



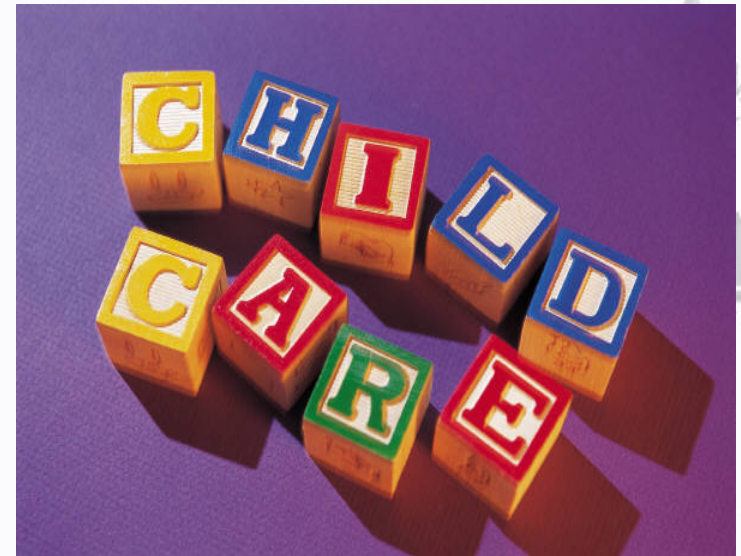
# Emergency Action Plans for Childcare: Beyond Fire and Tornado Preparedness

**Nancy Morris**  
**Emergency Preparedness**  
**Planner**  
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# Objectives

- ❖ **Planning Considerations**
- ❖ **Roles and Responsibilities in Emergency Action Plan (EAP)**
- ❖ **Elements of EAP**
- ❖ **Types of Emergencies**



# All Hazards Planning

## ❖ Comprehensive or Complex?

### ❖ Variations

### ❖ Basic element





# Types of Disasters for Planning

## ❖ 3 types of Disasters

### ➤ Natural

❖ Floods

❖ Tornadoes

❖ Winter weather

❖ Earthquake



# 3 Types of Disasters

- ❖ **Unintentional**
  - ❖ **Fire**
  - ❖ **Chemical**
  - ❖ **Blackouts**
  - ❖ **Transportation breakdowns**
  - ❖ **Missing child**
- ❖ **Intentional**
  - ❖ **Terrorist activities**
  - ❖ **Bomb Threats**



# Emergency Planning - Its Importance

❖ Many factors contribute to development of emergency plans:

1. *Protecting the lives of children and employees*
2. *Lessen the impact on public or private property*
3. *Allow for an understanding of our strengths and limitations*
4. *Provide focus and direction*



# Plans Address Currently

- ❖ **Fire/smoke/bomb threat emergencies**
- ❖ **Tornado**





# Other Areas Plans Should Address:

- ❖ **Medical Emergencies**
- ❖ **Missing Child**
- ❖ **Natural Disasters(Other than Tornado**
- ❖ **Utility Disruption**
- ❖ **Hazardous material exposure**
- ❖ **Disgruntled or impaired parents/guardians**
- ❖ **Potentially violent situations**



# Considerations

- ❖ **Are you in a shared building?**
- ❖ **Do you know what your local school's emergency action plans?**
- ❖ **Do you have children or staff that have functional needs?**





# Emergency Responses

- ❖ **Preparation requires staff/programs to:**
  - ❖ **Develop written policies and procedures**
  - ❖ **Train staff**
  - ❖ **Practice-Practice-Practice**
    - ❖ **With & without**
  - ❖ **Notification/Reunification**





# Emergency Responses

- ❖ **Three types of emergency actions**
  - **Shelter in Place**
    - ✓ **Stay or go inside a designated place where you are.**
  - **Lock Down**
    - ✓ **Securing the children, staff and visitors in protected spaces.**
  - **Evacuation**
    - ✓ **Leaving your location.**



# Emergency Responses

- ❖ **Post procedures for all actions in each room.**
- ❖ **Practice actions on a regular basis.**
- ❖ **Take supplies on drills**
- ❖ **Evaluate outcomes of drill**



# Shelter In Place

- ❖ **Contact parents with status of their children**
- ❖ **Listen to radio for further instruction.**
- ❖ **Do not leave until told to do so**



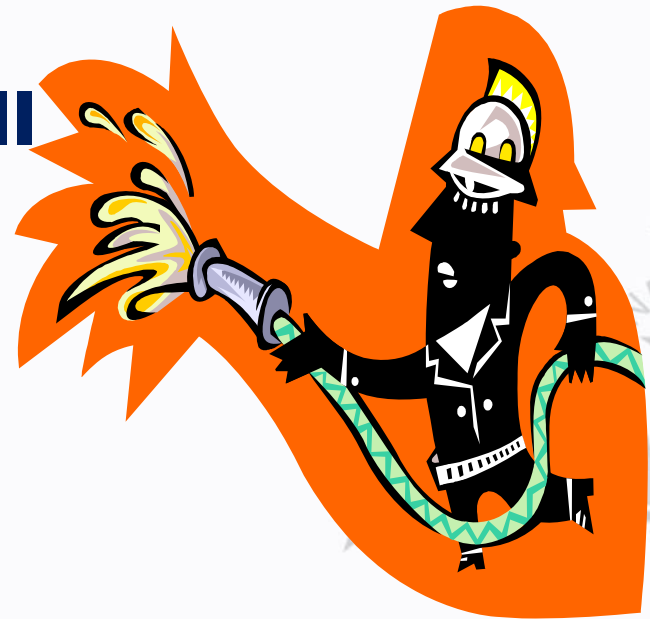
# Lockdown

- ❖ **Violent situation.**
- ❖ **Intruder**
- ❖ **A non-custodial parent/guardian**
- ❖ **Parent/guardian under the influence of a substance**
- ❖ **Hostage situation**
- ❖ **An individual with a weapon**



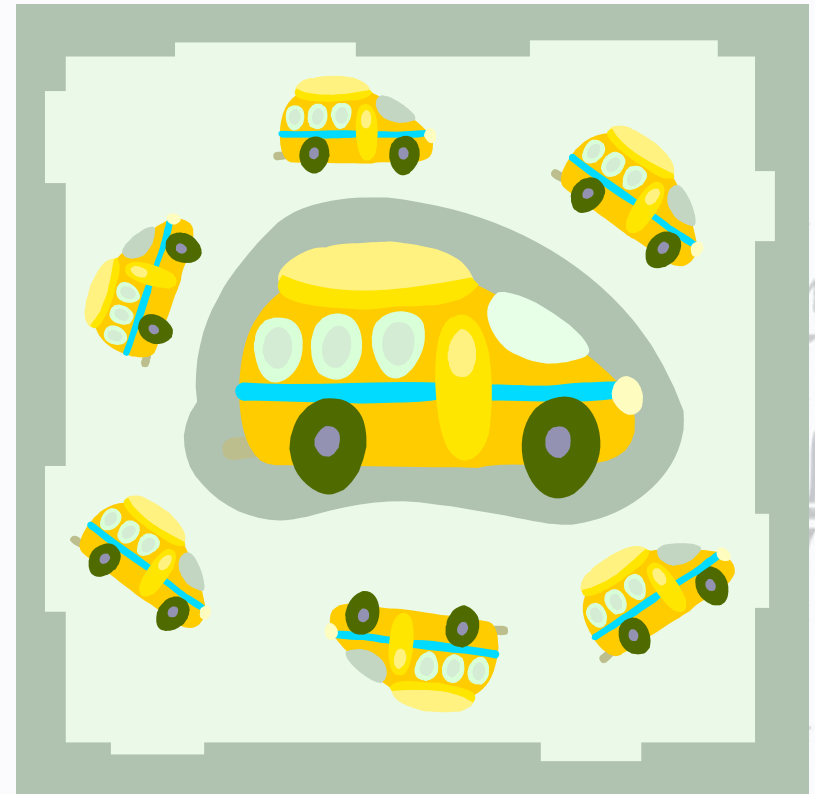
# Evacuation

- ❖ **Posted floor plan**
- ❖ **Primary and secondary routes of evacuation**
- ❖ **Location of alarms/pull box**
- ❖ **Location fire extinguishers**
- ❖ **Location interior safe room**
- ❖ **Location exterior assembly area**



# Evacuation

- ❖ **Have a warning system.**
- ❖ **Know two exit routes from each room.**
- ❖ **Plan how to move children from the building.**



# Evacuation

- ❖ **Pre-pack items you will need.**
- ❖ **Know who is responsible for which children.**
- ❖ **Have your “ready to go” file.**



## **“Ready to Go “ file**

- ❖ **Emergency contact information**
- ❖ **Authorization for emergency medical care and transportation**
- ❖ **Address, directions (maps) and telephone numbers for designated meeting places**
- ❖ **Attendance sheets**





# Ready to Go File

- ❖ **Sign in/out forms**
- ❖ **Medication administration forms**
- ❖ **Incident/ injury forms**

❖ ***The “ready to go” file  
always goes with you.***



# Evacuation Sites

- ❖ **Plan ahead**
- ❖ **Locate**
- ❖ **evacuation sites**
  - ❖ **Local**
  - ❖ **Outside your Neighborhood**
  - ❖ **Out of your city and possibly state**



# Parents

- ❖ **Notification**
- ❖ **Reunification**



# National Incident Management System (NIMS)

- ❖ **Establishes incident processes, protocols and procedures for responders**
- ❖ **Shares a common focus**
- ❖ **Key features include**
  - **Incident Command System**
  - **Communication and Information Management**
  - **Preparedness**
  - **Joint Information System**





# Roles

- ❖ **Identify and assign specific duties**
- ❖ **Use chain of command**
- ❖ **Include staff and family members**
- ❖ **Decrease confusion and panic during an emergency**
- ❖ **Share and discuss responsibilities with staff.**

**People respond better when they know what is expected**



# Roles

- ❖ **Identify and assign specific duties**
- ❖ **Assign a primary and back up person**
- ❖ **Practice primary and alternate roles**
- ❖ **Consider rotating people through each role**
- ❖ **One person may fill many roles**





# Courses from FEMA

- ❖ **IS-100 .SCa Intro to ICS for Schools**
- ❖ **IS- 230 Fundamentals of EM**
- ❖ **IS-366 Planning for Needs of Children in Disaster**
- ❖ **IS-700 NIMS**
- ❖ **IS-362 Multi Hazard Emergency Planning for Schools**
- ❖ <http://training.fema.gov/IS/crslist.asp>



# Responsibilities Site Director

- ❖ **Consider Who Will:**
  - **Complete the EAP**
  - **Conduct employee training**
  - **Conduct practice drills**
  - **Keep plans, supplies, children and staff emergency cards current**





# Responsibilities Site Director

- ❖ **Inform parents on Program's EAP**
- ❖ **Identify an emergency**
- ❖ **Choose appropriate response**
- ❖ **Notify emergency responders of situation**
- ❖ **Calmly circulate accurate information and clear directions**



# Responsibilities Everyone

- ❖ **Know the location of and how to use all communication devices and service devices (heating, air conditioning, ventilation (HVAC))**
- ❖ **Provide calm clear directions**
- ❖ **Searcher**



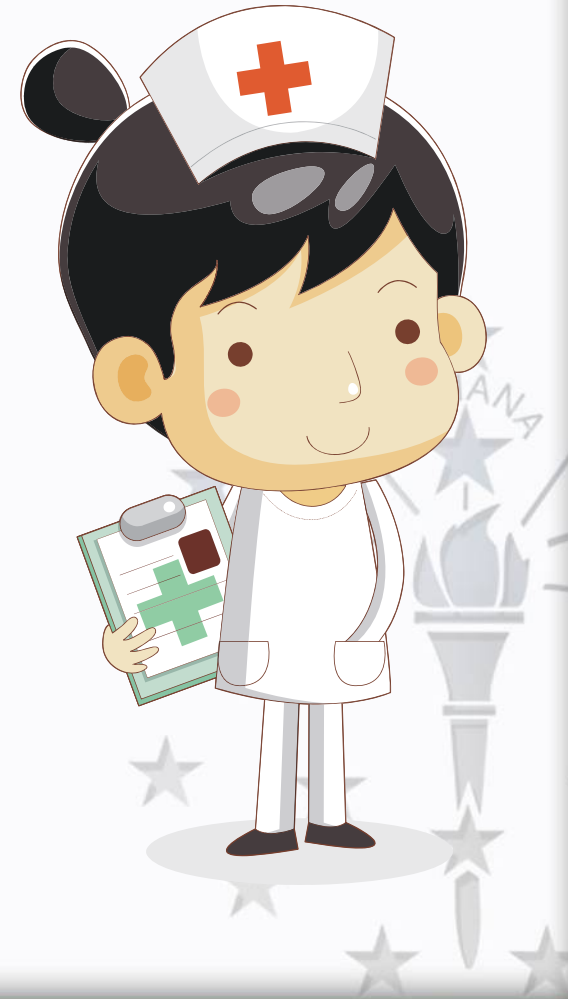
# Responsibilities

- ❖ **Assist people with medical needs**
- ❖ **Evaluate the need for professional help and make sure it is summoned**
- ❖ **Carry the first aid supplies during emergency**
- ❖ **Monitor first aid supplies for completeness**



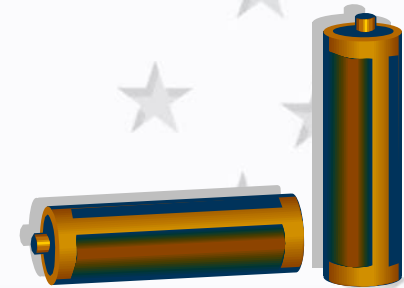
# Responsibilities First Aid Coordinator

- ❖ **Be aware of and assist children and staff with special needs.**
- ❖ **Ensure that a three day supply of maintenance medications are available.**
- ❖ **Ensure that permission to treat in a medical emergency forms are complete.**



# Responsibilities Communications Coordinator

- ❖ **Set up and maintain the “ready to go” files.**
- ❖ **Make sure cell phone remains charged.**
- ❖ **Make sure radios have fresh extra batteries.**





# Responsibilities Information Officer

- ❖ **Update contact yearly**
- ❖ **Clarify type of information given to families**
- ❖ **Center voice mail**
- ❖ **Establish and maintain contact with resources**





## 5 P's

**PRIOR PLANNING  
PREVENTS POOR  
PERFORMANCE**





# Contact Us

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