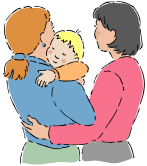
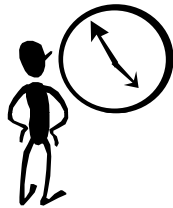


Safe and Successful Child Release



Seattle Emergency Management
Child Care Health Program
Public Health – Seattle & King County

Before a Disaster



When you have time to plan, prepare & train!

Before a Disaster

Know your families

- How many children live within walking distance of the child care?
- How many families have an adult at home or an adult that works within walking distance of the child care?
- How fast will they arrive?

Families who live nearby may be willing to help in a disaster situation – they will be most helpful if you identify and train them before the event.

Educate Staff

- Identify child release team
- Identify location of check-in and release gates
- Assemble supplies necessary for team to do job effectively, such as emergency contact forms organized in file, copies of child release forms, & signs
- Train team members on release procedures
- Create a plan for team members to practice release procedures

Practice possibilities:

1. Use teddy bears as children to practice releasing children
2. Invite a small group of parents/guardians to assist with a practice drill at the end of a school day
3. Practice procedures with all families

Educate Families: What to do before an event

- Identify at least 3 emergency contacts for child (family, friends, neighbors)
- Keep emergency contact information **current**
- Inform emergency contacts that
 - they are on child's emergency contact list
 - everyone will need to show ID at pick up

Educate Families: What to know during an event

- **Information/communication options**
 - Child care's emergency phone #
 - Radio – KIRO 710 am
 - Phone tree, if available
 - Others?
- **Parent/guardian priority: get to the child care safely!**
- **The child care needs some time to get organized after an event**
(Unless you are going to volunteer, try not to show up right away)
- **Children take their emotional cues from adults**
(and it is in everyone's best interest for adults to "project calm" – despite what they might be feeling inside)
- **Child release**
 - Child care providers/teachers will be doing their best to ensure a safe and successful child release process
 - Child release will be different than on a regular day
 - ID will be required for everyone
 - Release will take longer than normal

During an Event

Putting your plan in motion!



Keep in Mind...

Knowledge can reduce stress!

What are some ways you can inform the families that are waiting to be reunited with their children about the status of the child care and remind them about procedures for releasing their children?

Child Release Procedures

- 1. Parent/guardian or emergency contact reports to "Family Check-In" location

Child Release Form

To Be Completed By Requester At Check-in Gate
Section 1: (Please print)

Child's Name _____

Teacher _____ Classroom _____

Child Release Procedures

- Parent/guardian or emergency contact requests child to be released and shows identification
- Staff completes Section 2
- Runner takes form to child care area

Section 2: To Be Completed By Check-in Gate Staff

Requested By: _____

Proof of I.D. _____

Confirmed that this person is on Emergency Contact form (initial here)

Child Release Procedures

- Child care team member completes Section 3
- Runner takes child and form to release gate

Section 3: To Be Completed By Child Care Area Staff

Child's Status

Sent with Runner _____ Absent _____ First Aid _____ Missing _____

(If child is absent, in first aid or missing, deliver this form to the Command Post)

Child Release Procedures

- Release gate staff confirms ID and completes Section 4

Section 4: To Be Completed By Release Gate Staff

Proof of I.D. _____

Confirmed that this person is on Emergency Contact form (initial here)

Child Release Procedures

5. Requester completes Section 5

Section 5: **To Be Filled In By Requester At Release Gate**

Requester Signature: _____

Destination: _____

Date: _____ Time: _____

Child Release Procedures

6. Release gate staff signs Section 6

Section 6:

Release Gate Staff Signature:

Why the process?

- For the safety of the children!
- To assure that children are under continuous supervision
- To assure that children have only been released to parents/guardians or those individuals designated as emergency contacts
- To aid families in reuniting after they have left child care
- For clear and thorough documentation

We're All In This Together!

Words of Wisdom

You can have an outstanding response plan that saves hundreds of lives, but if your child release process does not function smoothly and with confidence, the perception of families will be that there is chaos at your child care.

*-JoAnn Jordan
Seattle Emergency Management*
