

Emergency Preparedness Planning Guide for Child Care Centers



*Illinois Emergency Medical Services for Children
Is a collaborative program between the
Illinois Department of Public Health
And
Loyola University Medical Center*



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How to Use These Guidelines

These guidelines and template for Child Care Centers were developed by Illinois Emergency Medical Services for Children which is a collaborative program between the Illinois Department of Public Health and Loyola University Medical Center. The guidelines were developed for Child Care Centers in the State of Illinois to help them develop plans for emergency situations. These guidelines and template were developed using examples from other organizations and input from Child Care Nurse Consultants. Every attempt was made to provide accurate, up-to-date information. However, new information and procedures continue to be developed and the reader is advised to seek out other resources as appropriate. Tailor these guidelines to meet the needs of your facility/agency and consult with key representatives within your agency to ensure compliance with state and federal laws.

Acknowledgements and Citations

The following is a list of the organizations and agencies' whose information and plans were used in the development of these guidelines and template:

Bananas Handout from Bananas Child Care Information & Referral, 5232 Claremont Avenue, Oakland, CA 94618, 658-7353 (1985, Revised 2004)

Child Care Emergency Management Plan prepared by Massachusetts Emergency Management Agency 400 Worcester Road, Framington, MA 01701 and Office of Child Care Services, 66 Cherry Hill Drive Suite 100, Beverly, MA. 01915 (December, 2001)

Comprehensive All Hazard Daycare Planning Guide and Model Plan by Kitsap County Department of Emergency Management, 1720 Warren Ave, Bremerton, WA 98337(Fall, 2002)

Day Care Facilities Emergency Planning Guide prepared by: Bureau of Plans, Pennsylvania Emergency Management Agency (August 2003)

Emergency Preparedness Plan for Child Care Centers Plan Template developed by the University of Wisconsin-Madison Police Department Planning and Development, 123 East Lane, Madison, WI 53711 (May 2, 2004)

Emergency Response Planning Guide for Child Care by Healthy Child Care Vermont; California Social Services; Emergency Management Division of the Vermont Public Safety; Child Care Emergency Management Plan, Massachusetts Emergency Managements Agency and the Office of Child Development; "Early Childhood News" Planning for Disaster by Mary Zenor-Terrass (January/February 2002).

Head Start Disaster Preparedness Workbook. UCLA Center for Public Health and Disasters. 1145 Gayley Avenue, Suite 304, Los Angeles, CA 90024. (January, 2004)

Ready to Respond, Emergency Preparedness Plan for Early Care and Education Centers by Bright Horizons Family Solutions, Inc (2003)

Planning for Disaster in Child Care by Jerome M Curley, BA, MA, LCW Northeast Regional Director Massachusetts Office of Child Care Services (January, 2003)

Title 89: Social Services Chapter 111: Department of Child and Family Services, Subchapter e: Requirements for Licensure : part 406, 407, 408 Licensing Standards for Day Care Homes, Day Care Centers, and Group Day Care Homes.

Resources

American Academy of Pediatrics (AAP)

Family Readiness Kit www.aap.org/family/frk/frk.htm

American Red Cross

See phone book or www.redcross.org/where/where.html to find contact information for your local chapter. Preparedness information including helping children prepare for/cope with disaster. www.redcross.org/services/disaster/beprepared/

Children's National Medical Center

The Handbook of Frequently Asked Questions Following Traumatic Events: Violence, Disaster, or Terrorism-. www.dccchildrens.com

Department of Homeland Security

30 Tips for Emergency Preparedness for the Family
www.dhs.gov/dhspublic/display?theme=36&content=4846&print=true

Federal Emergency Management Agency (FEMA) www.fema.gov

How to prepare for specific types of emergencies: <http://www.fema.gov/help/index.shtm>

FEMA for Kids www.fema.gov/kids

Are You Ready www.fema.gov/areyouready

Illinois Department of Emergency Management (IEMA)

For Illinois preparedness information www.state.il.us/ema/disaster/disasterhtm/

Institute for Business and Home Safety

For information on insurance and recovery www.ibhs.org

National Child Care Information Center, U S Department of Health and Human Services, and Administration for Children and Families:

Emergency Preparedness for Child Care Programs. Information about child care issues and planning guides for Child Care Centers. <http://nccic.org>

National Oceanic and Atmospheric Administration (NOAA)

For weather receiver radios. Contact Pioneer HiBred International, Inc through their web site at the company's Country Store on the Growing-Point web site www.pioneer.com/growingpoint

UCLA Center for Public Health and Disasters

Head Start Disaster Preparedness Workbook

Detailed workbook on how to prepare Day Care Centers for disasters. www.cphd.uclau/headstart.aspx

Table Of Contents

The Plan: Guidelines for Developing Policies and Procedures.....	2
Mitigation	2
Preparation.....	3
Response	3
Recovery	3
Plan Content	4
Plan Specifics.....	4
Roles & Responsibilities	5
Everyone has a role in Disaster Planning and Response.....	5
Template - Emergency Plan Policy	6
Emergency Procedures.....	7
Emergency Evacuation.....	9
General Evacuation Procedures	10
Emergency Lock-Down Procedures	11
Emergency Procedures.....	12
Fire.....	12
Bomb Threats	13
Telephone Threat.....	13
Written Threat	14
Hazardous Chemical Spill	14
Radiological Emergencies due to Nuclear Power Plant Incidents.....	15
Weapons of Mass Destruction (WMD)	15
Physical and Verbal Threats.....	16
Inclement Weather.....	17
Severe Thunderstorm Watch	18
Severe Thunderstorm Warning—In addition to the above:.....	18
Tornado Watch	18
Tornado Warning—In addition to the above:.....	18
Flash Flood.....	18
Blizzard/Snow	19
Illness or Injury	19
Missing or Abducted Child care Attendee.....	20
Potentially Violent Situations	21
Hostage Situations.....	21
Terrorism	22
Utilities and Maintenance Emergency.....	23
Gas Leak.....	23
Electrical Power Failure	23
Water Main Break	23

Emergency Preparedness Planning Guide for Child Care Centers

This preparedness planning guide is directed to Child Care Center facility managers. It is intended to provide guidance when developing an emergency plan necessary to protect employees and children within the facility. Because of the differences in size and complexity between day care facilities, this guide is intended to be used as a tool and should be adapted as necessary. In smaller facilities there may be only one person to perform all of the functions listed here, and in larger facilities a large staff and child population may make a more comprehensive plan appropriate.

The Plan: Guidelines for Developing Policies and Procedures

Seventy-five percent of children under the age of five spend their daytime hours away from their parents. Most of these children are in a Child Care facility. Emergencies do happen and the probability of an emergency occurring during day care center hours is high. A Child Care administrator's primary responsibility is assuring the safety of children in their care. Therefore, it is imperative to have a comprehensive written plan with policies and procedures to be followed when a disaster occurs.

All plans should address the following four areas: mitigation, preparation, response, and recovery. The plan should be developed with input from parents, day care personnel and administrators, and should be rehearsed periodically. Recommendations are that the plan should be drilled once a month using different potential emergency situations.

Mitigation

Mitigation involves taking steps to reduce the risk and effects of a potential disaster. This process requires looking at the probability of a disastrous event occurring in your area or in your facility. Assistance with this component can be obtained through contacting your local emergency services agencies and governmental offices e.g. local law enforcement, local fire department, city or county emergency management office, the city planning office, or the local chapter of the American Red Cross. Discuss with them the plans in place for dealing with possible/probable disasters, how to integrate your facility plans into their plans and how your facility will be made aware of disaster events.

Walk around your facility and evaluate the structure for possible instability which could create its own disaster during an event, for example, of a tornado. Be aware of structures in your area that could be sources of hazardous materials. What is the magnitude or intensity of the impact on your facility? Can your facility withstand a tornado? If not, provide for an alternate shelter. Survey your internal facility for potentially dangerous placement of furniture, fixtures, loose blinds, windows, etc. Plan to fix dangerous situations. For example, bolting blinds on windows in the event of a tornado. Flying debris is one of the leading causes of death during a tornado.

Get to know your neighbors. Discuss with them mutual aid agreements and safe emergency shelter in the case of evacuation. Set up agreements with community partners to provide needed services in the event of a disaster. An important agreement is with the local transportation company to provide bus service in the event of an evacuation. This type of agreement should be in writing and is called a Memorandum of Understanding (MOU). (See appendix M for a sample of an MOU).

Preparation

Preparation for emergencies involves having a well thought out disaster plan that is practiced through the conduction of drills.

- Conduct monthly drills to familiarize staff and children with the emergency procedures.
- Use different emergency scenarios during each drill to keep staff familiar with their responsibilities during an emergency event. Critique the drill, identify opportunities for improvement and modify plan accordingly. Maintain records of all drills and critiques.
- Train new staff during their orientation and familiarize them with their role in an emergency or disaster event.
- Ensure that all staff members have an emergency home plan with contact numbers and personal emergency provisions (in a backpack) at the facility. Discuss having families of employees come to the child care center in the event of a disaster.
- Teach children evacuation procedures using developmentally appropriate language. Remember, during an emergency the staff and children will react exactly as they have been trained. Practice gives everyone confidence to know what to do. Teach older children how to call 911.

Note: Monthly fire and tornado drills are required by the State of Illinois Licensing Standards for Day Care Homes. Records are kept of the dates and times required drills are conducted.

Response

Respond to emergency situations as you rehearsed and according to your plan. Follow the advice and guidance of officials in charge of the incident.

Recovery

How quickly recovery and restoration of operations occurs following an emergency or disaster has much to do with pre-emergency planning and establishment of support agreements and mitigation efforts to lessen vulnerability. Consideration should be given to the following areas:

- Have a backup system for your computer files to assist in getting back to business as usual. The backup system should be located at a site away from your main information system.
- Identify key equipment for the safe operation of the facility. Keep a list of vendors who can provide critical repair or replacement when needed.
- Move to an alternate location until your facility is safe for operation. Negotiate an agreement with another facility to use their building in the event of a disaster. This could be arranged through a mutual aid agreement.
- Offer to assist parents in temporary placement of children in other facilities until your facility is able to reopen. Inform families of progress and time frame for restoration of operations. Compile a list of alternative sites for the children and contact these sites to establish mutual aid agreements.
- Provide anticipatory guidance to staff and families on the effects of traumatic events on children. Seek out connections with mental health professionals who could be called upon to help children and families who are having difficulties coping during the disaster aftermath.

- Conduct a damage assessment process as soon as possible with care given to the safety and security of those conducting the assessment.
- Prioritize repairs according to restoration needs. Maintain records of all damage related expenses.
- Notify insurance carriers, and contact emergency management agencies. Compile damage estimates and a list of damaged goods and equipment.
- Involve children and families in restoration activities where possible to provide closure to the disruptive event and return to normal activities.*

*Child Care Emergency Management Plan, Massachusetts Emergency management Agency and Office of Child Care Services, Framington, Ma, 01915

Plan Content

Note: The State of Illinois Licensing Standards for Day Care Homes and Child Care Centers requires "written plans for immediate evacuation in case of emergency. The evacuation plan shall identify the exits from each area used for child care and shall specify the evacuation route".

Plan Specifics

A standardized format should be used throughout the plan that clearly establishes how procedures will be carried out. Develop check lists to be sure all steps are taken and nothing is forgotten. Include a detailed description of Evacuation, Shelter-in-Place, and Lock Down procedures. Note that for some emergencies, there is a common response (e.g., the same evacuation procedure will work for fire or gas leak). Be sure to address:

- How the facility is to be notified of a disaster/emergency by municipal/government agency.
- A list of responsibilities and assignments of staff during an emergency situation.
- A description of how management will communicate a warning to occupants of the facility.
- Identified designated shelter area or best protective area inside the facility.
- Identified evacuation assembly site, relocation center outside the facility.
- How parents are to be notified.
- The parent's role in providing emergency contact numbers and the time frame required to pick up their children.
- Out of state emergency contact phone number(s) for the facility to contact and that parents can access for information regarding their child (may be used when cell phones don't operate)
- Plan for an emergency cellular phone and an alternate communication source, e.g. Walkie-Talkies, two-way radios, for use when ground telephone lines fail. If you are in a rural area consider getting a National Oceanic Atmospheric Association (NOAA) weather receiver radio (see Resources).
- Note locations of emergency communications equipment and student records on a disaster preparedness map.
- Develop emergency cards for all children and employees. For Special Needs Children adopt the American Academy of Pediatrics *Emergency Information Form* (See Appendix J). Keep

all information in a central location and update periodically. Assign one person for keeping information current and taking the information with them in an emergency evacuation.

- Obtain information from parents about their employer's Emergency Disaster Plan. Are parents able to pick up their children soon after the disaster or are parents required to stay at work?
 - Plan for extended hours of operation in the event that parents cannot pick up their children (A modified Sheltering-in-Place plan).
- Employees need to understand that they cannot leave the facility to attend to their own families in the event of a disaster. Have all employees develop their own home emergency plans and provide a copy of their emergency contact numbers.
- Include a provision for periodic review and revision of plan.

Roles & Responsibilities

Everyone has a role in Disaster Planning and Response

The Day Care Provider or Manager

- Conducts a hazard vulnerability analysis of the area and identifies potential disaster situations.
- Coordinates repairs of potential dangers identified with management and facility maintenance personnel.
- Develops (with the help of a planning team) the facility disaster plan in conjunction with local emergency management officials.
- Assures that staff and children are trained.
- Assigns emergency responsibilities to staff members. (Assign a specific person to maintain and transport pertinent files which include children's names and contact information, medical information, photos as well as employee emergency information in the event of an evacuation.)
- Secures necessary training for staff members (CPR and First Aid)
- Conducts drills and initiates plan revisions based on drill evaluations.
- Keeps parents and staff members informed of emergency plan revisions.
- Conducts periodic safety checks of the physical facility, equipment and vehicles.

The Facility Staff

- Participates in developing the emergency plan.
- Knows and understands their role and responsibilities during an emergency situation.
- Participates in emergency preparedness training and drills.
- Assumes responsibility for taking emergency supplies packs with them in the event of an evacuation.
- Helps children develop confidence in their ability to care for themselves.
- Knows locations of the main shut off valve for water, main utility box for electricity and main gas valve.

Facility Maintenance Personnel (as applicable)

- Conducts periodic safety inspections of the facility according to policy.
- Identifies shut off valves and switches for gas, oil, water and electricity.

- Shuts-off ventilating system in an emergency.
- Practices Lock Down procedures

Facility Food Service Personnel (if applicable)

- Maintains seventy-two hours of supplies of non perishable food and water for emergency use.
- Labels stockpiled food/water with date stored. Replenish stocked supplies every six months.

Parents

- Become familiar with the emergency plan and procedures they need to follow.
- Assist facility manager in developing the plan.
- Provide facility with emergency phone numbers and information regarding time required to pick up child in the event of an emergency evacuation.

Template - Emergency Plan Policy

Child Care Centers as well as schools contain a large percentage of young children at any given time. Unfortunately disasters can occur at any time. Therefore to protect and render safe the children of our facility this emergency policy/plan has been developed.

The director and staff of each Child Care Center are considered responsible for the safety of children and will coordinate actions with the community's public safety officials, landlords, and with families of the children in their center. We recognize that the safety and well being of children and staff shall always take first priority over all other considerations.

In the event of an emergency situation this Emergency Plan will be activated.

- 1) Causes for evacuation include but are not limited to: fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic fumes, electrical, heat, water and structural failure.
- 2) In the event of Weapons of Mass Destruction event (WMD), evacuation to a predetermined location may be called by the local fire, and/or police authorities. In an emergency, evacuation of the facility should proceed as rapidly and safely as possible.
- 3) Possible evacuation scenarios include: Shelter-in-place, on-site evacuation, and off-site evacuation.
- 4) Evacuation routes are posted in each area and in public view showing exits and directional paths for traffic flow. Copies of the floor plan shall be given to the local Fire Department and the local Emergency Management Agency.
- 5) In the event of a major environmental hazard that necessitates a large evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, the local government agency will determine the mass shelter location. All employees are to accompany their assigned children to the shelter and remain with them while family/guardian/emergency contacts are notified and arrangements are made for their pick up.
- 6) When handicapped children or children with special needs are in the facility, employees will be assigned to individual children for evacuation.

- 7) All personnel will receive orientation and training in his or her responsibilities within the plan annually. In addition, all personnel should carry or know the location of "Quick Reference Guides" for emergency procedures.
- 8) Each child will receive training concerning emergency evacuation procedures.
- 9) Monthly drills are to be conducted and all possible emergency scenarios covered on a rotating basis. Written reviews of the drills are kept with the plan for reference and updating of plan. (See Appendix H for Procedures for conducting a Fire Drill).
- 10) An employee will be designated to process parents/guardians as they pick up their children. No child is to be left alone.
- 11) In the event parents are unable to pick up their children, the child care center will remain open and the children will be cared for until picked up by their parent /legal guardian or designated person (with proper identification) .
- 12) All personnel will have home emergency management plans in place. Copies of family plans with designated meeting areas and contact phone numbers are to be included in pertinent information files which are taken to shelter and/or off-site in the event of an evacuation.
- 13) The plan will be reviewed annually and updated as needed. A copy of a summary of this plan should be forwarded to the local Fire Department and Emergency Management Agency.

Note: The Illinois State Licensing Standards for Day Care Homes and Child Care Centers requires that "the caregiver shall refuse to release a child to any person whether related or unrelated who has not been authorized, in writing, by parents or guardian to receive the child. Persons not know to the caregiver shall be required to provide a driver's license (with photo) or photo identification card issued by the Illinois Secretary of State to establish their identity prior to a child's release to them". The facility "shall maintain a record of the person to whom the child was released, the date and time that the child was released, and the manner that the child left the facility (whether on foot, by passenger care, by taxicab or other means of transportation.

Emergency Procedures

The director and staff of each center are considered responsible for the safety of children and will coordinate actions with the community's public safety officials, landlords, and families of the children in their center. If a Child Care facility is located in a larger building which has its own emergency response plan, their plan should be incorporated into the larger response plan. Emergency instructions and direction will be taken from the local emergency agency in charge of the event. The Director of the Child Care Center will oversee the situation at their facility. The director should follow all requests from emergency personnel on scene, i.e., Fire, Police and EMS. In the Director's absence, the Assistant Director or designee will oversee the emergency response.

The following is a list of staff responsibilities. List a primary and back up staff member for each responsibility.

- Person responsible for making the call to 911.

Primary: _____

Back Up: _____

- Person responsible for keeping the building attendance list accurate and up-to-date and bringing the list when evacuating or sheltering in place.

Primary: _____

Back Up: _____

- Person responsible for carrying off-site the Emergency Supply Pack(s).

Primary: _____

Back Up: _____

- Person responsible for ensuring that the first aid kit is present during an emergency.

Primary: _____

Back Up: _____

- Person responsible for providing first aid if needed.

Primary: _____

Back Up: _____

- Person responsible for dispensing medications to child care attendees and staff.

Primary: _____

Back Up: _____

- Person to lead evacuation lines.

Primary: _____

Back Up: _____

- Person or persons responsible for evacuating disabled children

Primary: _____

Back Up: _____

- Person responsible for taking off-site the emergency contact information for all child care attendees and staff.

Primary: _____

Back Up: _____

- Person responsible for ensuring all child care attendees, staff, and guests are accounted for.

Primary: _____

Back Up: _____

- Person acting as searcher to ensure that everyone has left the building. Responsible for checking restrooms, vacant rooms, storage areas, and other spaces children may be hiding.

Primary: _____

Back Up: _____

- Person responsible for closing windows and doors before evacuating.

Primary: _____

Back Up: _____

- Person responsible for organizing and documenting information at the designated child care attendee pick-up point.

Primary: _____

Back Up: _____

The preceding information should be discussed with every facility staff member to help reduce confusion during an emergency. This information should be kept with the plan and/or in a location that is easily accessed (See Appendix B).

Emergency Evacuation

Depending on the nature of the emergency, there are four types of evacuation procedures.

- **Sheltering-in-place and “Lock Down”:**
Keeping children and staff in place inside the building, and securing the facility for the immediate emergency. Example of sheltering-in-place would be a tornado emergency or shooting inside the building.
- **Evacuation of facility:**
Movement of children and staff out of buildings that are affected by the emergency and relocating them to other areas usually outside on the playground.
- **Off-site evacuation:**
Movement of children and staff out of the entire facility to a designated shelter. (The “safe haven” facility should be alerted of your arrival)
- **Evacuation away from the facility.**
Directed to off-site facility by a government agency in the event of a threat (natural or WMD) to the children and facility. (Arrange for transportation; obtain contact person’s phone number and any other pertinent information regarding the nature of the threat.)

The following have been designated as safe areas for this facility in each of the three evacuation procedures:

Shelter in Place #1 (Tornado): _____

Shelter In Place #2 (Lockdown): _____

On-Site Evacuation (In the facility): _____

On-Site Evacuation (On facility grounds): _____

Off-Site Evacuation (Site #1) _____

Off-Site Evacuation (Site #2): _____

Phone Numbers

Transportation arrangements: _____

Bus _____

Van _____

Car _____

General Evacuation Procedures

In the event of a fire, inclement weather, facility emergency, bomb threat, or any other situation that results in the facility needing to be evacuated, all staff should adhere to the following.

- The facility director or designee will call 911 and indicate the need for assistance.
- Evacuate all child care attendees and staff members to a designated safe area away from the building as quickly as possible.
- **Before** leaving the facility, confirm attendance by conducting a **Roll Call** to ensure all children and staff members are accounted for. Bring attendance list along to evacuation site. If possible, a staff member (secretary) should bring along children's and staff's records.
- During the evacuation, child care attendees and staff should adhere to predetermined evacuation routes as much as possible. However, staff should not hesitate to alter the designated route if it is unsafe.
- The staff will evacuate children as follows:
 - **INFANTS**
Put up to four non-mobile babies in an evacuation crib or put two infants in rescue packs carried over shoulders of staff or carriers to evacuate.
 - **TODDLERS AND PRESCHOOL**
Gather children in a group and supervise an orderly evacuation to the designated assembly area.
 - **SPECIAL NEEDS CHILDREN**
These children will be assisted by specific staff members who have been trained in their role to evacuate children.

- Emergency disaster packs/backpacks are carried out by designated staff.
- Once child care attendees and staff report to the designated safe area, a **second Roll Call** should be made to ensure that everyone has exited the building safely.
- **No** person should return into the facility until it is deemed safe by the proper authorities.
- The facility director or designee will carry the facility cellular phone or other communication device to notify children's parents of the situation and the pick-up point for the children.

Note: Under no circumstances are staff to stop for any of their own or children's personal belongings, including, jackets, shoes, etc. (See Appendix C for Evacuation Quick Reference Sheet)

Emergency Lock-Down Procedures

Lock-Down procedures will be used in situations that may result in harm to persons inside the Day Care facility, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building director, designee or public safety personnel.

- The building director or designee will announce the "Lock-Down" over the public address system or other designated system. The alert may be made using a pre-selected code word (see appendix E for quick reference sheet and code word).
- In a "Lock-Down situation all children are kept in classrooms or other designated locations that are away from the danger.
- Staff members are responsible for accounting for children and ensuring that no one leaves the classroom or safe area.
- Facility maintenance personnel secure building entrances, ensuring that no unauthorized individuals leave or enter the building.
- Staff and children remain in the class room locking the classroom door, if possible, turning off the lights, covering the windows, encourage children to get under desks, behind cabinets, etc and (if possible) engage in quiet story time activities with the children until "all clear" is announced.

NOTE: There may be an opportunity to evacuate some of the children. The administrator or staff designee will notify the classroom(s) to evacuate and specify the route take out of the building and the designated area for assembly outside. The importance of staff and children remaining calm cannot be over emphasized. Quick, silent evacuation is the goal. (See appendix E for Lock Down Quick Reference Sheet)

Emergency Procedures

(See Appendix A for the Child care Facilities Incident Response Guide)

Fire

In case of a fire:

- 1) The area should be evacuated immediately
- 2) Fire alarm should be pulled
- 3) 911 should be notified of fire location.

***Note:** Illinois State Licensing Standards for Day Care Homes and facilities requires that "in the event of a fire, the day care home shall be evacuated immediately and the children's safety insured before called the fire department or attempting to combat the fire".*

Evaluate the situation:

- 1) Where the fire is located
- 2) The location of the fire within the facility
- 3) The size of the fire
- 4) The nature of the fire

The nature of the fire is key in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

- 1) **Yellow smoke** may indicate the presence of toxic gases. Evacuation should proceed **immediately** and no effort should be made to extinguish the flame.
- 2) **Gray smoke with brown wisps** is indicative of any electrical fire. Again, the area should be **evacuated immediately**, and all should stay clear of the area.
- 3) **Gray-black smoke is indicative** of a primary fire. The first priority remains evacuation of the immediate area, call 911 and then decide whether or not to try to extinguish the fire. This should only take place if there is no imminent danger of smoke inhalation to the staff.*

*Child Care Facility Emergency Plan Template from Wake County Emergency Management Agency Emergency Preparedness Team

Life safety is our first priority. No matter how small or large the fire is, 911 should be called and an evacuation should begin.

If the fire is small and is not located in a room where child care attendees are present, a fire extinguisher may be used to put out the fire. This should only be done if the staff responding to the fire has received the proper training. In additions, the staff should not fight the fire if there is any imminent threat to their safety.

- *The Child care Facility's* fire extinguishers are located in the following areas.

- ✓ _____
- ✓ _____
- ✓ _____

- A **ROLL CALL** of all the child care attendees and staff should be taken to ensure that everyone is out of the building. If there is any threat to the children and staff at the designated evacuation site, an immediate evacuation to a different location is necessary.
- The facility director or a designated person should go to a visible location to help direct the fire department to the facility. Once the fire department arrives on scene, the facility director or designee should establish contact with the fire department official to discuss what information is needed by the fire department.
- When possible all windows and doors in the facility should be shut, and all electrical switches should be in the off position. This should be done while keeping in mind that both the children and staff need to be evacuated in the shortest time possible.
- The facility director or designee should make sure no child or staff member attempts to re-enter the facility until cleared by the fire department.

Bomb Threats

Any bomb threat should be taken seriously and treated as a real situation until proven otherwise.

- Any suspicious packages or letters should be reported to authorities.
- **Evacuation should be out of the facility and to another location as far from the facility as possible.** The area that is being evacuated should be searched quickly for information that may be important for the responding law enforcement.
 - Upon arrival of the law enforcement response team, the facility director or designee will assist with any questions that the law enforcement response team may have.
 - **No person should enter the facility** until the law enforcement response team has been consulted and the situation has been resolved.

Telephone Threat

The staff member taking the call should notify another staff member that a bomb threat is in progress so that:

- The building may be evacuated immediately.
- The facility director or designee will contact local law enforcement via 911.
- The staff member talking to the caller should keep the caller on the line as long as possible.

- Information should be recorded as quickly and accurately as possible. The following information should be noted.
- The time the call was received
- The caller's exact words
- A description of the caller's voice
- If possible, the staff member should also ask the following questions:
- Where is the bomb located?
- When is the bomb set to go off?

(See Appendix I for Bomb threat Report Form)

Written Threat

- The staff member that receives the written threat should handle the letter as little as possible, and should save all materials that were contained in the letter. All materials involved in the threat should be turned over to local law enforcement authorities.
- Local law enforcement should be contacted by calling 911.
- The facility director or designee should be notified of the letter.
- The building should be evacuated until it is determined that there is no longer any danger.

Hazardous Chemical Spill

The following section is a general response to a hazardous chemical spill in the Child Care facility. In general, the most dangerous chemicals located on the premises will be locked in a secure location. When handling chemicals, be sure to follow the instructions written on the product. Never mix products together.

- **Evacuate the area immediately** if a hazardous chemical is spilled.
- Do not turn any electrical switches on or off when exiting the room. Eliminate all open flames.
- Evacuate to an area upwind and uphill from the location of the spill if possible.
- The facility director or designee will contact 911 and notify them that there has been a "hazardous materials spill".
- No person should try to contain, touch, or identify the hazardous material.
- Staff should not attempt to rescue anyone who has passed out due to fumes given off by the hazardous materials spill.
- If any child or staff has come into contact with a hazardous material, the chemical should be washed off immediately with water.
- No person should enter the facility until authorized by *Fire Department Hazmat team*.

Radiological Emergencies due to Nuclear Power Plant Incidents

The Nuclear Regulatory Commission requires that each plant have specially-developed offsite emergency response plans for everyone within ten miles of the plant. The plans are maintained by county and local emergency management agencies.

If your facility is within ten miles of a nuclear power plant (or if you THINK you are) contact your EMA office to ensure that your plans fit into the larger plans that are maintained for the entire Emergency Planning Zone around the plant.

In addition, many types of hazardous substances including radioactive materials are shipped daily across the state. Municipal EMA's and fire departments maintain information concerning extreme hazardous and radioactive materials that are stored, used, or manufactured in the area. Contact them when developing your facilities plans to coordinate activities in the event of an emergency.

Warning

Warning of a hazardous or radioactive materials incident is usually received from the fire or police department or the EMA when such an incident occurs close to or on a facility property.

■ Response

- Determine whether it is safer to shelter in place or to evacuate the facility.
- If it's necessary to evacuate the area follow your evacuation procedures, and move crosswind; never directly into or against the wind which may be carrying fumes. Upon reaching a point of safety take a Roll Call.
- Occupants must not return until the emergency services personnel have declared the area to be safe.

Weapons of Mass Destruction (WMD)

The following section gives a general response to a Weapon of Mass Destruction incident. Since this is a worst-case scenario for the facility and the community as a whole, the safety of children and staff should be the major concern.

- If there is reason to suspect that a WMD event has originated in or near your facility, call 911.
- If the facility needs to respond to a WMD event, the facility director or designee should **monitor the battery-powered radio for updates.**
- **IF THE SITUATION CALLS FOR SHELTERING-IN-PLACE, TAKE THE FOLLOWING STEPS.**
 - Facility staff will close and lock all windows and doors.
 - Duct tape all windows, doors and vents.
 - The facility director or designee will turn off the heating, ventilation, and air conditioning system.
 - The child care attendees and staff should move to a designated interior room, located in the highest place possible with a bathroom attached.
 - Be sure that emergency supplies are available in designated area. If not assign staff to locate and bring emergency supply pack/backpacks with them into the shelter.

- Once all child care attendees have been accounted for, the facility director or designee should tape off the door in an attempt for a better seal.
 - Location of duct tape _____
 - The facility director or designee should continue to monitor the battery-powered radio for information updates, in case an announcement is made for evacuation.
- **IF THE SITUATION CALLS FOR EVACUATION OF THE FACILITY, TAKE THE FOLLOWING STEPS:**
- The facility director or designee will monitor the **battery-powered radio** for directions on where to relocate and the proper routes to take. (Transportation arrangements are made by the local emergency agency).
 - Until the facility is ready to be evacuated, the facility staff will shut and lock all windows and doors.
 - The facility staff will follow all the general evacuation procedures.
 - The facility director or designee should carry the facility cellular phone (if available) to contact child care attendees' guardians to let them know the status of the situation and where their children are being transported if it is different from the normal evacuation site.

Physical and Verbal Threats

The following information is a general response to physical threats that may present itself in the Child Care facility. This includes threats that come from outside the facility, as well as inside of the facility. In every situation, the facility director and facility staff members should evaluate the situation, and only address the situation when their safety is not compromised. If any person in the facility does not feel safe in the situation 911 should be contacted, if it can be done in a safe manner.

- All physical threats made inside or outside the child care facility should be taken seriously.
- Report any physical threats directed towards the children or staff members to the facility director and document the threat.
- If the physical threat comes from within the facility, the facility director notifies the police of the incident and communicates with the staff members who were involved in the incident.
- Staff members involved in the altercation should be separated. Appropriate administrative actions should be taken to insure the safety and well-being of the children.
- Children should be removed from the area in which the altercation is taking place, and should return only after the situation has been resolved, if it can be done in a safe manner.
- If the physical threat comes from outside the facility, the facility director is notified of the incident. The facility director will notify the police of the incident.
- Child care attendees should be removed from the area in which the altercation is taking place, and should return only after the situation has been resolved, if it can be done in a safe manner.
- All verbal threats will be treated the same way as physical threats.

Incident Weather

Consider investing in a National Oceanic and Atmospheric Administration (NOAA) weather receiver radio. The radio is particularly important for facilities in rural areas where there are no siren alerts for approaching storms or tornados especially at night. (See References)

- Monitor winter storm watch, warnings, blizzard warnings or travel advisories. Check the status off:
 - Battery powered radios
 - Flashlights
 - Back-up lighting, power
 - Heat
 - Cell phones
- Consider pre-storm closing (night before) or early closing depending on conditions. Release non-essential staff in accordance with center closing procedures.
- Arrange for snow and ice removal as well as possible debris removal such as fallen trees and utility lines.
- Facility staff should follow these general rules during weather emergencies.
- The facility director has designated _____ as the safe place for the children and staff. (Shelter-in-Place)
- Staff should keep voice contact at all times, and all staff members should have flashlights and emergency packs/backpacks available.
- Take a ROLL CALL before moving to the safe place, after arriving at the safe place, and finally, after leaving the designated safe place.
- Once the storm has passed and there is no more danger to the children and staff, the following steps should be taken.
 - If any medical attention is required, first aid should be administered. If the situation warrants it, contact 911 for medical assistance.
 - The staff should once again do a ROLL CALL to ensure that all child care attendees and fellow staff members are safe.
 - Staff needs to walk through the facility looking for any damage created by the inclement weather, such as fire, water, or structural damage. Report any damage according to the Emergency Preparedness Plan for Recovery.
 - Utilities of the facility should be tested to ensure that the operations of the facility have not been compromised.
- Any vendors that provide services should be contacted if problems occur as a result of the inclement weather.

Following are directions for specific inclement weather emergencies.

Severe Thunderstorm Watch

- The facility director or designee will advise all staff of the weather conditions that are approaching.
- The facility director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.
- Outdoor activities should be modified to ensure that quick access to shelter is available.

Severe Thunderstorm Warning—In addition to the above:

- All outdoor activities should be terminated and shelter should be taken.
- The facility director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call 911 to report it.

Tornado Watch

- The facility director or designee will advise all staff of the weather conditions that are approaching.
- The facility director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.
- Outdoor activities should be modified to ensure that quick access to shelter is available.
- Upon the approach of thunderstorms, cease all outdoor activities that may delay seeking shelter.
- The facility director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call 911 to report it.

Tornado Warning—In addition to the above:

- The facility director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call 911 to report it.
- The facility director or designee will turn off all utilities if time permits and it can be done safely.
- The facility director or designee will have all staff and child care attendees move to their designated safe locations.
- The designated location for tornado safety is: _____

Flash Flood

- The facility director or designee will advise all staff of the weather conditions that are approaching.
- The facility director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.
- The facility director or designee will move records and valuable equipment to higher floors. Chemicals that are in the facility should be stored in locations where floodwaters will not come into contact with them.
- The facility director or designee will make transportation preparations to move children and staff in the event that an evacuation is needed.

- The safe area to be evacuated to is: _____

- The safe route to take to this location is _____

- If evacuation is necessary and time permits, staff members or employees will unplug all electrical appliances. If time permits, all loose outdoor equipment will be moved indoors.

Blizzard/Snow

- The facility director or designee will advise all staff of the weather conditions that are approaching.
- The facility director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.
- Outdoor activities should be modified to ensure that quick access to shelter is available in the case of hazardous conditions.
- If evacuation is necessary, the facility director or designee will ensure that proper transportation has been arranged to move the children and staff to the designated safe area. This area can be the same as the flash flood location.

Illness or Injury

Note: the Illinois State Licensing Standards for Day Care Homes and child Care facilities requires that a person trained in CPR and First Aid be on site (in the home or Child Care facility) whenever children are present.

The following information is a general response to injuries or illness that may present itself in the Child Care facility. In every situation, staff members should evaluate the situation, and only address the situation when their safety is not compromised.

The facilities first aid kits are located in the following locations:

- A. _____
- B. _____

- The staff responsible for the child will employ first aid techniques as trained. This should only be done if the staff can do so safely. The facility director should also be notified of any major illness or injury and Emergency Medical Services (EMS) should be activated by calling 911.
- If the staff is not trained in the proper first aid techniques, the staff member should contact the facility director or designated staff that has been trained in the proper first aid techniques.
- If the child has fallen from a high place, do not move the child unless there is a life-threatening situation.
- If the child has consumed some type of poison, the staff responsible for the particular child will contact Poison Control at **(800) 222-1222 (24 hours)**.

- If medical attention is required immediately, the staff responsible for the child will have a fellow staff member contact 911.
- The facility director or designated staff member (preferably the staff member who is responsible for the child) will accompany the child.
- If the illness or injury does not require immediate medical attention but requires a doctor's care, the facility director or designated staff member will arrange for transportation to the emergency room, pediatric clinic, or hospital. This will be done per the instructions of the parent or guardian.
- The facility director or designee will notify the parent or guardian of the situation and what is being done.
- The staff responsible for the child will document treatments and any action that took place due to the injury or illness.
- The staff responsible for the child will document treatments and any action that took place before the child's passing.

Missing or Abducted Child care Attendee

The following information is a general response to a missing or abducted child.

- If a child is not accounted for at any time, the staff member responsible for the child should search the premises for them. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the facility director should be notified that the child is missing.
- The staff member should also double-check to confirm the location of the child such as the pick up of the child by their parent or guardian.
- Begin Lock Down procedure. All exits monitored by employees letting no one in or out of the facility.
- The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features. The following information should be written down.
 - Child's name, age, height, weight, date of birth, and hair color
 - Child's clothing that he/she was wearing that day, along with any other identifying features
 - The time at which the child was noticed missing
 - If child abduction is suspected, were there any suspicious vehicles or persons located around the Child Care facility? If so, what was the appearance of the person or vehicle?
- The facility director will notify the guardians of the child that the child is missing from the facility.
- While the police are en route to the facility, the staff of the Child Care facility will continue to search the facility for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
- The facility director will stay on the facility premises at all times to be the contact person for the police department, as well as the missing child's guardians.
- The police should be asked to activate Amber Alert by the facility director.

Potentially Violent Situations

A potentially violent situation such as a hostage situation, disgruntled person, and unstable custody may be cause for a selective evacuation procedure. The premise behind a selective evacuation is that it enables large numbers of children and staff to stay out of harms way when an individual is on-site who is potentially violent.

If a potentially violent individual gains access to your facility and leaves:

- Immediately call 911/Police and notify security.
- Indicate to security and another center administrator that you may have a condition for selective evacuation (this may be within the building if the potentially violent person does not leave the area).
- If the individual cannot be isolated and chooses to leave the premises, allow them the freedom to exit making sure to note their car make and model, license plate, and the directions of their travel. Communicate this immediately to the 911 dispatcher.

Note: If the individual is leaving and taking a child or staff member, it is still often better to let the individual leave rather than prompt a confrontation that would increase the risk of injury.

If a potentially violent individual gains access to your facility and remains:

- Immediately call 911/Police and notify security and seek advice on how to handle the situation.
- Indicate to security and another center administrator that you may have a condition for a selective evacuation. If you have any reason to believe the individual has a weapon, order a selective evacuation, if possible.
- Try to isolate the potential aggressor from as many adults and children as possible. Seek to draw the individual(s) to the office, break room, conference room, or other less populated area. If the individual has entered a classroom, seek to draw him into the least utilized portion of the room.
- Remain calm and be polite.
- Do not physically restrain or block their movement.
- While you are engaging the potentially violent individual, other available persons should direct unaffected classrooms to move to locations around the facility that are farthest from the incident point. This selective evacuation should precede room-by-room and as orderly and quietly as possible, being careful to use routes not visible to the incident point.
- Once the police arrive they will take over the situation, negotiate and dictate further movements.
- If a decision is made to relocate to the alternate site while negotiations go on, follow the appropriate evacuation procedures.

Hostage Situations

Although considered improbable, the child care facility may be subject to hostage situations either from disgruntled employees, parents/guardians, or terrorists.

- Remain calm.

- Remain polite.
- Follow the hostage takers instructions.
- Any available staff should call 911.
- Do not resist.
- Do not try a rescue.

Pay attention to the captor(s) try to get details of what they want and accommodate them.

- Provide as much information as possible to the police when they arrive.
- DO NOT PUT YOURSELF IN DANGER

Alerted staff members will close the doors of their areas of responsibility.

- Lock classroom doors, pull down shades, turn off lights, and have children secured under desks, behind cabinets, etc. Try to conduct quiet activities which keep the children engaged until the situation is resolved.

Terrorism

Preparation

The federal Department of Homeland Security tries to communicate the level of threat by using a color-coded system called the Homeland Security Alert System (HSAS). Governmental, public, and private facilities should watch for changes in the color codes and adjust their activities Be vigilant, constantly on the lookout for unusual persons or things such as:

- Unusual unsolicited deliveries
- Suspicious items left around the outside of the facility
- Individuals “handing around” for no apparent reason
- Enforce facility security. Restrict visitors to only public areas. Ensure that all visitors are identified and appropriately cleared before they enter the facility.
- Bear in mind that the criminals/terrorists may have multiple attacks planned. They might use an explosion to get you to evacuate, and be waiting to take children hostage once you get them outside. This is the reason we do not give details of our emergency plans to anyone who doesn't need to know. It's also a good idea to check to see if the “Coast is clear” before you try to move the children

(See appendix K for Homeland Security Advisory System Recommendations for Day Care Centers).

Utilities and Maintenance Emergency

The following section is a general response to problems that may present themselves in the center.

Gas Leak

If anyone in the facility smells gas, take action immediately. Pull the fire alarm and evacuate the building.

- 911 should be notified that there is a possible gas leak at the facility.
- The facility director should be notified of the situation, and the facility director or designee will notify the rest of the staff.
- Designated staff: _____
- The children and staff should evacuate the building.
- Do not turn ON or OFF an electrical switch.
- The facility should not be entered by anyone until the fire department announces it is safe to return.

Electrical Power Failure

In the event of a power failure and if the building has a back-up generator the buildings emergency generator should turn on automatically.

If there is no backup generator:

- Contact the electric company
- If there is danger of fire, evacuate the facility.
- If an electrical short is suspected, turn off power at the main control point.

Water Main Break

- Call facility maintenance personnel
- Shut off the valve at the primary control point.

The decision to close the facility or delay its opening will be based on the following factors:

- **The amount of natural light in the facility**
- **The temperature in the facility.**
- **The ability and necessity of heating food and formula**
- **The risk to the health and well being of children and staff**

(See Appendix F for Written Guide on General Utilities/ Maintenance Problems)