Emergency & Disaster Response
For Child Care and Other Early Learning Programs
in Washington State

Our Address: ________________________________________________________________

Nearest Cross Street(s): _______________________________________________________

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 may affect your site.
- 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 on-site and off-site 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 families.
- 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 critical 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 Public Health – Seattle & King County’s Child Care Health Program website at 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*
  - Rescue medications (including EpiPens and asthma inhalers) and necessary paperwork*
  - Cell phone
  - Food, water, and diapers*.  
- Search all areas, (bathrooms, closets, play structures, etc.), to ensure 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 ensure that all have left the building.
- Account for all children, staff, and visitors.
- Leave note at program site indicating where you are going.
- EVACUATE to safe location, taking:
  - Attendance sheets
  - Emergency contact information*
  - First aid kit*
  - Critical and rescue* medications (including EpiPens and asthma inhalers) and necessary paperwork
  - Cell phone
  - Food, water, and diapers*
  - Battery-operated radio.

- 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.

* Include in “grab and go” backpack next to exit door for quick and easy access.
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.
  - DROP to floor
  - COVER head and neck with arms and take cover under sturdy furniture 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 and 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 and quickly.
- Escort children to designated meeting spot 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.
- Stay off all phones (for 3-5 hours) unless someone has a life-threatening emergency.
- Call out-of-area contact when possible to report status and inform of immediate plan.
- Remain outside of 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 of 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 program site 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 from a safe place.

- **If the person is in building:**
  - Try to isolate the person from children and staff.
  - Do not try to physically restrain or block the person.
  - Remain calm and polite; avoid direct confrontation.

  - **If children are outside:**
    - and dangerous person is outside: quickly gather children, return to classrooms, and initiate lockdown procedures. If this is not possible, go to off-site evacuation location.
    - and dangerous person is in the building: quickly gather children and go to off-site evacuation location.

  - **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/guardians 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/guardians to dress children in lightweight, light-colored clothing.)
- Keep movement to a minimum.
- Be alert for signs of:

  **Heat Exhaustion:**
  - cool, moist, pale, or flushed skin
  - heavy sweating
  - headache
  - nausea
  - dizziness
  - exhaustion
  - normal or below normal body temperature

  **Heat Stroke:**
  - very high body temperature (>102°F axillary)
  - hot, red skin either dry or moist from exercise
  - changes in consciousness
  - weak rapid pulse
  - rapid, shallow breathing
  - vomiting

  Administer first aid – take steps to cool person down – and call for help, if necessary.

Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising, and have a lower sweating capacity.

CONTAGIOUS DISEASE/PANDEMIC FLU

- Wash hands well and often.
- Remind parents/guardians that emergency contact information must be current and complete.
- Enforce exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- Keep an illness log of sick children and staff - those sent home and those kept at home.
- Reinforce teaching about good respiratory etiquette:
  - Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
  - Throw used tissues into a hands-free trash can.
  - Wash your hands after using a tissue or helping a sick child.
- Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

SEVERE STORM

- Be aware of any
  - **STORM WATCH:** storm may affect area
  - **STORM WARNING:** storm will soon be in or already is in area

- Determine if program should be closed.
- Notify parents/guardians to pick up or to not drop off children if program is to be closed.
- Monitor radio for storm updates and emergency instructions.
- Use telephone for essential communication only.

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:**
- Seek shelter inside an enclosed 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 any 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 program should be closed.
- Notify parents/guardians to pick up or to not drop off children if program is to be closed.
- Monitor radio for storm updates and any emergency instructions.

If facility is in (imminent) danger of being flooded:
- Escort children to designated meeting spot.
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- Account for all children, staff, and visitors.
- Leave note at program site indicating where you are going.
- EVACUATE to safe location on higher ground, taking:
  - Attendance sheets
  - Emergency contact information
  - First aid kit
  - Critical & rescue medications (including asthma meds, EpiPens) and forms
  - Cell phone
  - Food, water, and diapers
  - Battery-operated radio.
- 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 health department regarding cleanup measures.
MISSING OR KIDNAPPED CHILD

MISSING CHILD
- Search program site, including all places a child may hide and 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 program
  - 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 program
  - 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.
- 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 adults or children express concern about a person at or near program site.
- Encourage parents and guardians 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.
- Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
- Never use oven as source of heat.
- Never burn charcoal for heating or cooking indoors.
- Only use an available generator outdoors and far from open windows and vents.

If weather is hot:
- Move to lower floors, if possible.
- Remove excess layers of clothing.
- Ensure everyone drinks plenty of water.
If your program is located in a tsunami hazard area:

- Know: • height of your street above sea level ______
  • distance of your street from coast or other high-risk waters ______
  
  *Evacuation orders may be based on these numbers.*
- Have a plan for rapid EVACUATION out of hazard area.
- Practice your tsunami evacuation route with staff.
- Be aware of signs that a tsunami may be approaching:
  • Noticeable rapid rise or fall in coastal waters.
  • Strong earthquake lasting 20 seconds or more near the coast.
  
  *In case of strong earthquake lasting 20 seconds or more near the coast:*
  • Drop, cover, and hold.
  • When shaking stops, gather children and staff and EVACUATE quickly to higher ground away from coast.
- If you learn that an area has experienced a large earthquake, even if you do not feel shaking, listen to local radio station or NOAA Weather Radio for information from the Tsunami Warning Centers.

**TSUNAMI WARNING:** Tsunami expected. Full evacuation suggested.

**TSUNAMI WATCH:** Danger level not yet known. Stay alert for more information and prepare to evacuate.

A tsunami is a *series of waves* that may continue for hours. Wait for official notification before returning to site.

---

**VOLCANO**

- Monitor radio for information and emergency instructions.
- If there is ash fall in your area, be prepared to stay indoors.
- EVACUATE if advised to do so by authorities.

  **Indoors:**
  - Close all windows and doors.
  - Closely monitor anyone who has asthma or other respiratory difficulties – follow care plan.
  - Ensure that infants and those with respiratory difficulties avoid contact with ash.

  **Outside:**
  - Cover nose and mouth.
  - Wear goggles to protect eyes.
  - Keep skin covered with clothing.

- Avoid driving in heavy ash fall – driving will stir up ash and stall vehicles.
- Clear roofs of ash fall. (Do not allow accumulation of more than 4 inches.)

**Be aware that volcanoes are often accompanied by:**
  - Earthquakes
  - Ash fall and acid rain
  - Landslides and rock falls
  - Mudflows and flash floods
  - Tsunamis

---

**LANDSLIDE OR MUDFLOW**

**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.)

- 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 (uphill), 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.

---

**TSUNAMI**

**VOLCANO**

**LANDSLIDE OR MUDFLOW**