

Family Child Care Emergency Preparedness Guide



Are You Prepared?

This guide was developed in partnership by the NH Child Development Bureau, Child Care Licensing Unit, Child Care Resource and Referral Network, NH Emergency Management of Department of Safety and Easter Seals NH.



*The New Hampshire
Child Care Resource
and Referral Network, Inc.*

A Professional Organization Moving Early Care and Education Forward in New Hampshire



The Emergency Response Plan required by the Child Care Program Licensing rules is one way that the Department of Health and Human Services can help you to be prepared. The licensing rule, He-C 4002.19(q) states that

Programs shall develop an emergency response plan which shall:

1. Be based on the incident command system and coordinated with the emergency response agencies in the community in which the agency is located.

The incident command system (ICS) is a system used by the Federal Emergency Management Agency (FEMA) for disasters. It is recommended that you complete an online training to learn about this system so that you are familiar with the components of ICS that may be in place during disasters such as Hurricane Irene in 2011, which caused so much damage in New Hampshire. The training is titled, IS100Sca, an Introduction to the Incident Command System for Schools. Training for Emergency Preparedness through FEMA and the ICS will count towards your professional development requirements. You may find the online training at: <http://training.fema.gov/EMIweb/IS/IS100SCA.asp>

The main purposes for this Emergency Preparedness Planning Guide are to:

- 1) reduce risks of emergencies
- 2) help respond to emergencies that occur
- 3) meet licensing requirements and accreditation standards

Feel free to reformat and customize your own emergency preparation plans. Emergency plans are only effective if they are used. Below are a few suggestions for you to keep in mind as you plan.

- Keep it simple for you, your family and your staff to remember important steps when an emergency occurs.
- Keep your plan in a place where it is available for reference.
- Train on and practice your plan so everyone knows what needs to be done. Your actions should be instinctive and decisive.
- Update your plan at least annually, make the necessary changes after conducting drills or an actual event.

Emergency Preparedness Plans & Forms

Emergency Contact Information.....	7
Checklist to Reduce Disasters and Threats (Mitigation)	8
Evacuation Site Locations	9
Collaboration with Community Partners.....	10
Emergency Preparation Plan.....	11
Communication, Cyber Security and Back-up Records.....	12
Child Care Program Recovery Plans or COOP.....	13
Three More Things to Think About and Do.....	13

APPENDIX

- A Other Important Contacts
- B Emergency Supplies Checklist
- C Checklist for Vital Records
- D Quick Evacuation Guidelines
- E Sample Emergency Relocation Shelter Agreement
- F Parent Emergency Evacuation Information Form
- G Child Identification Form
- H Child Release Form for Reunification (Join children with families)
- I Insurance Discussion Form
- J Computer Inventory Form
- K Sample Log for Practice Drills (need to locate...includes ICS)
- L Hazard Specific Checklist for Incident (2-3 pages—Gregg)
- M Preparedness and Coping Strategies On-Line Resources

Family Child Care (FCC) Program Emergency Plan

Adapted from the Sample Emergency Plan at www.ready.gov, Incident Command System and NACCRRRA.org

Name of Program: _____ License #: _____

We are located at:

Address: _____

Cross Streets: _____

Phone Number(s) for Family Child Care Program: _____

Email: _____

Organization	Name	Phone	E-Mail
Medical Emergency		911	
Police		911	
Fire		911	
Rescue		911	
Hospital			
Information Line		211	www.211nh.org
Poison Control		1-800-222-1222	
Insurance: Auto			
Insurance: Home/Business			
Out-of-Area Contact			
Evacuation Site Near			
Evacuation Site Far			
Child Care Licensing			
Child Protective Services			
Staff/Neighbor			
Staff/Neighbor			
Families			
Families			

DISCLAIMER STATEMENT: Emergency Preparedness Limitations

It is the policy of the (Provider’s Name or Program) that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, (Provider’s Name and Program) can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

Mitigation

“Actions taken to reduce the loss of life and damages to property from all hazards.”

Keep your business open and safe for the children in your care

1. Are fire extinguishers properly charged, mounted securely, within easy reach, and does staff, volunteers and family members know how to use them properly?
2. Are exits clear from obstructions such as locked doors, storage, or possible obstructions such as large nearby objects (i.e. bookcases, filing cabinets) that could fall and block the exit?
3. Do you need a generator for back-up power (must be installed by a licensed electrician)? Are at least two individuals trained to start and operate the generator?
4. Are appliances, cabinets, and shelves attached to the wall with wire and closed screw-eyes?
5. Are heavy or sharp items stored on shelves with ledge barriers?
6. Are blocks and heavy objects stored on the lowest shelves?
7. Are television sets, pet containers, and similar items restrained so they won't slide off?
8. Are pictures and other wall hangings attached to the wall with wire and closed screw-eyes?
9. Are cribs located away from the tops of stairs and other places where rolling could endanger them or where heavy objects could fall on them?
10. Are blackboards and bulletin boards securely mounted to the wall or hung safely from the ceiling?
11. Are light weight panels, rather than shelving units or other tall furnishings, used to divide rooms?
12. Are large windowpanes made of shatter resistant glass or covered with safety film (i.e. clear contact paper)?
13. Is the street number of the home clearly and legibly visible from the roadway?
14. Do florescent lights have transparent sleeves to keep broken glass pieces from scattering?
15. Do you have lights for an emergency and are your exits clearly marked?
16. Do you have a sign-in and sign-out procedures for everyone entering your building?
17. Does the emergency shut off for the water supply and electric service supply have a sign placed by the control identifying it as the primary disconnecting/shut off means?
18. Do you know where the emergency shut offs are, how to operate them, and have the tools needed accessible?
19. Are the building's safe place (area of refuge), shelter-in-place locations and evacuation assembly areas marked on your posted floor plan?
20. Have you considered setting aside savings or having contingency funds in case of a disaster? This would help re-open your business quickly for the community and your family?

Preparation List

Location of Alternate/Evacuation Site

Even though there is only space for three sites, consider one location in each direction from your site if possible.

Name of Facility (**Walking Distance**) Contact Person:

Street Address City State Zip Code

Telephone Number

Shelter Agreement Sample Form Completed (See Appendix E)

Name of Facility #1 (**Driving Distance** - 2 to 5 miles away) Optional: Relative

Street Address City State Zip Code

Telephone Number

Directions to Facility

Shelter Agreement Sample Form Completed (See Appendix E)

Name of Facility #2 (**Driving Distance** - 2 to 5 miles away) Optional: Relative

Street Address City State Zip Code

Telephone Number

Directions to Facility

Shelter Agreement Sample Form Completed (See Appendix E)

Types of Disasters Most Likely to Occur in Our Area

NH has experienced all disasters, expect volcanic eruptions. Work with your local 1st responders to identify the high risk hazards in your area. (See Appendix M for what to do when various natural disasters or hazards affect your local area.)

Notes: _____

Collaboration Planning

Partners to support you planning efforts

First Responder (Fire Dept.)

Name (optional) _____ Phone _____

Notes: _____

First Responder (Police Dept.)

Name (optional) _____ Phone _____

Notes: _____

School (Job Title)

Name _____ Phone _____

Notes: _____

Neighbor #1

Name _____ Phone _____

Notes: _____

Neighbor #2

Name _____ Phone _____

Notes: _____

Other (Job Title/Family/Church)

Name _____ Phone _____

Notes: _____

Child Care Licensing (as applicable)

Name (optional) _____ Phone 1-800-3345 ext. 9025

Notes: _____

Child Care Resource & Referral (as applicable)

Name _____ Phone _____

Notes: _____

Other (Job Title/Family Helper/Church)

Name _____ Phone _____

Notes: _____

Emergency Preparation Plan

*Role of Family Child Care Provider
Incident Commander*

1. Do you understand your primary role and responsibilities as a FCC provider: safety and accountability for all children in my care is the top priority.
2. Are you holding an evacuation drill every thirty days? (Verify with Fire Department, if applicable). Include the practice of emergency response drills: 1) drop 2) shelter in place 3) lock down 4) evacuation 5) reverse evacuation 6) secure campus/lockout 7) scan (bomb threat). (See Appendix K for practice log). Contact local CCR&R regarding support and conducting drills.
3. Do all your families or clients understand your role in an emergency as a FCC provider? (See question 1 above)
4. Did the FCC owner alert fire, police, superintendent of schools and rescue officials in their jurisdiction that they care for children in their homes and inform them of hours of operations.
5. Contact your first responders and/or local school officials and ask: how will your FCC business be contacted regarding local emergencies?
6. As the Incident Commander (FCC Provider), are you aware of your responsibility for assessing an emergency and issuing all clear?
7. Are you prepared to secure the utilities in your home? (turn off water, location of gas and circuit breakers)
8. Is the FCC provider certified for CPR/First Aid per licensing regulation?
9. Do you have “emergency child identification contact cards” (See Appendix G) for children and are they available in your evacuation backpack or tool kit? When entering a medical treatment center, etc., ensure an “emergency contact card” is pinned on children. (See Appendix B)
10. Do you have a First Aid log? Track all First Aid injuries and keep on file as regulated by licensing.
11. Do you have your basic emergency supply tool kit prepared and current? (See Appendix B)
12. Do you have established procedures for communicating with families during an incident? Including social media, answering machine, long-distance or alternative phone contact, media, including radio and TV. (Refer to communication section of the guide, see page 9.
13. Do you have a warning radio? Contact your local CCR&R for information or use Google.
14. Have you established procedures for reunification? (Reuniting families after incident—See Appendix H, Child Release Letter Sample)
15. Do you have documentation (attendance, emergency information, etc.) and release forms that are in your tool kit and/or evacuation backpack (See Appendix B)? Are you ready to leave at a moment’s notice with everything you need?
16. Has the FCC provider located, copied, and posted building and site maps to evacuation site, as necessary?
17. Are you able to provide for children’s basic needs (food, water, etc.) including comforting those exhibiting fear or other stress related conditions?
18. Do you have specific provisions for accommodating children or staff with functional or special needs? Add policy/procedures to your plan to ensure this criterion is met for any emergency (natural or human cause disasters).
19. Have you completed training or read articles on Post-Traumatic Stress and Natural Disaster effects on young children. (See Appendix K)
20. Identify other site-specific needs or supplies you may require because of your location.

Communication, Cyber Security and Back-Up Records

Communication

1. How will FCC provider communicate emergency preparedness plans to families, including provider's own family. (See #12 of Emergency Preparedness Plan above)
Notes: _____
2. How will provider communicate emergency plans to the children? Practice response actions through drills: 1) drop 2) shelter in place 3) lock down 4) evacuation 5) reverse evacuation 6) lock out/secure campus 7) scan (bomb threat).
Notes: _____
3. In the event of a disaster how will provider communicate with parents? (See Appendix F)
Notes: _____
4. How will you communicate with first responders and other community partners? (schools, neighbors, etc., see #4 and #5 in Emergency Preparedness Plan on previous page)
Notes: _____
5. After any incident please contact your local Child Care Resource & Referral offices and licensor to report if your services are discontinued or of the current situation.
Notes: _____

Cyber Security

1. How will computer hardware be protected?
Notes: _____
2. How will computer software be protected?
Notes: _____
3. If your computer is destroyed, do you have critical documents on back-up discs or located off-site?
Notes: _____

Back-Up Records

1. Are your back-up records including a copy of insurance policies, facility plans, bank accounts records and computer back-ups stored in a secure location (fire/water resistant safe)?
A. On-Site _____
B. Off-Site _____
2. How the program will provide for continuity if the accounting and payroll records are destroyed?

FCC Proprietor - Operations Needed for Recovery

(Continuity of Operations Plan_COOP)

Items to consider or actions to be taken to re-open your business.

1. Home inspection and repair? _____
2. Obtaining equipment and supplies? _____
3. Setting up child care area(s)? _____
4. Accessing records? _____
5. Restoring meal and snack service? _____
6. Obtaining building inspections and licensing approval as needed? _____
7. Do you have an alternative building or facility? Check with licensing for approval.

8. Other: _____

Contact for Help with Post Disaster Clean-Up (Strongly Recommended but Optional)

Local Emergency Management Director (Large Scale Emergencies)

Name (Families, Neighbors, etc.)

Street Address

City

State

Zip Code

Telephone Number

Email Address

3 More Things to Think About and Do Now that Your Emergency Plan is Done

- 1. Continue to communicate your emergency plan to families, parents and emergency personnel. Get to know your neighbors and involve them with your plan.
- 2. Practice emergency response actions and procedures through trainings and drills.
- 3. Update your emergency plan based on drills, exercises or actual events.

Other Important Contacts

Organization	Name	Phone	E-Mail
Local Red Cross Office			
Local Health Department			
Poison Control			
Local Emergency Management			
Superintendent of Schools			
Department of Social Services/ Local District Office			
Disaster Behavioral Health Response Team		1-800-852-3792	
Child Care Licensing Unit/DHHS			
Local Child Care Resource & Referral			
Child Care Food Program			
Radio Station			
Electric Company			
Gas Company			
Water Company			
Waste Disposal			
Snow Removal			
Newspaper			
Television/Cable Contact			
Building Inspector			
Bank			
Insurance Agent/Company			
Medical Advisor			
Landlord/Mortgage Company			

Emergency Supply Tool Kit

	Short Term Emergency	72-Hour Emergency
8 Basic Supplies	Evacuation Backpack	Sturdy, waterproof, covered container with a cover
Important Papers	<input type="checkbox"/> Emergency information on each child in a small notebook or on child identification cards <input type="checkbox"/> Emergency plans and number <input type="checkbox"/> Medical Releases <input type="checkbox"/> Relocation site agreements and Maps	<input type="checkbox"/> Emergency Transportation Permission
Water	<input type="checkbox"/> One gallon of water for every four children/staff	<input type="checkbox"/> ½ gallon of water per child and 1 gallon per adult
Food	<input type="checkbox"/> Non-perishable food items such as granola bars and crackers <input type="checkbox"/> Formula for infants <input type="checkbox"/> Disposable cups	<input type="checkbox"/> Non-perishable food items such as canned fruit and meat <input type="checkbox"/> Appropriate eating utensils <input type="checkbox"/> Special food for infants <input type="checkbox"/> Non-electric can opener
Clothing & Bedding	<input type="checkbox"/> Aluminum safety blankets <input type="checkbox"/> Pair of work gloves	<input type="checkbox"/> Change of clothes per person, especially socks <input type="checkbox"/> Extra bedding/blankets
First Aid	<input type="checkbox"/> Small First Aid kit <input type="checkbox"/> Any needed medications	<input type="checkbox"/> Large First Aid kit <input type="checkbox"/> Any needed medications
Sanitation	<input type="checkbox"/> Diapers and wipes <input type="checkbox"/> Toilet paper <input type="checkbox"/> Hand sanitizer	<input type="checkbox"/> Additional diapers and wipes <input type="checkbox"/> Additional toilet paper and emergency toilet facilities, if possible <input type="checkbox"/> Hand soap <input type="checkbox"/> Paper towels <input type="checkbox"/> Plastic bags (varied sizes) <input type="checkbox"/> Feminine supplies
Comfort and Safety	<input type="checkbox"/> At least one age appropriate play activity <input type="checkbox"/> Flashlight with batteries <input type="checkbox"/> Pencils <input type="checkbox"/> Blank paper or notebook	<input type="checkbox"/> Several age appropriate play activities to rotate <input type="checkbox"/> Extra keys <input type="checkbox"/> Matches and candles <input type="checkbox"/> Duct tape and plastic sheeting (for sheltering-in-place) <input type="checkbox"/> Utility knife
Communication	<input type="checkbox"/> Weather radio and extra batteries <input type="checkbox"/> Charged cell phone or calling card	<input type="checkbox"/> Walkie-talkie <input type="checkbox"/> Cell phone <input type="checkbox"/> Signal/flare

- Decide which supplies are a priority. Request donation from families and community. Date your supplies and keep an inventory.
- Yearly or every six months: Rotate your food, water, and medical supplies in your daily operations before expiration date. Update important papers; check sizes of clothing and age appropriateness of activity.

Appendix C

Checklist for Important Records and Documents

*Have one or more duplicate copies of the following records
(one copy at a nearby location and one out-of-the-area)*

		Nearby Location	Distant Location
<input type="checkbox"/>	1. Children's records		
<input type="checkbox"/>	2. Employees' records		
<input type="checkbox"/>	3. Child and adult food program records		
<input type="checkbox"/>	4. Accounts receivable (fees, subsidy, requests, etc.)		
<input type="checkbox"/>	5. Insurance policies		
<input type="checkbox"/>	6. Rental agreements		
<input type="checkbox"/>	7. Building/floor plans		
<input type="checkbox"/>	8. Bank records		
<input type="checkbox"/>	9. Credit card information		
<input type="checkbox"/>	10. Supplier agreements		
<input type="checkbox"/>	11. Service agreements		
<input type="checkbox"/>	12. Inventory		
<input type="checkbox"/>	13. Tax records		
<input type="checkbox"/>	14. Others		
<input type="checkbox"/>	15. Others		
<input type="checkbox"/>	16. Others		
<input type="checkbox"/>	17. Others		
<input type="checkbox"/>	18. Others		

Note: It is strongly advised that all records and documents be kept updated at least annually.

Quick Evacuation Guidelines

Program Name (FCC Business Name)

Street Address City State Zip Code

Contact Person (FCC Owner) Site Phone Number

Cell Phone Number of Contact Person

Number of Children at Site Number of Staff Members/Helpers at Site

Vehicles Required to Evacuate Staff and Children

Host Facility (Letter of Agreement on File)

Street Address of Host Facility City State Zip Code

Contact Person at Host Facility

Phone Number of Host Facility

Alternative Transportation Provider & Phone Number

Number of Children and Staff Transported to Host Facility

Number of Vehicles Dispatched to Host Facility

Times Vehicles Dispatched to Host Facility

Number of Children and Staff Assembled at Host Facility

Notes: _____

Appendix E

Sample Emergency Relocation Shelter Agreement

I hereby give permission for _____ child care program to use _____ my home _____ my business as an emergency relocation site for staff, teachers and children.

This agreement will remain in effect until _____ (date). The agreement may be terminated before this _____ (date) by either party, but only with written notification.

Printed Name Date

Home Address City State Zip

Phone Number Alternative Phone Number

Proposed Site Address (If same as home, do not fill out)

Proposed Site Phone Number Proposed Site Alternative Phone Number

Is site accessible at all times the child care program is open? _____ Yes _____ No

Describe how to access: _____

Special considerations (i.e. storage of emergency supplies, reimbursement, limitations, etc.)

Relocation Site Representative Signature

Date

Child Care Representative Signature

Date

Parent Emergency Evacuation Information Form

Name of Program

Program Street Address City State Zip Code

Emergency Contact at Program

Phone Number(s) of Emergency Contact

Cell Phone Number of Emergency Contact (only use during emergencies, otherwise it is turned off)

In the event the facility must be evacuated of a confined emergency, the staff and children will leave the building and gather in the immediate area at _____

In the event the facility must be evacuated because of an emergency in the immediate area the children and staff will be transported by _____ to _____.

Assembly Area Contact Person

Assembly Area Street Address City State Zip Code

Assembly Area Phone Number

If necessary, children will be transported to this health care facility

Health Care Facility Contact Person

Health Care Facility Street Address City State Zip Code

Health Care Facility Phone Number

Parent's Signature for permission to treat medically Date

Child/Children Name(s)

Appendix G

Child Identification Card

(To be placed out-of-sight on each child, such as clipped on the inside of the child's shirt or folder and placed in ankle part of child's sock, during an evacuation. Ensure this form is filed in Tool Kit or Evacuation Backpack)

Cut Here



Child's Name

Parent/Guardian Name #1

Parent/Guardian Name #2

Street Address

City

State

Zip Code

Home Phone Number

Parent/Guardian Name #1 Day Phone Number

Parent/Guardian Name #2 Day Phone Number

Neighbor/Friend and Phone

Contact Outside of area and Phone

Family Child Care Program Name

Family Child Care Program Phone

Child's Release Form*

Use this form for reunification or to join children with their families

Date _____

Child(ren's) Name(s) _____

Family Child Care Provider

Requested by

Proof of I.D. Name on Emergency Card (Yes or No)

*To be filled out by requester at release

Requester Signature

Destination

Date Time

***This form is to be used when actions have been taken to mitigate a disaster or emergency and children have been relocated to an evacuation site, have been secured on campus, are sheltered and in place, or the child care program is in reverse evacuation or lockdown mode.**

Insurance Discussion Form

Adapted from the Insurance Discussion Form at www.ready.gov

Child care programs can use this form to discuss their insurance coverage with their families providers. Having adequate coverage will help programs recover more rapidly from catastrophes.

Programs should keep a copy of this form on the child care premises and at an off-site location.

Insurance Agent: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Insurance Policy Information

Type of Insurance	Policy Number	Deductibles	Policy Limits	Coverage (General Description)

Yes No Do I need flood insurance?

Yes No Do I need earthquake insurance?

Yes No Do I need business income and extra expense insurance?

Other disaster related insurance questions:

Computer Inventory Form

Adapted from the Computer Inventory Form at www.ready.gov

Use this form to:

- Log computer hardware serial and model numbers. Attach a copy of the vendor documentation to this document.
- Record the name of the company from which the equipment was leased or purchased and the contact name to notify for computer repairs.
- Record the name of the company that repairs and supports the computer hardware.

Keep one copy of this list in a secure place on the premise and another in an off-site location.

Hardware (CPU, Monitor, Printer, Scanner, Mouse, Keyboard)	Hardware Size, RAM & CPU Capacity	Model Purchased	Serial Number	Date Purchased	Cost

Sample Log for Practice Drills

Record of Disaster Drills

Facility/Program Location: _____ Year: _____

Signature: _____

Fire Drills	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Date Held												
Time												
Time Needed to Vacate Building												
Alarm Signal Used												
Fire Drill observation scheduled/file												

Other Drills (Rotate, drop/lockdown, etc.)	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Date Held												
Time												
Type of drill <i>(See response actions below)</i>												
Alarm signal used												
Drill observation scheduled/comments												

Response Actions: 1) drop 2) shelter in place 3) lock down 4) evacuation 5) reverse evacuation 6) lock out/secure campus/lockout 7) scan (bomb threat).

Sample disasters for drill exercises: See Appendix L

Hazard Specific Checklist for Incident

EARTHQUAKE

Incident Commander Guidance

The following are some the primary concerns after an earthquake:

- Injuries and Deaths
- Aftershocks, which can cause further damage and injuries.
- Structural Damage
- Non-structural Damage, (broken windows, fallen ceilings, etc.)
- Gas Leaks
- Fire and Hazardous Material Spills
- Loss of Utilities (water, electric, etc)
- Loss of Communications (Telephone and Radio)
- Damage to Off-site Evacuation Areas
- Lack of Support from Emergency Response Organizations

<input type="checkbox"/>	1.	Call 911 (only if necessary)
<input type="checkbox"/>	2.	Activate your Emergency Response Plan. If damage is obviously severe you may choose to evacuate immediately.
<input type="checkbox"/>	3.	Take action or receive reports on damage and injuries.
<input type="checkbox"/>	4.	Move children and staff to safe areas of building or evacuate. Be aware that it may be unsafe to evacuate because of damage outside home or weather.
<input type="checkbox"/>	5.	You may be on your own for a long period of time. Emergency Responders may be delayed or handicapped by damage to their facilities or the infrastructure.
<input type="checkbox"/>	6.	Prepare for long term care of children and staff. Use Logistics Team, know what supplies will be needed.
<input type="checkbox"/>	7.	Release children to parents that arrive. Some parents may help with child care.
<input type="checkbox"/>	8.	Plan for recovery after damage has passed and incident is over.

Hazard Specific Checklist for Incident

FIRE

Incident Commander Guidance

<input type="checkbox"/>	1.	EVACUATE building.
<input type="checkbox"/>	2.	Call 911 to confirm Fire Department has been notified.
<input type="checkbox"/>	3.	Activate Emergency Response Plan for first responders if necessary.
<input type="checkbox"/>	4.	Assess weather conditions outside and observe wind direction; move children and staff upwind of any smoke.
<input type="checkbox"/>	5.	Account for children, staff and visitors.
<input type="checkbox"/>	6.	Assess weather conditions. Consider moving to an Offsite Evacuation Center if necessary.
<input type="checkbox"/>	7.	Activate Child Care Release procedures and use appropriate form to release children with parents.
<input type="checkbox"/>	8.	Are you ready to speak to the public media? Prepare press releases (coordinate with First Responders) Prepare letter to parents (if applicable) Coordinate with Licensing as necessary.

HAZARDOUS MATERIAL EXTERNAL

In most cases you will receive warning of a Hazardous Material Event from your local Emergency Officials if not call 911.

<input type="checkbox"/>	1.	Activate Emergency Response Plan for first responders if necessary.
<input type="checkbox"/>	2.	Initiate Shelter-In-Place protocols (If evacuation is not immediate)
<input type="checkbox"/>	3.	Prepare for Off-Site Evacuation
<input type="checkbox"/>	4.	Family Child Care Provider should monitor home at regular intervals
<input type="checkbox"/>	5.	Stay in communications with local Emergency Officials or monitor local media
<input type="checkbox"/>	6.	Family Child Care Provider is responsible for: Medical needs Accountability and care for children Reuniting children with families (Child Care Reunification/Release)
<input type="checkbox"/>	7.	When given the all clear open windows to air out facility and evacuate if it is safe to do so.

Hazard Specific Checklist for Incident

TORNADO or SEVERE WIND

Incident Commander Guidance

The following are some the primary concerns after an earthquake:

- Injuries and Deaths
- Structural Damage (portable classrooms are particularly vulnerable)
- Nonstructural Damage (broken windows, fallen ceilings, etc.)
- Fire and possible hazardous material spills
- Blocked exits
- Damage to off-site evacuation areas
- Blocked roads
- Power Outages
- Loss of communications

<input type="checkbox"/>	1. If a TORNADO WARNING is received direct students and staff to Areas of Refuge (basement, lower floors, interior of building, etc). Avoid areas with, windows, tall freestanding walls and flat roofs, such as gymnasiums and cafeterias...
<input type="checkbox"/>	2. Call 911 (only if necessary)
<input type="checkbox"/>	3. Activate Emergency Response Plan.
<input type="checkbox"/>	4. Monitor weather via TV and radio.
<input type="checkbox"/>	5. Assess damage to structure and surrounding areas.
<input type="checkbox"/>	6. Document reports of damage and injuries.
<input type="checkbox"/>	7. Move children and staff to safe areas of building, or area of refuge within the home.
<input type="checkbox"/>	8. Evacuate home if found unsafe. Remember evacuation may not be appropriate because of weather or damage outside of building.

Bomb Threat Report Form

A bomb is considered a form of terrorism. This type of threat is transmitted for generally one of the following reasons:

1. A person has a grudge against the facility or an individual at the facility and intends to get revenge.
2. A person intends to disrupt the daily function of the facility.
3. A person is aware of an explosive device and wants the building evacuated in an effort to save lives.

A bomb threat can be received by phone, mail, written on a note or wall, or may be delivered in person. Regardless of how it is delivered you must assess the level of threat and take action.

Procedure for a bomb threat received by telephone

1. For a telephone threat: After the person hangs up, hang up, wait for a dial tone, and dial *57 for a trace.
2. Stay on the line to check the success of the trace.
3. Notify the FCC Owner or the acting designee immediately after the trace or during the call (if possible).
4. The FCC Owner will notify or direct the notification of the police.
5. Assess the level of threat and contact police.
6. Document ALL details of the threat using the attached report form. Get as much information as possible.

Procedure for a bomb threat received in writing or in person

1. When a threat is noticed or received notify the FCC Owner or the acting designee immediately.
2. The FCC Owner will notify or direct the notification of the police.
3. Document ALL details of the threat using the attached report form. Get as much information as possible.

Assessing a Threat

Level	Characteristics	Possible Actions
Level One	Vague in content Non-descriptive None to few details No noticeable voice affects	Inform police Scan in place Possible evacuation Document
Level Two	Specific in content Detailed information Directed for a reason Specific with time/location Tone of voice Knowledge of prior circumstances Or a reason to believe	Inform Police Department Inform Fire Department Scan if possible Possible evacuation Temporary evacuation Document
Level Three	Suspicious in nature "Out of place" or does not belong Questionable item or object	Inform Police Department Inform Fire Department DO NOT touch/move item DO NOT use the walkie-talkies or cell phones Use fire alarms and evacuate building at least 500 feet away Document

Bomb Threat Report Form

THIS FORM SHOULD BE ACCESSIBLE AT ALL TIMES

Telephone Threats

***DO NOT HANG UP FIRST**

Questions to ask:

1. When will the bomb explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Where are you calling from?
8. What is your name?

Check all that apply:

Callers Voice

- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Crying
- Whispered
- Cracking Voice
- Deep Breathing
- Distinct
- Clearing Throat
- Familiar—Who?

- Nasal
- Stutter
- Lisp
- Raspy
- Deep
- Loud
- Slurred
- Accent
- Laughter
- Disguised

Normal

Background Sounds

- Street Noise
 - Booth
 - Factory noise
 - PA System
 - Music
 - Local
 - Long Distance
 - Office Machinery
 - Voices
 - Animals
 - Clear
 - Static
 - Motor
 - Cell
 - House Noise
 - Other
- Threat Language**
- Well Spoken
 - Foul
 - Irrational
 - Read Message
 - Incoherent
 - Taped

Sex of Caller _____
 Race of Caller _____
 Approx. Age _____ Length of Call _____
 Number where the call was received _____

Use for all types of threats

Date of threat _____

Time of threat _____

Threat received by _____

Exact wording of threat _____

Written Location of threat _____

Population using this area _____

Threat Delivered in Person

State of the Person Delivering the Threat

- Calm
- Crying
- Excited
- Distraught
- Angry
- Incoherent
- Irrational
- Other

Description of the Person: _____

Appendix M

Preparedness & Coping Strategies On-Line Resources

Publications:

“Disaster Preparedness for Families of Children with Special Needs” Florida Institute for Family Involvement: www.fifionline.org

“Emergency Management Guide for Business and Industry Are You Ready? An in-depth Guide to Citizen Preparedness” (IS-22) Federal Emergency Management Agency; www.fema.gov

“Evacuation and Sheltering, and Post-disaster Safety” Talking about Disaster: Guide for Standard Messages National Disaster Education Coalition, Washington, D.C.; www.disastereducation.org

Disaster Relief and Trauma Resources; Zero to Three <http://www.zerotothree.org/>

“Nurturing Children after Natural Disasters: A Booklet for Child Care Providers” National Association of Child Care Resource and Referral Agencies; www.naccrra.org

“Reassuring Your Child after the Storm” Florida State University for Prevention and Early Intervention Policy, 2004 <http://www.cpeip.fsu.edu/project.cfm?projectID=28>

“When Disaster Strikes: Helping Young Children Cope” and other disaster coping resources; National Association for the Education of Young Children; <http://naeychq.naeyc.org/taxis.search/?query=disaster&btnG=Search&pr=naeyc>

“Disaster Planning Self-Assessment Guide for Child Care Centers and Family Child Care Homes” California Department of Social Services Community Care Licensing Division; <http://ccl.dss.cahwnet.gov/PG496.htm>

Information on disaster relief, tornadoes, homeland security and anything disaster related; www.readygov.com and www.yikes.com

Websites:

Training Website for Incident Command System: www.training.fema.gov IS100SCA An Introduction to Incident Command System for Schools

American Red Cross: www.redcross.org

Child Care Aware: www.childcareaware.org

Federal Alliance for Safe Homes: www.flash.org

National Mental Health Information Center: www.mentalhealth.samhsa.gov

The National Child Traumatic Stress Network: http://www.nctsnet.org/nccts/nav.do?pid=typ_nd

U.S. Department of Health & Human Services; Administration for Children & Families; National Child Care Information Center: <http://nccic.acf.hhs.gov/poptopics/disasters.html>

