

References:

American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in Child Care. *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care, 2<sup>nd</sup> Edition*. Elk Grove Village, IL, Washington, DC, and Aurora, CO: 2002.

American Red Cross. [www.redcross.org](http://www.redcross.org)

Public Health – Seattle and King County. <http://www.metrokc.gov/health/disaster/index.htm>

Snohomish County Department of Emergency Management and Snohomish Health District. *Crisis/Disaster Response Handbook*. Everett, WA: 2003.

Washington Military Department and Washington State Department of Health. *Disaster Preparation Handbook: An Emergency Planning and Response Guide*. Camp Murray and Olympia, WA: 2004.

# Emergency & Disaster Response

## A Guide for Child Care Programs

Our Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Our Phone: \_\_\_\_\_

- **Keep calm** - children take their cues from the adults around them.
- **Assess the situation.**
- **Take action to ensure the safety of children and staff.**

**In case of emergency,  
call 911**

# PLAN AHEAD FOR EMERGENCIES & DISASTERS

- ◀ Check site regularly for potential hazards (ex: unsecured overhead items & blocked exit pathways).
- ◀ Be aware of which disasters your site may be vulnerable to.
- ◀ Have a disaster plan and make sure staff know their role in it.
- ◀ Conduct monthly fire and quarterly disaster drills.
- ◀ Predetermine a meeting spot outside, preferably at least 300 feet from building.
- ◀ Predetermine onsite and offsite evacuation locations.
- ◀ Make sure site has at least one hard-wired phone (that doesn't require electricity).
- ◀ Maintain current and accurate emergency contact information for every child.
- ◀ Choose a reliable out-of-area phone contact and distribute number to parents.
- ◀ Keep adequate emergency supplies on hand, including:
  - (1) 3-day supply of food and water for children and staff
  - (2) Battery-operated radio (with extra batteries)
  - (3) First aid supplies
  - (4) Additional recommended survival provisions and equipment.
- ◀ Have a **plan** and a **3-day supply** of essential medication and medical supplies for individuals with special needs.



*Please note: This flip chart is not designed to be a comprehensive plan, but a reference for responding to an incident. Situations and sites differ – use your best judgment.*

**PLAN AHEAD – PLAN AHEAD – PLAN AHEAD – PLAN AHEAD – PLAN AHEAD**

Please see the Child Care Health Program website at [www.metrokc.gov/health/childcare](http://www.metrokc.gov/health/childcare) for additional information.

## EVACUATION



- On site:**
- ◀ Escort children to designated meeting spot, taking:
    - ✓ Attendance sheets
    - ✓ Emergency contact information
    - ✓ First aid kit
    - ✓ Emergency and essential medications (including asthma meds, EpiPens) and forms
    - ✓ Cell phone
    - ✓ Food, water, and diapers, if possible.
  - ◀ Search all areas, (bathrooms, closets, play structures, etc.), to insure that all have left the building.
  - ◀ Account for all children, staff, and visitors.
- Off site:**
- ◀ Escort children to designated meeting spot.
  - ◀ Search all areas, including bathrooms, closets, playground structures, etc., to insure that all have left the building.
  - ◀ Account for all children, staff, and visitors.
  - ◀ Leave note at facility as to your destination.
  - ◀ Evacuate to safe location, taking:
    - ✓ Attendance sheets
    - ✓ Emergency contact information
    - ✓ First aid kit
    - ✓ Emergency & essential medications (including asthma meds, EpiPens) and forms
    - ✓ Cell phone
    - ✓ Food, water, and diapers.
  - ◀ Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.

# CHEMICAL OR RADIATION EXPOSURE

- ◀ If emergency is widespread, monitor radio for information and emergency instructions.
- ◀ Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- ◀ If exposed to chemical or radiation outside:
  - ✓ Remove outer clothing, place in a plastic bag, and seal. (*Be sure to tell emergency responders about bag so it can be removed.*)
  - ✓ Take shelter indoors.
  - ✓ If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.



*Please see Public Health – Seattle & King County’s Radiological Emergencies web site at <http://www.metrokc.gov/health/radiation/> for additional information on responding to a radiation emergency.*

## SHELTER-IN-PLACE

- ◀ Gather everyone inside.
- ◀ Shut down ventilation system, fans, clothes dryer.
- ◀ Close doors and close and lock windows.
- ◀ Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building.
- ◀ Bring attendance sheets, first aid kits, and emergency supplies.
- ◀ Account for all children, staff, and visitors.
- ◀ Close off non-essential rooms. Close as many interior doors as possible.
- ◀ Seal off windows, doors, and vents as much as possible.
- ◀ Monitor radio for information and emergency instructions.
- ◀ Phone out-of-area emergency contact.

## EARTHQUAKE

- If indoors:**
- ◀ Quickly move away from windows, unsecured tall furniture, and heavy appliances.
  - ◀ Everyone **DROP, COVER, & HOLD ON.**
    - ✓ **DROP** to floor
    - ✓ **COVER** head & neck with arms & take cover under heavy furniture or against internal wall
    - ✓ **HOLD ON** to furniture if under it and hold position until shaking stops
  - ◀ Keep talking to children in calm manner until safe to move.
  - ◀ Do not attempt to run or attempt to leave building while earth is shaking.

- If outside:**
- ◀ Move to clear area, as far as possible from glass, brick, and power lines.
  - ◀ **DROP & COVER.**



- After earthquake:**
- ◀ Account for all children, staff, and visitors.
  - ◀ Check for injuries & administer first aid as necessary. Call 911 for life-threatening emergency.
  - ◀ Expect aftershocks.
  - ◀ Determine if evacuation is necessary and if outside areas are safe. If so, evacuate building calmly & quickly.
  - ◀ Meet in reunion location outside and account for all children, staff, and visitors.
  - ◀ Shut off main gas valve if you smell gas or hear hissing sound.
  - ◀ Monitor radio for information and emergency instructions.
  - ◀ Call out-of-area contact to report status and inform of immediate plan.
  - ◀ Stay off all phones (for 3-4 hours) unless you have a life-threatening emergency.
  - ◀ Remain outside building until it has been inspected for re-entry.

# FIRE

- ◀ Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- ◀ Evacuate the building quickly and calmly:
  - ✓ If caught in smoke, have everyone drop to hands and knees and crawl to exit.
  - ✓ Pull clothing over nose and mouth to use as a filter for breathing.
  - ✓ If clothes catch fire, STOP, DROP, & ROLL until fire is out.
  - ✓ Take attendance sheets and emergency forms, if immediately available.
  - ✓ Have (designated) staff person check areas where children may be located or hiding before leaving building.
- ◀ Gather in meeting spot outside and account for all children, staff, and visitors.
- ◀ Call 911 from outside the building.
- ◀ Do not re-enter building until cleared by fire department.



**Have a fire plan and make sure everyone is familiar with it.**

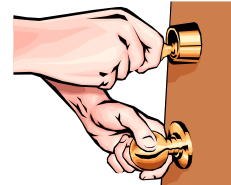
**Practice fire drills every month!**

# DANGEROUS PERSON

## DANGEROUS PERSON

If a person at or near your child care is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.

- ◀ Immediately let staff know of dangerous or potentially dangerous person.
- ◀ Initiate **LOCKDOWN**.
- ◀ Call 911 out of sight and hearing of the person.
- ◀ **If the person is in building:**
  - ✓ Try to isolate the person from children and staff.
  - ✓ Do not try to physically restrain or block.
  - ✓ Remain calm and polite; avoid direct confrontation.
- ◀ **If children are outside:**
  - ✓ and dangerous person is outside: quickly gather children and return to classrooms and initiate lockdown procedures. If this is not possible, evacuate to designated evacuation site.
  - ✓ and dangerous person is in the building: quickly gather children and evacuate to designated evacuation site.
- ◀ **If children are inside:**
  - ✓ keep children in classrooms and initiate **LOCKDOWN**.

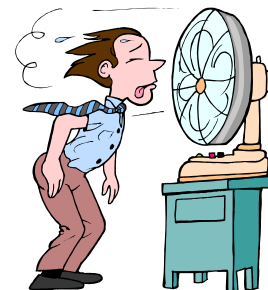


# LOCKDOWN

- ◀ Lock outside doors and windows.
- ◀ Close and secure interior doors.
- ◀ Close any curtains or blinds.
- ◀ Turn off lights.
- ◀ Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- ◀ Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- ◀ Maintain calm atmosphere in room by reading or talking quietly to children.
- ◀ If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- ◀ Remain in lockdown until situation resolved.
- ◀ Notify parents about any lockdown, whether practice or real.

# HEAT WAVE

- ◀ Limit outdoor play when heat index is at or above 90°F.
- ◀ Ensure everyone drinks plenty of water.
- ◀ Remove excess layers of clothing. (Encourage parents to dress children in lightweight, light-colored clothing.)
- ◀ Keep movement to a minimum.
- ◀ Be alert for signs of:



## Heat Exhaustion:

heavy sweating  
paleness  
muscle cramps  
tiredness  
weakness  
dizziness  
headache  
nausea or vomiting  
fainting.

**Administer first aid and call for help, if necessary.**

## Heat Stroke:

Extremely high body temperature (>102°F axillary)  
red, hot, & dry skin (no sweating)  
rapid; strong pulse  
throbbing headache  
nausea  
confusion  
unconsciousness.

**Call 911 immediately.**

## Keep in mind:

Children may not adapt to extremes of temperature as effectively as adults because they:

- ✓ produce more heat (relatively) than adults when exercising
- ✓ have a lower sweating capacity

# SEVERE STORM

- ◀ Be aware of:

**STORM WATCHES:** storm may affect area

**STORM WARNINGS:** storm will soon be in or already is in area

- ◀ Determine if center should be closed.
- ◀ Notify parents to pick up/not drop off children if center is to be closed.
- ◀ Monitor radio for storm updates and emergency instructions.
- ◀ Use telephone as little as possible.



# WINDSTORM

- ◀ **If indoors:**
  - ✓ Move away from windows. Cover windows with shades or blinds, if available.
  - ✓ Consider moving to interior rooms/hall and lower floors.
- ◀ **If outside:**
  - ✓ Move indoors, avoiding any downed power lines or trees.

# LIGHTNING

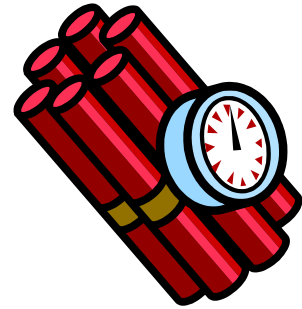
- ◀ **If indoors:**
  - ✓ Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)
  - ✓ Move away from windows. Cover windows with shades or blinds, if available.
- ◀ **If outside:**
  - ✓ Squat low to the ground and move toward building.

# BOMB THREAT

- ◀ Check caller ID if available.
- ◀ Signal to another staff member to call 911, if able. (*Write "BOMB threat" on piece of paper, along with phone number on which call was received.*)
- ◀ **Before you hang up**, get as much information from caller as possible.

## Ask caller:

- ✓ *Where is the bomb?*
- ✓ *When is it going to explode?*
- ✓ *What will cause the bomb to explode?*
- ✓ *What does the bomb look like?*
- ✓ *What kind of bomb is it?*
- ✓ *Why did you place the bomb?*



## Note the following:

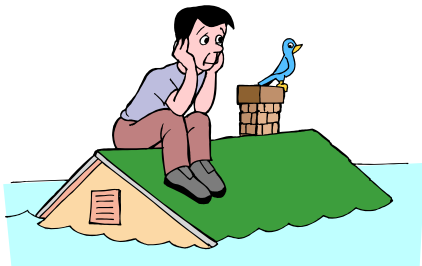
- ✓ *Exact time of call*
  - ✓ *Exact words of caller*
  - ✓ *Caller's voice characteristics (tone, male/female, young/old, etc.)*
  - ✓ *Background noise*
- ◀ Do not touch any suspicious packages or objects.
  - ◀ Avoid running or anything that would cause vibrations in building.
  - ◀ Avoid use of cell phones and 2-way radios.
  - ◀ Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

# FLOOD

- Be aware of:
- ◀ **Flood Watch:** flooding may occur in your area.
  - ◀ **Flood Warning:** flooding will occur or is occurring in your area.

## If flooding is in area:

- ◀ Determine if center should be closed.
- ◀ Notify parents to pick up/not drop off children if center is to be closed.
- ◀ Monitor radio for storm updates and any emergency instructions.



## If center is in (imminent) danger of being flooded:

- ◀ Escort children to designated meeting spot.
- ◀ Search all areas, including bathrooms, closets, playground structures, etc., to insure that all have left the building.
- ◀ Account for all children, staff, and visitors.
- ◀ Leave note at facility as to your destination.
- ◀ Evacuate to safe location on higher ground, taking:
  - ✓ Attendance sheets
  - ✓ Emergency contact information
  - ✓ First aid kit
  - ✓ Emergency & essential medications (including asthma meds, EpiPens) and forms
  - ✓ Cell phone
  - ✓ Food, water, and diapers.
- ◀ Do not try to walk or drive through flooded areas.
- ◀ Stay away from moving water and downed power lines.
- ◀ Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
- ◀ If you have come into contact with floodwaters, wash hands well with soap and water.
- ◀ Throw away food that has come into contact with floodwaters.
- ◀ Consult with local health department regarding cleanup measures.

# MISSING OR KIDNAPPED CHILD

## MISSING CHILD



- ◀ Search child care site, including all places a child may hide & nearby bodies of water.
- ◀ Contact parent(s)/guardian(s) to determine if child is with family.
- ◀ Call 911 with:
  - ✓ Child's name and age
  - ✓ Address of center
  - ✓ Physical description of child
  - ✓ Description of child's clothing
  - ✓ Medical condition of child, if appropriate
  - ✓ Time and location child was last seen
  - ✓ Person with whom child was last seen.
- ◀ Have child's information, including photo, available for police when they arrive.
- ◀ Continue to search in and around site for child.

## KIDNAPPED CHILD

- ◀ Call 911 with:
  - ✓ Child's name and age
  - ✓ Address of center
  - ✓ Physical description of child
  - ✓ Description of child's clothing
  - ✓ Medical condition of child, if appropriate
  - ✓ Time and location child was last seen
  - ✓ Person with whom child was last seen.
  - ✓ Person with whom child was last seen.
- ◀ Have child's information, including photo, available for police when they arrive.
- ◀ Parent(s)/guardian(s) should be contacted by police to explain situation.

### Help to prevent kidnapping:

- ◀ Do not release child to anyone other than designated parent, guardian, or emergency contact.
- ◀ Call 911 if staff, parents, or children express concern about a stranger loitering near child care site.
- ◀ Encourage parents to make you aware of any custody disputes, which may put child at risk for kidnapping.

# POWER OUTAGE

- ◀ **Determine why power is out. If electrical problems are in building, take out flashlights and prepare to evacuate.**
- ◀ **If severe weather caused outage:**
  - ✓ Take out flashlights. (Do not use candles or any alternate lighting source flame.)
  - ✓ Account for all children, staff, and visitors.
  - ✓ Report power outage to power company on hard-wired phone.
  - ✓ Do not call 911, except to report an emergency.
  - ✓ Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
  - ✓ Leave one light on to indicate when power returns.
  - ✓ Keep refrigerator and freezer doors closed.
- ◀ **If weather is cold:**
  - ✓ Ensure everyone is wearing several layers of warm, dry clothing.
  - ✓ Never burn charcoal for heating or cooking indoors.
  - ✓ Never use oven as source of heat.
  - ✓ Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
- ◀ **If weather is hot:**
  - ✓ Move to lower floors, if possible.
  - ✓ Remove excess layers of clothing.
  - ✓ Ensure everyone drinks plenty of water.



# PANDEMIC FLU

- ◀ Wash your hands well and often.
- ◀ Monitor the Public Health website ([metrokc.gov/health](http://metrokc.gov/health)) and other news media for current pandemic flu status information, recommendations, and instructions from Public Health.
- ◀ Remind parents/guardians that emergency contact information must be current and complete.
- ◀ Enforce illness exclusion policies for children and staff - insist that sick children and staff stay or go home.
- ◀ Implement your plan to keep ill children away from well children while they are waiting to go home.
- ◀ Continue to keep an illness log of sick children and staff - those sent home and those kept at home.
- ◀ Close rooms as necessary due to staff illness (to maintain safe ratios).
- ◀ Reinforce teaching about good respiratory etiquette:
- ◀ Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
- ◀ Throw used tissues in a hands-free trash can.
- ◀ Wash your hands after using a tissue or helping a sick child.



**Wash hands well and often**

# VOLCANO

- ◀ **Indoors:**
  - ✓ Close all windows and doors.
  - ✓ Provide mask for anyone who has asthma or other respiratory difficulties.
  - ✓ Make sure that those with respiratory difficulties avoid all contact with ash.
- ◀ **Outside:**
  - ✓ Cover nose and mouth.
  - ✓ Wear goggles to protect eyes.
  - ✓ Keep skin covered with clothing.
- ◀ Monitor radio for information and emergency instructions.
- ◀ Avoid driving in heavy ashfall – driving will stir up ash and stall vehicles.
- ◀ Clear roofs of ashfall. (Do not allow accumulation of more than 4 inches.)



**Be aware that volcanoes are often accompanied by:**  
▪Earthquakes    ▪Ashfall and acid rain    ▪ Landslides and rockfalls  
▪Mudflows and flash floods    ▪Tsunamis



# LANDSLIDE OR MUDFLOW

- ◀ Be aware of:
  - LANDSLIDES:** generally associated with heavy rainfall and rapid snowmelt.
  - MUDFLOWS:** fast-moving landslides that usually begin on steep hillsides. (Volcanic eruption may also cause mudflows.)
- ◀ Recognize signs of slides:
  - ✓ unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
  - ✓ new cracks appearing in building.
  - ✓ fences, poles, trees tilting or moving.
- ◀ Evacuate, if possible.
- ◀ If too late to evacuate:
  - Indoors:**
    - ◀ Take cover under sturdy furniture.
  - Outside:**
    - ◀ Get out of path of slide.
    - ◀ Run to high ground (up hill), away from slide.
    - ◀ If debris approaching, run for cover of trees or building.
    - ◀ If escape not possible, curl into ball and protect head.
- ◀ Account for all children, staff, and visitors.
- ◀ Check for injured or trapped persons near slide area, but stay clear of danger and await rescue personnel.
- ◀ Stay away from slide area – additional slides may follow.
- ◀ Be alert for flooding, which may follow slide.

