



# INDIANA DEPARTMENT OF HOMELAND SECURITY

**Joe Wainscott, Executive Director**

*IDHS: Leadership for a Safe and Secure Indiana*



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

Nancy Morris  
Emergency Preparedness  
Planner  
IDHS



# Objectives



- ❖ Identify Roles and Responsibilities in Emergency Action Plan (EAP)
- ❖ Identify Elements of EAP
- ❖ Types of Emergency Response



# All Hazards Planning

- A plan comprehensive enough to meet the needs encountered in a variety of emergency situations from a fire to an unexpected ice storm.
- Plans may vary because the needs may be different but the basic element of the plans remain the same.



# 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***



# Your Emergency Action Plan Should Address:

- Medical Emergencies
- Missing Child
- Natural Disasters
- Utility Disruption
- Fire/smoke/bomb threat emergencies
- 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 for emergency situations 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 three actions in each room.
- Practice all three actions with the children on a regular basis.
- Take all supplies on all drills
- Evaluate the outcome of each drill.



# Shelter In Place

- Contact parents with the status of their children and the program plans.
- Listen to your radio for further instruction.
- Do not leave the building until told to do so by public safety officials





# 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

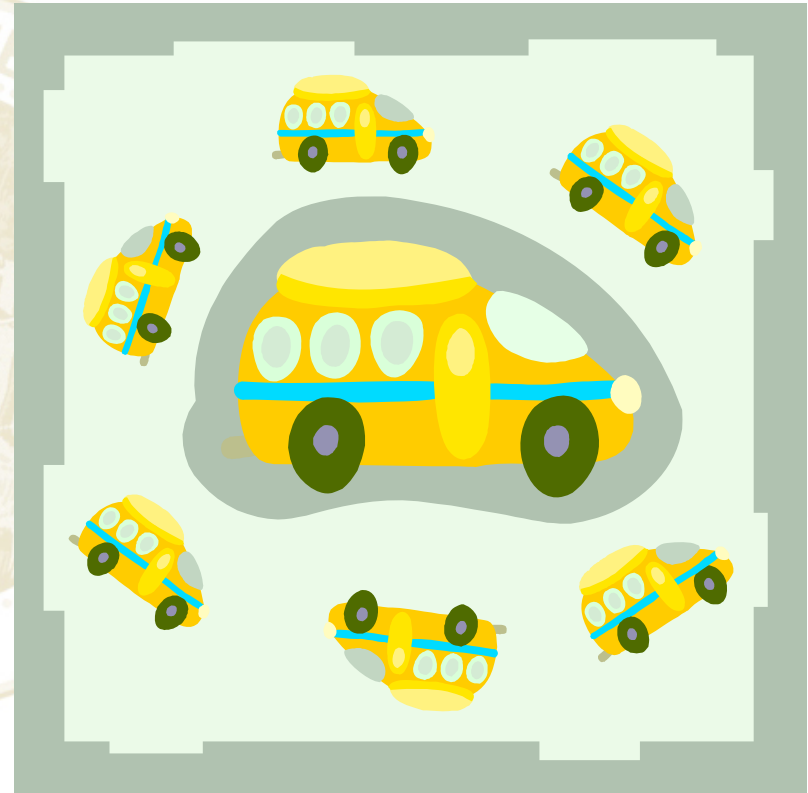
- Posted floor plan
- Primary and secondary routes of evacuation
- Location of the fire alarm/pull box
- Location fire extinguishers
- Location of interior safe room
- Location of exterior assembly area





# 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 standardized incident management processes, protocols and procedures for all 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 your chain of command
- Include staff and family members
- People respond better when they know what is expected
- Decrease confusion and panic during an emergency
- Share and discuss responsibilities with staff.



# Roles

- Identify and assign specific duties
- Assign a primary and back up person to each responsibility.
- 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

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



# Responsibilities Everyone

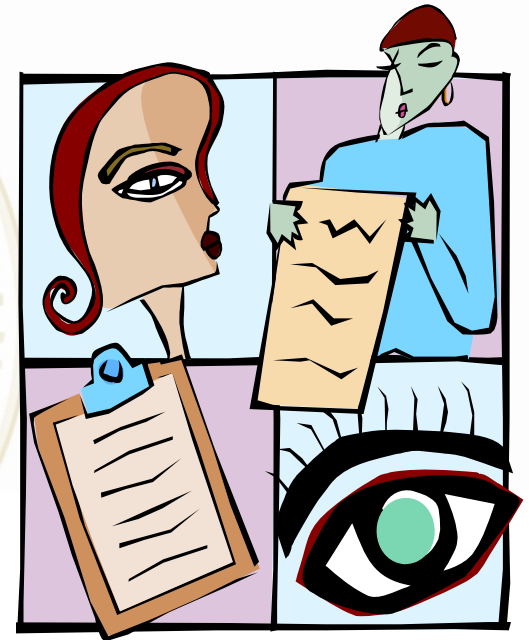
- Know the location of and how to use all communication devices and service devices (heating, air conditioning, ventilation (HVAC))
- Provide calm clear directions
- Searcher





# 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

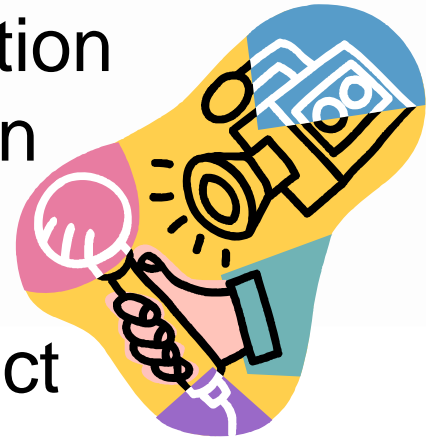
- Set up and maintain the “ready to go” files.
- Make sure cell phone remains charged.
- Make sure radios have fresh extra batteries.





# Responsibilities Information Officer

- Update emergency contact information at least yearly.
- Clarify with director what information is to be given to families during an emergency.
- Change center voice mail to reflect current status during an emergency.
- Establish and maintain contact with information/assistance sources.





5 P's

**PRIOR PLANNING  
PREVENTS POOR  
PERFORMANCE**



# Contact Us

**Indiana Department of Homeland Security**

**302 West Washington Street**

**Room E208**

**Indianapolis, IN 46204**

**(317) 232-3980**

**[www.in.gov/dhs](http://www.in.gov/dhs)**

**[nmorris@dhs.in.gov](mailto:nmorris@dhs.in.gov)**