

# Emergency Planning in Child Care - Are You PREPARED?

## 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)
- 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)



1508 East Iron, Salina, KS 67402

www.ks.childcareaware.org

toll free (855) 750-3343

#### Things You Can Do TODAY!

- Post emergency numbers
- Teach older children how to call 911
- 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

Emergencies can happen at any time and with little or no warning. Therefore, having a plan is critical. Children are physically and emotionally dependent on their caregivers and rely on the guidance and direction of adults to keep them safe.

During a disaster, it is up to you to know how to respond, including what to do, where to go, what to bring and how to reunite children and families. If parents, guardians and other caregivers are unprepared for a variety of disasters, children are left vulnerable, scared and at risk of harm.

Preparing is an ongoing process and while having a plan is a great start, routinely communicating the plan, practicing the plan and updating the plan is crucial. How you respond matters-children and families trust you! Here are some tips for initiating the planning process.

- Attend an Emergency Preparedness training
- Create a written emergency plan and share with your families
  - Emergency Preparedness: Creating a Written Plan
- Assemble an emergency survival kit with supplies and paperwork
- Conduct drills frequently (fire, severe weather, active intruder, etc.)
- Post utility shut-off and contact information in an accessible location
- Sign up for weather alerts and prepare a safe room
- Connect with your local Child Care Resource & Referral Agency

For more information, visit the Child Care Aware® of Kansas website and view our Emergency Preparedness Toolkit and contact your local Emergency Management office, Local Health Departments, Utility Companies, etc.

Sources: Child Care Aware® of America; Save the Children; FEMA; Children's Health Fund; Columbia University

Funded by:

Having trouble viewing?



## Attention DCF subsidy child care providers!

Kansas Child Care Opportunities (KCCTO) now offers scholarships to help you pay for professional development. Kansas residents working in licensed child care programs may use scholarship funds for online and community-based training opportunities or Early Childhood community college courses.

Contact Haley Anderson at KCCTO for more information about these scholarship opportunities:  
785-532-7197, 1-800-227-3578.

STAY CONNECTED:

