

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, 2nd Edition*. Elk Grove Village, IL; Washington, DC; and Aurora, CO 2002.

American Red Cross. www.redcross.org.

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 Procedures

A Guide for Child Care Programs

Our Address: _____

Our Phone: _____

- Keep calm.
- Assess the situation.
- Take action to ensure the safety of children and staff.

**In case of emergency,
call 911**



PLAN AHEAD FOR EMERGENCIES

- ◀ Check site regularly for potential hazards (ex: unsecured overhead items & blocked exit pathways).
- ◀ Have a plan of action 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.
- ◀ Make sure site has at least one hard-wired phone (one that doesn't require electricity to operate).
- ◀ 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 & a 3-day supply of medication & 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.

Please see Public Health – Seattle & King County's Child Care Health Program website at www.metrokc.gov/health/childcare or call (206) 296-2770 for additional information or assistance.

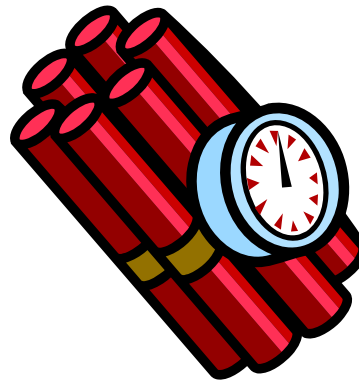
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BOMB THREAT

- ◀ 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*
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- ◀ 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.

CHEMICAL/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.



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.

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.

EARTHQUAKE

If indoors:

- ◀ Quickly move away from windows, unsecured tall furniture, and heavy appliances.
- ◀ Everyone **DROP, COVER, & HOLD**.
 - ✓ **DROP** to floor
 - ✓ **COVER** head & neck with arms & take cover under heavy furniture or against internal wall
 - ✓ **HOLD** onto 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:
 - ✓ 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 and LOCKDOWN

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.



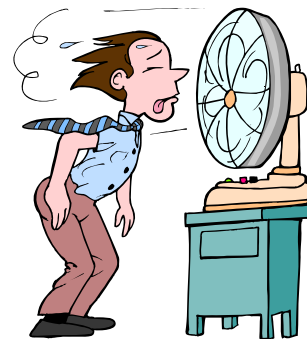
- ◀ Immediately let staff know of dangerous or potentially dangerous person.
- ◀ Initiate **LOCKDOWN**.
- ◀ Call 911 out of sight and hearing of the person.
- ◀ **If the person is in building:**
 - ✓ Try to isolate the person from children and staff.
 - ✓ Do not try to physically restrain or block.
 - ✓ 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 (>103°F orally); 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

LANDSLIDE/MUDFLOW



- ◀ Be aware if site is vulnerable to landslides or mudflows.
LANDSLIDES are generally associated with heavy rainfall and rapid snowmelt.
MUDFLOWS are fast moving landslides that usually begin on steep hillsides. (Volcanic eruption may also cause mudflows.)
- ◀ Be able to 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.

- Outdoors:**
- ◀ 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 away and await rescue personnel.
- ◀ Stay away from slide area – additional slides may follow.
- ◀ Be alert for flooding, which may follow slide.

EVACUATION



- On site:**
- ◀ Escort children to designated meeting spot, taking:
 - ✓ Attendance sheets
 - ✓ Emergency contact information
 - ✓ First aid kit
 - ✓ Emergency medications and forms (such as asthma meds, EpiPens)
 - ✓ 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 center as to your destination.
 - ◀ Evacuate to safe location, taking:
 - ✓ Attendance sheets
 - ✓ Emergency contact information
 - ✓ First aid kit
 - ✓ Emergency medications and forms (such as asthma meds, EpiPens)
 - ✓ 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.

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 for all or part of day.
- ◀ Notify parents to pick up 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 center as to your destination.
- ◀ Evacuate to safe location on higher ground, taking:
 - ✓ Attendance sheets
 - ✓ Emergency contact information
 - ✓ First aid kit
 - ✓ Emergency medications and forms (such as asthma meds, EpiPens)
 - ✓ 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 and 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.
- ◀ Have child's information, including photo, available for police when they arrive.
 - ✓ 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.
 - ✓ Encourage parents to make you aware of any custody disputes, which may put child at risk for kidnapping.

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 with a 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.



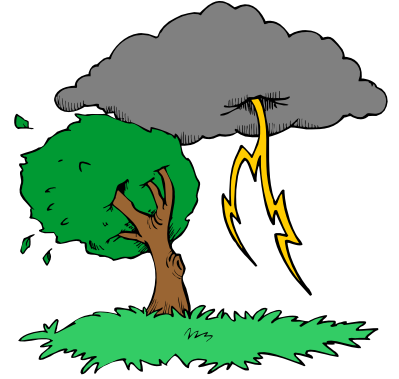
SEVERE STORM and WINDSTORM & LIGHTNING

◀ 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 for all or part of day.
- ◀ 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.

VOLCANO

- ◀ **If 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.
- ◀ **When 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

