process for reporting anything out of the ordinary to local law enforcement.
- Never share information about a child with anyone except his/her parents & inform staff to do the same.
- Conduct background checks for all staff and volunteers.
- Establish a relationship with local law enforcement.
- Communicate plans/policies with families.

CONDUCT PRACTICE DRILLS

- Conduct frequent drills allowing staff and children to practice responding positively and effectively.
- Give children and parents advance warning about drills and what to expect.
- Stay calm and act quickly—children are more likely to do the same. Know what calms or frightens individual children - they will react differently when stressed.

BE ALERT OF YOUR SURROUNDINGS

- Be aware of adults near your facility whom you do not recognize.
- Take notice of unusual visits or phone calls.

GET CHILDREN INVOLVED

- Use repetition (practice), rhymes, games, books & provide simple instructions.
- Invite emergency professionals to visit your facility OR conduct a field trip and visit their facility.
- Ask children to describe what they did during a drill and how they felt during the drill.
- Keep in mind children need to learn how to:
 - Walk in line
 - Keep quiet
 - Follow directions
 - Understand when to get help
 - Tell an adult about a threatening situation

GET TO KNOW YOUR FAMILIES

- Interact with child care families and establish relationships.
- Ask questions about things that seem out of the ordinary.
- Make sure adults picking up children are authorized.

MONITOR ACCESS TO YOUR FACILITY

- Assign a staff member to answer the door or monitor the building's entrance(s) at all times.
- Install buzzers or bells that sound when doors open.
- Create a mandatory sign-in procedure for everyone (parents, visitors, staff, etc.).

FOLLOW YOUR INSTINCTS

If something doesn't seem right, it probably isn't - TAKE ACTION!