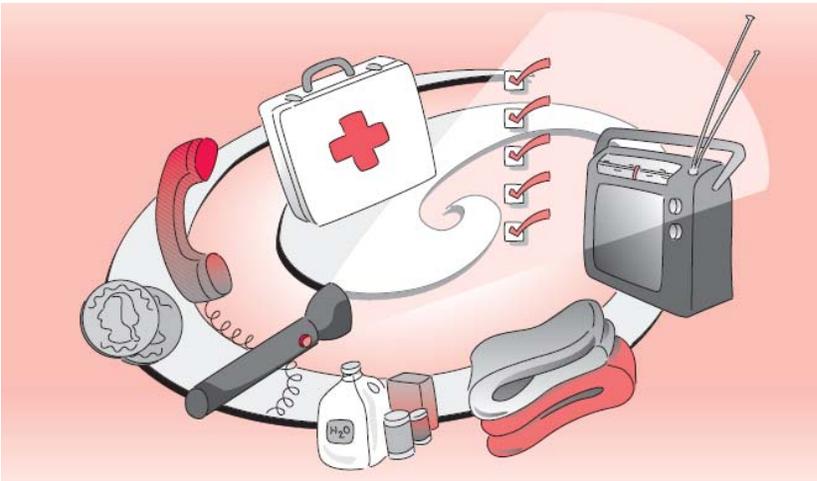


# Family Child Care Emergency Plan Workbook



\_\_\_\_\_  
Program Name

\_\_\_\_\_  
Date Prepared

\_\_\_\_\_  
Next Review Due

\_\_\_\_\_  
Review Done Date

\_\_\_\_\_  
Reviewers Names

\_\_\_\_\_  
Next Review Due

\_\_\_\_\_  
Review Done Date

\_\_\_\_\_  
Reviewers Names

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Reviewers Names

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Next Review Due

\_\_\_\_\_  
Review Done Date

\_\_\_\_\_  
Reviewers Names



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- This Family Child Care Emergency Plan Workbook is designed to be used in conjunction with Family preparedness guides put out by County Emergency Management:
  - The Jackson County Emergency Preparedness Plan for Families can be found at <http://www.co.jackson.or.us/Page.asp?NavID=100> or by calling (541) 774-6790.
  - The Josephine County Family Emergency Preparedness Handbook can be found at <http://www.co.josephine.or.us/files/2005bookfinal.pdf> or by calling (541) 474-5300.
- To obtain additional copies of this workbook, or the reference guide, contact your local public health department. In Josephine County call 474-5325; in Jackson County call 774-8209.
- Once this workbook is filled out, it should be reviewed and updated as necessary every 6 months. An easy way to remember this is to review the book when you change your clocks every spring and fall.

The Family Child Care Emergency Plan is based on a design by the Office of Emergency Preparedness Group at Group Health Cooperative of Puget Sound, et al, the Kewaunee County Public Health Department and Kewaunee County Emergency Management.

# 1. Find out what could happen to you

Below are some of the disasters likely to happen in your area. List how each disaster might affect your child care program.

**Wildfire:** \_\_\_\_\_  
\_\_\_\_\_

**Flood:** \_\_\_\_\_  
\_\_\_\_\_

**House fire:** \_\_\_\_\_  
\_\_\_\_\_

**Severe winter weather:** \_\_\_\_\_  
\_\_\_\_\_

**Earthquake:** \_\_\_\_\_  
\_\_\_\_\_

**Hazardous material spill:** \_\_\_\_\_  
\_\_\_\_\_

**Pandemic flu:** \_\_\_\_\_  
\_\_\_\_\_

**Other disasters:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. Determine your planning needs

Make a list of people besides the children in your care that you would be responsible for in a disaster – for example your own children, other family members, relatives, neighbors, pets, etc.

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Where will you take pets during a disaster? \_\_\_\_\_

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Do places you frequently take your children have disaster plans, such as libraries, community centers, your children's schools?

Y N School      Y N Library      Y N \_\_\_\_\_      Y N \_\_\_\_\_

Do you have a way to transport everyone in your care if you needed to? If not, who can you call for help? \_\_\_\_\_

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Review the checklists in this plan. Think about things you may need to keep on hand in case of an emergency. Make a plan to get these items:

- Add a few items to your grocery list each month
- Talk to the parents of the children you care for and ask them to help with supplies for their children
- Decide if you will be open for business during certain types of disasters. What if you have to evacuate? What if you have no power or water? Talk to the parents of the children you care for about your decisions.

### 3. Create a Disaster Plan

Ask a friend or relative who does not live in the area to be your “out-of-area” contact. Long distance phone calls may go through when local lines and cell networks are down or jammed. Provide this on your wallet cards and give one to each of the parents of the children you care for.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_

- Choose a code word to use with children if you must send someone else pick them up: \_\_\_\_\_. Be sure to quiz them frequently.
- Develop a fire escape plan for your home. Conduct fire drills monthly. Test smoke detectors yearly.
- Develop a safe room plan for your home. Conduct safe room drills monthly.
- Learn how to shut off utilities. Develop a plan for who will shut off utilities during a disaster. Be sure any special tools are stored in an easy to reach location.
- Replace items in your emergency kits every 6 months, or as needed.
- Conduct a home hazard hunt. Refer to the Family Emergency Preparedness Handbook.

## Evacuation:

Pick 2 places to go if you have to evacuate your home. Write this information on your wallet cards and emergency phone list.

1. One close by your home in case of a fire:

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2. Outside your neighborhood in case you have to evacuate:

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Be sure to talk to the parents of the children you care for about these locations. Also let them know that depending on the disaster, you may have to use a different location. Decide how you will notify parents if this happens.

Choose a location to leave a note if you have to evacuate. \_\_\_\_\_

Review the evacuation supplies checklist. Add items you would need to take with you.

Your method of transportation (your own vehicle, neighbor, other resources)

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If you can't take your pets with you, where will you take them? \_\_\_\_\_

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## Shelter in place

Depending on the disaster, you may need to stay in your home instead of evacuating.

- Choose a room (maybe your safe room) for sheltering in place.
- Prepare window and door coverings. Refer to the Family Emergency Preparedness Handbook.
- Build a kit of supplies you will need. Many checklists are available including one in this book and one in the Family Emergency Preparedness Handbook. Choose supplies that work for you in your situation.
- Add supplies to your monthly shopping list a few at a time.
- Talk to parents of the children in your care about making an emergency kit. You may ask them to provide any special supplies their child may need. For example, if a parent normally supplies diapers for their child, ask for a few extra to put in your kit. As the child grows, take the smaller diapers out and add larger ones. Also, include any medications that they would normally take at home.

## 4. Build a kit of emergency supplies

### Food:

- Use canned foods for easy storage and long shelf life. Choose ready to eat canned meats, fruits and vegetables that your family likes. Try to pick items that require no refrigeration, preparation or cooking and little or no water.
- Also recommended are canned or dried juice mixes, powdered or canned milk, high energy food (peanut butter, jelly, unsalted nuts and trail mix); crackers, cereals, pasta and rice.
- Remember to eat at least one balanced meal each day. It is also a good idea to pack comfort foods such as candy, cookies or other special treats.
- Store foods in a single or family meal-size package. During a disaster, you may not have a way to refrigerate leftovers.
- Don't forget your pets! Store canned and dry pet food along with an extra collar and leash. Don't forget any medications your pets might be taking. Be sure to include food and water bowls.
- Add a manual can opener, cooking and eating utensils, and basic food seasonings.

### Water:

- Store a three day supply of water for each family member and pet. *One gallon per person per day is recommended for drinking, cooking and washing.* Write the date on the water containers and replace them as needed.
- Learn how to remove water from your hot water heater in case you need it. Be sure to turn off the gas or electricity to the tank before draining off the water for emergency use. Refer to the Family Emergency Preparedness Handbook.
- Never drink water from a waterbed. This water contains an algacide that can make you sick. Use this water for non-food purposes only such as washing clothes or general cleaning.
- Purify water by boiling it for 10 minutes or by adding drops of household bleach containing hypochlorite. The Federal Emergency Management Agency (FEMA) recommends 16 drops of bleach per gallon of water. Water purification tablets or a filter system such as those designed for campers and backpackers will also work.

#### How to store water

Store your water in thoroughly washed plastic, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles, are the best. You can also purchase food-grade plastic buckets or drums.

Seal water containers tightly, label them and store in a cool, dark place. Replace every six months.

## Sanitation:

- Toilet paper, towelettes
- Feminine supplies
- Plastic garbage bags & ties
- Plastic bucket with lid
- Household bleach (unscented)
- Soap
- Personal hygiene items

To make an emergency toilette, place a plastic garbage bag inside a 5 gallon plastic bucket. Place a small amount of bleach in the plastic bag, after each use. Cover tightly. After several uses, change to a new bag. Bags should then be placed in another bag, until they can be properly disposed of.

## First Aid Supplies:

- Medication for a fever (Tylenol, Ibuprofen etc)
- Antacid and Anti-diarrhea medication
- Laxative
- Cough & cold medicine
- Prescription medications (10 day supply)
- Antihistamine (Benadryl , etc)
- Rubbing Alcohol
- Hydrogen Peroxide
- Activated charcoal (use if advised by Poison Control)
- Eye wash
- Lotion for itching / rash (Calamine, Benadryl, etc)
- Sterile adhesive bandages in assorted sizes
- 2-inch sterile gauze pads (8-12)
- 3-inch sterile gauze pads (8-12)
- Hypoallergenic adhesive tape
- Triangular bandages (3)
- 2 & 3-inch sterile roller bandages
- Surgical gloves
- Scissors
- Tweezers
- Needle (sewing type)
- Safety razor blade
- Antiseptic spray
- Tongue blades and
- Non-breakable thermometer
- Wooden applicator sticks
- First Aid Guide
- Assorted sizes of safety pins
- Soap or alcohol gel
- Surgical masks

## Tools & Other Supplies:

- Battery powered radio
- Flashlights
- Extra batteries
- Candles
- Matches
- Money
- Important papers (insurance info, vaccination records)
- Fire extinguisher
- Trash bags
- Extra eye glasses
- Cook stove with fuel
- Heavy gloves
- Duct tape
- Change of clothes for each person
- Sturdy shoes for each person
- Blankets
- Axe, shovel, broom
- Pliers, wrench, pry bar
- Utility knife
- Whistle
- Map of area (for identifying evacuation routes or shelter locations)
- Compass
- Paper and pencil

**For Baby:**

- Formula
- Diapers
- Wipes
- Powdered milk
- Bottles
- Baby food

**For Children:**

- Toys
- Games
- Books
- Coloring books
- A special stuffed animal or comfort toy

**For Pets:**

- Food
- Water
- Bowls
- Extra leash & collar
- Vaccination records
- Picture of your pet
- Medications
- Toys
- Vet's name and phone number

Remember to have an emergency plan for your pet. If your pets can't go with you to a shelter, be sure to plan for them to go somewhere else. Contact your local chapter of the America Red Cross to ask about shelter restrictions.

## 5. Put your plan into action



- Post your emergency phone list near the phone
- Teach children how and when to call 9-1-1
- Keep at least one regular (not cordless) phone on hand in case of a power outage
- Show responsible family members or children in your care how and when to shut off water, gas heating/cooling systems and electricity main switches.
- Maintain an up to date roster of all children in your care and emergency contact information for them
- Make an inventory or video tape of valuable items including a description and serial numbers. Be sure a copy of this is located someplace other than your home in case of a fire, such as a safety deposit box or relative's house
- Check for adequate insurance coverage
- Complete a neighborhood resources inventory
- Keep enough gas in your car to evacuate

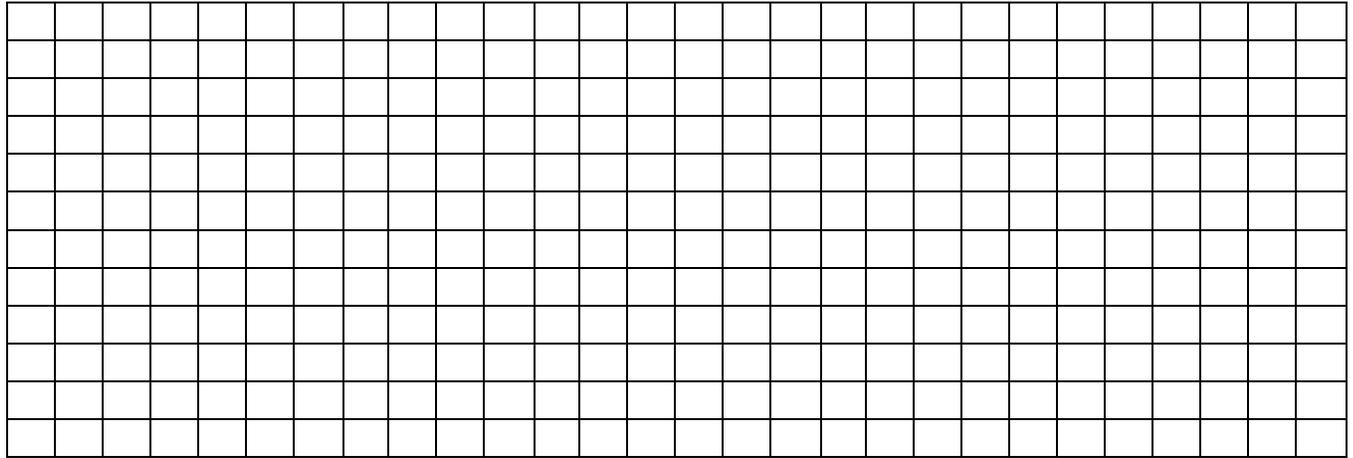
### Talk to parents about your plan

Talking with the parents of the children you care for about disaster planning is vital to a good disaster plan. It is important that parents be included in the planning process, and that your plan works for them, as well as you. Sharing your plan will give parents a sense of security. Review the Parent Brochure included in your binder for a list of questions that parents might ask.

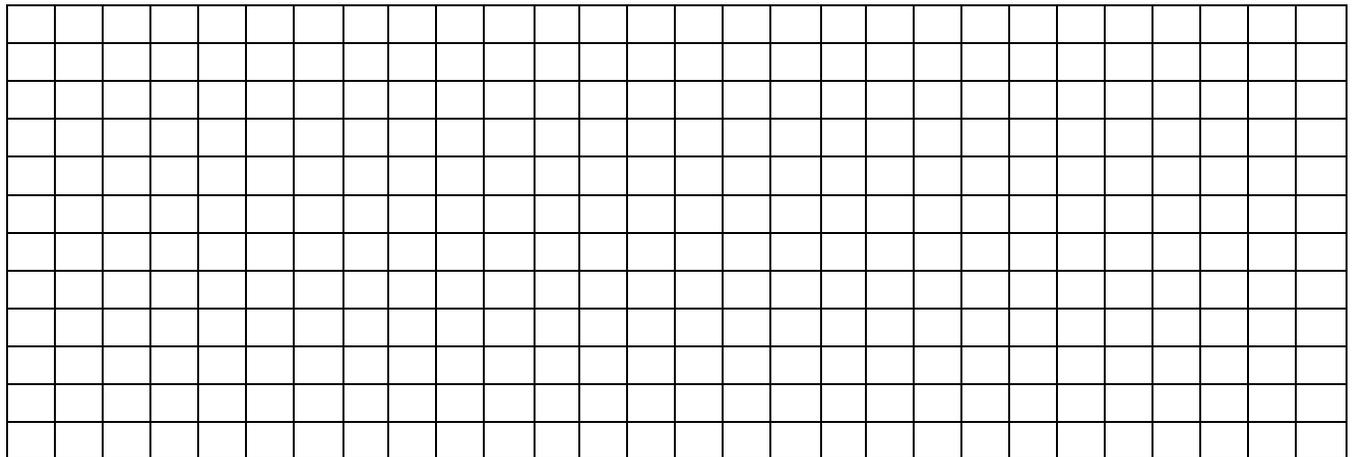
- Make a wallet card for each parent. Staples can laminate the cards for about \$2 each. Be sure to update the card anytime any information changes. Refer to the wallet card template at the end of this plan.
- Agree on a location outside your home where you would leave a note if you had to evacuate. The location should be easily accessible, yet should not make it obvious that you are not home. Place the note in a Ziploc bag to protect it from bad weather.
- Agree on a method for you to notify parents of a disaster and your response. Some parents may not be able to receive phone calls at work, others may. Come up with a plan that works for each parent.
- Talk to parents about your emergency supply kit. Ask for their help adding supplies to the kit for their child.

# 6. Complete a Home Emergency Diagram

Sketch the floor plan of your home and establish two exit routes from each bedroom. Use the symbols on the bottom of the page to label your sketch with the safe spots for each type of disaster, and emergency equipment and supplies. If there are additional floors in your house, use a blank piece of paper and clip it in this binder.



**Floor One**



**Floor Two**

Normal Exit Route 

Alternate Route 

Outside Reunion Location 

Shelter in place/safe room spot 

Fire Extinguisher 

Collapsible Ladder 

Disaster Supply Kit 

First Aid Kit 

# 7. Practice and maintain your plan

Review your plan every six months so that everyone remembers what to do in an emergency. Be sure to quiz kids on the code word, safe room plan and fire evacuation routes. Write the date this plan is due for the next review on the cover.

						Date
						Update the phone numbers and info on your Emergency Phone List.
						Update wallet cards if needed; give new cards to parents.
						Conduct a fire drill.
						Conduct a safe room drill.
						Test and recharge your fire extinguisher according to manufacturer's instructions.
						Test your smoke detectors and change the batteries, and clean out the dust.
						Replace stored water every 6 months.
						Rotate the food every 6 months – as necessary.
						Rotate the medications from the emergency kit into those you use regularly and put fresh medications in the emergency kit.
						Practice shutting off utilities. Make sure everyone knows where the tools are stored.
						Practice Duck, Cover and Hold.

*Hint: When you set your clocks in the fall and spring, also do your emergency plan updates.*

# Wallet Cards

A sheet with copies of this card is in your binder. Make copies of the page as needed. Fill out the cards, cut them out and fold them in half. Laminate the cards using self laminator sheets from an office supply store or have the store laminate them for you. Staples laminates wallet sized cards for about \$2 each.

<b>Child Care Provider:</b> Name: _____ Phone #: _____ Alt # _____	<b>Evacuation location #1</b> Name: _____ Phone #: _____ Alt # _____ Address: _____
<b>Out of area contact:</b> Name: _____ Phone #: _____ Alt # _____ City: _____ St. _____	<b>Evacuation location #2</b> Name: _____ Phone #: _____ Alt # _____ Address: _____
<b>Evacuation message location</b> _____ _____	<b>Code word:</b> _____

<b>Child Care Provider:</b> Name: _____ Phone #: _____ Alt # _____ <b>Out of area contact:</b> Name: _____ Phone #: _____ Alt # _____ City: _____ St. _____ <b>Evacuation message location</b> _____ _____	<b>Evacuation location #1</b> Name: _____ Phone #: _____ Alt # _____ Address: _____ <b>Evacuation location #2</b> Name: _____ Phone #: _____ Alt # _____ Address: _____ <b>Code word:</b> _____
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<b>Child Care Provider:</b> Name: _____ Phone #: _____ Alt # _____ <b>Out of area contact:</b> Name: _____ Phone #: _____ Alt # _____ City: _____ St. _____ <b>Evacuation message location</b> _____ _____	<b>Evacuation location #1</b> Name: _____ Phone #: _____ Alt # _____ Address: _____ <b>Evacuation location #2</b> Name: _____ Phone #: _____ Alt # _____ Address: _____ <b>Code word:</b> _____
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<b>Child Care Provider:</b> Name: _____ Phone #: _____ Alt # _____ <b>Out of area contact:</b> Name: _____ Phone #: _____ Alt # _____ City: _____ St. _____ <b>Evacuation message location</b> _____ _____	<b>Evacuation location #1</b> Name: _____ Phone #: _____ Alt # _____ Address: _____ <b>Evacuation location #2</b> Name: _____ Phone #: _____ Alt # _____ Address: _____ <b>Code word:</b> _____
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# SOUTHERN OREGON CHILD & FAMILY COUNCIL

## Safe Room Procedure

Safe Room Procedure is an effort to protect staff and children from a threat inside the building, such as a violent and/or armed intruder. This procedure is used when it may be more dangerous to leave the building than to stay in a secured room.

### PROCEDURE

If a potentially dangerous or threatening individual enters the center or you witness or hear gunshots or the sound of an explosion, immediately call out, 'Animal Crackers', and escort the children into the designated safe room. (If the threatening person is in the designated safe room, take the children into another room.)

If a staff member is attempting to talk with the intruder, **NEVER LEAVE THEM ALONE** with the intruder.

Take the cordless or cell phone with you if there is not already a phone in the secure room. Make sure there is always a staff member with the children; **NEVER LEAVE THE CHILDREN ALONE.**

Once children are inside the room, instruct them to sit down on the floor and remain quiet and still. The children must be seated in an area that is away from windows and doors. The last staff member to come into the room will make a quick sweep of the bathrooms, etc. to make sure all the children are in the room. Lock all the doors and windows and close window shades or curtains.

Call 911 and then the Main Office to let them know exactly what is happening at the center. Get your 'Safe Room Folder' and check off names of children and staff on the class list who are in the room with you.

With the threat or occurrence of gunshots or if an explosion is heard, immediately get everyone on the floor in the Drop & Cover position. Say to the children, "Everyone get into the Drop and Cover position." Have the children remain in this position until you are certain the threat of gunshot or explosion is over. Share animal crackers with the children.

Remain in the secured room with the door locked until released by the proper authorities (ie: law enforcement). **DO NOT** unlock the door; the proper authority will unlock the door from the outside when it is deemed safe.

Drop

**Duck**



*DUCK or DROP down on the floor.*

**Cover**



*Take COVER under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.*

**Hold**



*If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.*