

## **Basic Health and Safety Training Topic 7: EMERGENCY PLAN**

**Slide 2** - The purpose of your emergency and disaster plan is to assist child care staff, the children, and their families in responding to possible emergency situations. The Emergency Preparedness Plan must be reviewed at least once a year for modifications of procedures, changes in key adult staff and additions of new emergency information.

At least one center employee or Family Child Provider must complete emergency preparedness training that is approved by the Office. As part of the approved emergency preparedness training, staff must prepare a written emergency and disaster plan for their program.

Completion of this training does not meet the regulatory requirement for Emergency and Disaster Preparedness Training.

**Slide 3** - Take a few minutes to consider...

- What will you do if an emergency situation occurs while the children are in your care?
- How might your response vary depending on the type of emergency?
- What will you say to the children to reduce their fear and increase safety?
- Where will you go if you need to leave the building?
- Who are the staff and what are their roles and responsibilities with regards to emergencies?
- Where will you locate your emergency kit and supplies to make them quickly and easily accessible?
- How will you communicate with parents and local authorities?
- What are your primary and secondary routes from each space that you occupy in the home or building?
- Are all of the child and staff emergency cards accurate and up-to-date?

Every child care facility must have a written plan for managing emergency situations that may threaten the health, safety, or welfare of children and staff. This must also include a plan for how to train other staff in the implementation of a written plan. There are 3 possible actions that may be taken during an emergency situation:

### 1) Evacuation (on-site or relocation to another facility)

-It is important to identify primary and secondary evacuation locations and plans for reuniting families with their children.

### 2) Shelter in Place

-Sheltering in place should provide an area that provides the most structural resistance and is free of items that may fall. Sheltering in place is conducted in response to hazardous materials incidents, inclement weather, and natural disasters.

### 3) Lockdown

If the need arises to lockdown your program, you must lock and secure all doors and windows. Nobody is allowed in or out of the building. Gather and account for all children, staff and visitors. Keep all staff and children away from doors and windows and project a calm attitude. Post signage to alert families that the program is in a lockdown and that they will be notified when the situation is resolved.

Maintain an attendance list at all times.

The following situations should be considered in the development of your plan:

- Bus Accidents
- Bomb Threats or Suspicious Articles
- Child Generated Threats
- Disgruntled Adults
- Disruption in the Vicinity of your program such as a local fire or a car accident
- Fire or Explosion
- Hazardous Materials
- Inclement Weather
- Medical Emergencies
- Missing Child
- Natural Disasters such as earthquakes
- Pandemics or
- Utility Disruptions

Considerations must be made for children and staff with special needs or special medical care needs.

Questions to consider include:

Does your emergency plan take into consideration a child with special needs and is there a need to transport any necessary medical equipment or medications? It is important to stick to as much of your daily routine as possible, talk in a low soothing voice and inform children of changes as soon as possible.

*Your emergency and disaster plan must establish procedures for evacuating the child care program including an evacuation route, relocating staff and children to a designated safe site, sheltering in place in the event that evacuation is not feasible, notifying parents of children in care and addressing the individual needs of children, including children with special needs.*

*Your plan must contain: The name of, and contact information for the local emergency operations center, assignment of staff responsibilities during an emergency or disaster, a list of local emergency services numbers, and the radio station call sign and frequency for the local Emergency Alert System.*

*Your emergency plan must:*

*(c) Be practiced by staff and children at least:*

*(i) Once per month for fire evacuation; and*

*(ii) Twice per year for other emergency and disaster situations; and*

*(d) Be updated at least annually.*

*(4) A copy of the emergency escape route floor plan shall be posted in each area and room that your program is licensed for.*

*(5) Each employee shall be oriented to the contents of the written emergency and disaster plan as required by regulation.*

*(6) In the event of a declared emergency, the operator shall be prepared to respond as directed by the local emergency management agency through sources of public information.*

*(7) During an emergency evacuation or practice, a staff member shall take attendance records out of the center and determine the presence of each child currently in attendance.*

*Posted by each telephone and immediately accessible must include a notice stating the:*

*(1) 9-1-1 emergency telephone number to summon fire, police, and rescue services*

*(2) The programs name, address, and telephone number;*

*(3) Telephone number of the protective services unit of the local department of social services;*

*(4) Telephone number of a poison control center;*

*(5) Name and telephone number of the local health department or a physician to consult about issues regarding health and illnesses;*

*(6) Name and telephone number of the available adult as required by regulation and*

*(7) Telephone number of the Office of Child Care*

**Slide 4 - What are the roles and responsibilities of adults in your program?**

Who will call 911? Who will contact families and how will you communicate with them? Will you utilize website postings, e-mail notifications, texting, posting flyers at the facility? What must you take with you during an evacuation? Where in the facility is the safest place to shelter in place? When is the best time to practice with staff and children? If a child is transported to the hospital by emergency personnel, who will go to the hospital to be with the child until the family arrives? Who will be left with the remaining children? Who will re-supply first aid kits following an incident and ongoing basis perhaps monthly? Who will document a report for incidents to include the programs response? All staff are responsible for ensuring that children are accounted for at all times. Count and re-count children when evacuating, when sheltering in place, and when locking down a facility. The child roster must be with a responsible staff member at all times.

Share plans with families and inform families when drills will be practiced. Families should receive detailed information on what can be expected during an emergency incident and how families will receive information and updates during and after an emergency. Emphasize to families the importance of keeping emergency cards updated so that they can easily be contacted in the event of an emergency. Part of practicing an emergency drill is to test emergency numbers of families.

All staff must receive training on the emergency and disaster preparedness plan. When new staff are hired into a program, a review of the plan must be conducted immediately upon hiring. Training should include the importance of preparation and the types of emergencies that may occur. It is important to cover any special or unique needs of children and appropriate responses given to children to address children's physical and emotional needs. Where emergency numbers are kept as well as children's emergency information, first aid kits, emergency gear such as evacuation kits or emergency supplies for sheltering in place, emergency medication, floor plan safety and layout (evacuation routes), staff responsibilities and communication plans must all be shared.

Talk it, Walk it, Run it, Repeat it!

First, gather all your staff together and TALK through the drill. Who does what, when? Where? What happens next?

Second, and still just with your staff, walk through the drill. Does everyone understand their role?

Third, include the children. Since you have already run the drill with your staff, there should be no confusion. If there is confusion, the drill will not run smoothly and may leave the children without a sense of safety.

Fourth, repeat. If you need to practice more with the children it is best to do so. Debrief with staff after children have gone home to discuss changes that may need to be made.

Fire Drills must be practiced and documented once a month. Additionally, emergency drills must be practiced by staff and children at least two times per year. If overnight care is provided, emergency drills must be practiced a minimum of four times per year. Plans must be updated annually and a copy of each emergency escape route must be posted in each room licensed.

Count, count and recount the children. This is everyone's responsibility.

*During an emergency evacuation or practice drill, a staff member must take attendance records out of the program and determine the presence of each child currently in attendance.*

**Slide 5** - Where do you find emergency phone numbers? Emergency Evacuation Maps? Emergency Kit and Supplies?

Emergency numbers must be placed next to your phone. Keep a copy of emergency numbers in your emergency document file in the event of evacuation.

You must have an emergency evacuation map for every location that you are licensed for in a building. What are the two easiest exits from each space? You cannot use elevators as emergency exits.

Each program must have on hand an emergency kit with a crank-powered radio, a crank-powered LED flashlight, first aid kit and polar fleece or thermal blankets. It is the responsibility of each staff person to make themselves familiar with these items and how to use them. Fill and go crates should also be available in the event of an emergency for food, paper products and toys.

All incidents must be documented. You may develop your own formal documentation form or use an already developed form. Gather information and emergency cards on anyone involved in an incident. Continue to provide informal updates to children, family and staff during the days following an incident to keep everyone informed. Re-evaluate how your plan worked and how your plan could be improved. Plan for the next emergency by re-writing your emergency plan if needed and restocking emergency supplies.