

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.

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Public Health – Seattle and King County. www.kingcounty.gov/preparedness

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

Talking About Disaster: Guide for Standard Messages. Washington, D.C., 2007.

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



Child Care Health Program

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.

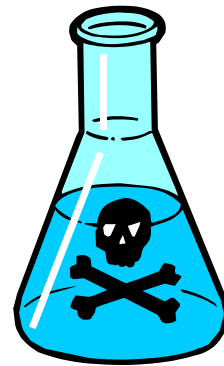
Off site:

- ◀ 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.

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**.
 - ✓ **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.

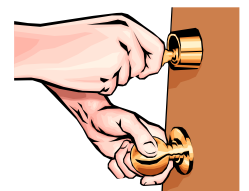
- ◀ **If the person is in building:**
 - ✓ Try to isolate the person from children and staff.
 - ✓ Do not try to physically restrain or block the person.
 - ✓ Remain calm and polite; avoid direct confrontation.

- 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**.

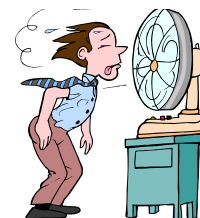
LOCKDOWN

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

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
Call 911 immediately and take steps to cool person down.

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

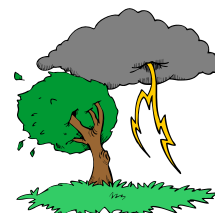
- ◀ Wash hands well and often.
- ◀ Remind parents/guardians that emergency contact information must be current and complete.
- ◀ Enforce exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- ◀ Have and follow a plan to keep ill children away from well 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.
- ◀ 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 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.



Wash hands well and often

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

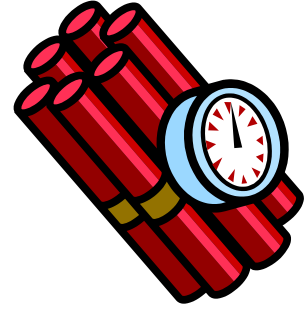
- If indoors:**
 - ✓ Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)
 - ✓ Move away from windows. Cover windows with shades or blinds, if available.
- If outside:**
 - ✓ Seek shelter inside an enclosed building.

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.

TSUNAMI

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.