

# **CHILD CARE**

## **EMERGENCY MANAGEMENT PLAN**

**Massachusetts Emergency Management Agency  
&  
Department of Early Education and Care**

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Emergency Management Guide for Business and Industry, ARC 5025, November 1993.  
Coping With Children's Reactions to Hurricanes and Other Disaster, FEMA 184, October 1989.  
Helping Children Cope With Disaster, FEMA L-196, February 1993.  
ARC 4499.

## **1.0 Introduction**

The (childcare facility) could be subject to an emergency situation affecting the facility or as part of a larger scale event. The director and staff are responsible for the safety of children, and will coordinate actions and/or requirements with community public safety officials and parents/guardians.

The impact of an emergency on children can have lasting effects on their well being. Caregivers and families must manage the response to the emergency as well as helping children cope with their feelings, fear and needs during and after the emergency. Respecting the child's feelings, and involving them where possible in recovery activities can reduce stress and anxiety.

The intent of this plan is to assist the staff in responding to emergency situations, provide information to family members concerning emergency planning, and provide a basis for restoration of services. This plan contains emergency response information for the following situations:

### **NATURAL HAZARDS:**

- Severe Weather
- Snow and Ice Storms
- Tornado
- Hurricane
- Earthquake
- Flooding

### **TECHNOLOGICAL HAZARDS:**

- Fire
- Utility Disruption (Heat, water, power)
- Hazardous Materials
- Bomb threat or threatening telephone call

### **PERSONAL SAFETY:**

- Medical Emergency
- Missing Child
- Unauthorized/Suspicious Person

The plan will also address protective actions such as:

- Evacuation
- Shelter-in-Place
- Recovery and Restoration of Operations

## **FACILITY ORGANIZATION**

Describe location, size of student & staff, operations, management.

Include organization chart: (example)



Describe basic safety features such as fire suppression, first aid, security, and room or space uses.

Refer to figure 1 facility diagram showing interior spaces, use, exits.

Figure 1

Facility floor plan with evacuation routes, shelter areas, fire alarms, fire suppression equipment and extinguishers. Indicate Emergency Assembly Area (s) or routes to the area (s).

Each facility should list information specific to them

**EMERGENCY NOTIFICATION**

MEDICAL EMERGENCY.....911  
POLICE.....911  
FIRE.....911  
RESCUE.....911  
HOSPITAL.....  
POISON CONTROL.....1-800-562-8236  
MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY .1-800-982-6846  
UTILITIES - ELECTRIC.....  
    GAS.....  
    WATER.....  
    LPG.....  
STAFF CALL DOWN .....SEE 1.12

**NEWS MEDIA**

    RADIO STATIONS  
        CALL LETTERS.....  
    TELEVISION STATIONS  
        CALL LETTERS.....  
    CABLE SYSTEM  
        CALL LETTERS.....  
    NEWSPAPERS

List other key information, such as:

Office of Child Care Services.....appropriate Regional Office  
Dept. of Social Services.....(617) 626-2000, (800) 792-5200

List facility specific information

**STAFF CALLDOWN/TELEPHONE ROSTER**

NAME.....TELEPHONE      NUMBER

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## **2.0 NATURAL HAZARDS**

Natural hazard emergencies relate to conditions caused by weather, weather related effects, and geological events such as earthquakes.

### **SEVERE WEATHER**

Severe weather may be predicted over several days in advance in the case of hurricanes and winter storms or within a few hours or less for tornado and other wind, rain, or ice storms. Listening to weather forecasts and storm watch or warnings is critical to being prepared. The National Weather Service issues storm watch and warnings through commercial television, radio, cable (Weather Channel) and NOAA weather alert radios. Such announcements are carried over the Emergency Alert System (formerly EBS) on TV, radio, and NOAA radio.

In general:

A. Severe Weather Watch means that conditions are present that could cause a weather emergency in the areas mentioned.

B. Severe Weather Warning means that severe weather is expected and that precautions should be taken in the affected areas.

Attachment 5-3 National Weather Service Criteria describes various weather advisories and warnings.

### **Snow and Ice Storms**

Severe snow and ice storms can result in the shutdown of facilities, closed roads, and damage to power lines and structures.

Monitor winter storm watch, warnings, blizzard warning or travel advisories.

Consider pre-storm closing (night before) or early closing depending on conditions.

Arrange for snow and ice removal as well as possible debris removal such as fallen trees and utility lines.

Check status of battery powered radios, flash lights, and back-up lighting, power, and heat.

### **Tornado**

Tornadoes do occur in Massachusetts, with late spring and summer presenting conditions where tornadoes can form. Weather fronts that can produce tornadoes may also generate severe rain, wind and hail that can cause serious damage. A Tornado Watch means that a tornado is likely over a large area, A Tornado Warning means that a Tornado has been sighted, or is indicated on weather radar in a specific area.

Monitor Tornado Watch, Warnings or Severe Thunderstorm Watch/Warning.

Direct students and staff to pre-identified shelter space preferably in an underground area of the facility, or an interior area away from windows, if appropriate. Bring a cordless telephone to the shelter area. Refer to figure 1 for shelter locations. If there is no basement available, move to an interior hallway on the lowest level of the building. Seek protection under a desk or table. If out doors, seek shelter in a low lying area, culvert.

Report any injuries, and damage to the facility or utilities.

Use caution when entering a damaged building.

### **Hurricane**

Hurricane season lasts from June through November, but the period of August-September has seen the most hurricanes with an impact on New England. Hurricanes generate winds from 74 to 160 miles per hour. Heavy rainfall may produce flooding inland, and tidal surge can damage coastal areas. Hurricanes may also trigger tornadoes.

Monitor Hurricane Watch and Warnings.

Secure outside equipment.

Check status of battery powered radio, and alternate light sources.

Remain indoors until storm passage is confirmed. Hurricanes often have a lull as the eye of the storm passes.

Prepare to evacuate if necessary. Move records, computers and other equipment to safer areas within the facility or move to another location. See attachment 5-1 Evacuation Checklist.

If necessary, evacuate students and staff to a more secure facility. Consider road and safety conditions before doing so.

Provide information on where you have evacuated to for parents. This information should be provided in an annual notice to parents. See attachment 5-1B, Parent/Guardian Emergency Evacuation Plan Information.

### **Earthquake**

Minor earthquakes are common throughout New England. There is some potential for more serious earthquakes. Damage to structures, and utilities and injury to people from falling debris can be expected. Assess your facility to reduce the potential for shelving, fixtures, or heavy equipment to cause injury if shifted suddenly.

Ensure that building and safety codes are followed during construction or renovations.

Know where and how to shut off electricity, gas, and water service.

Locate the safest locations in each room away from windows and potential falling objects.

During an earthquake, take cover to protect from falling objects indoors and outside.

Afterwards, when leaving the building, use stairways and avoid windows, skylights, and damaged utility lines.

### **Flooding**

Flooding may result from heavy precipitation and build over several days or occur rapidly in the form of flash floods. Dam failure can inundate down stream areas.

Monitor announcements of Flood Watch or Warnings

Review community Flood Insurance Rate Maps to determine if your facility, travel routes or host facility are in flood inundation areas.

Inspect facility for area prone to flooding, and what records or other equipment can be moved higher in facility. This includes utilities such as heat, etc.

Close or evacuate facility if needed. Heed evacuation order from public safety officials.

Determine if your facility is in the dam failure inundation area for dams nearby or in other communities.

### **Technological Hazards**

Technological hazards concern emergency situations that may arise from man made or technological factors, materials or processes.

**Utility Disruption (water, heat, electricity, other)**

Utilities may be disrupted during a storm or a more localized incident. Facility operators must be able to meet regulations and requirements for water use, heat and power to remain open in such circumstances.

General information:

Maintain an up to date listing of utility telephone contacts to report disruption and schedule repair or restoration. See Emergency Notification Section of this plan.

Identify alternative back-up sources such as bottled water distributors, portable electric generators, etc.

Identify facilities that would permit short term and longer term relocation of operations until utilities are restored. Document with a letter of agreement.

**Power Outage**

The following should be considered when assessing continued operations during a loss or disruption of electrical power:

Report loss of electrical power immediately.

Check circuit breakers or fuses at service panel.

Safe movement of staff and children to areas with natural light or emergency lighting.

Impact on special needs students such as signaling devices and other equipment.

Refrigeration of food materials and ability to prepare meals.

Operation of security smoke/fire detectors, sprinklers, ventilation, and telephone systems.

Impact on overall learning environment.

Safety and comfort of the students and staff.

Ensure that if an emergency generator is used that it is operated safely and that exhaust products are properly vented.

**Water Loss**

Report disruption of supply or failure of pipes etc.

Inspect water supply and equipment on a regular basis. Make improvements as necessary to ensure adequate and reliable supply.

Determine feasibility of operating with alternative water sources such as bottled water (toilet flushing, drinking and sanitation). Identify sources to meet needs.

Develop procedures for alternative heating, storage and use of hot water for hand washing and sanitation.

**Heat Loss**

Inspect heating plant and perform maintenance on a regular basis.

Report loss of heat immediately.

If possible move to unaffected areas of facility.

Use safe heating alternatives if possible to meet minimum required room temperatures. Alternative heating sources such as portable electric should be in good condition and operated in accordance to manufacturers instructions, and fire code. Check with local fire or building department for guidance.

Move to predesignated facility and make notifications to parents and family.

## **Fire**

Fire is perhaps the most common hazard. Fire can occur for many reasons, including as a result of damage from an earthquake, damaging wind or water damage to electrical equipment, etc. Each facility should have a fire emergency plan including an evacuation procedure, marked exits, fire/smoke detectors, fire extinguishers, safe storage and use of flammable materials, and fire safety training and fire drills. The fire plan should specify when and how to evacuate in case of fire, and under which conditions staff should attempt to control a fire using extinguishers.

Check with fire officials to remain current on fire safety such as regular inspection of fire extinguishers, detectors and alternate heating sources.

Do not overload electrical outlets or extension cords. Use UL-rated portable outlets or extension cords with built-in circuit breakers.

Inspect heating plants and chimneys.

Conduct periodic fire safety training.

Establish preventative procedure for handling and storage of flammable materials.

Conduct fire drills and instruct students and staff on their roles in a fire emergency in accordance with regulations.

Designate an emergency assembly area(s) outside of the facility where children and staff should go to in a fire. Refer to figure 1 for evacuation routes, fire suppression equipment locations, and emergency assembly area.

Ensure emergency information pertaining to all children in care is readily available should an evacuation be needed.

## **Hazardous Materials**

Hazardous materials are substances that are either flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive. A hazardous materials accident could occur at your facility such as a natural gas leak, spilling of a solvent, or on a roadway or factory or processor in the immediate area.

Identify hazardous materials in your facility.

Identify facilities in your area that use hazardous materials, including materials transported on roadways near your facility.

If a hazardous materials accident occurs notify your fire department, and follow safety directions. Be prepared to isolate the immediate area, evacuate, or shelter-in-place. Shelter-in-place involves sealing windows, doorways, shutting off air intake systems to provide protection from airborne hazardous materials. This could be directed in the event of suspicious mail or a hazardous materials spill near your facility.

## **Bomb Threat, suspicious article or threatening call or message.**

Calls of a threatening nature should be recorded as accurately as possible and recorded to the police.

Depending on the nature of the call, immediate action should be taken to protect lives and property, including evacuation. A threat to personal safety should never be discounted as a hoax.

Record threatening message carefully with attention to details outlined in attachment 5-2. If caller ID is operational, record telephone number.

Notify police immediately.

Take prudent response actions with safety in mind.

Designate an assembly area nearby for evacuation purposes.

Do not attempt to move a suspicious article, package, or letter.

Report suspicious articles or communications to the manager and authorities.

**Personal Safety**

Personal safety involves responding to events such as a medical emergency or security.

**Medical Emergency**

Staff should be prepared to initially respond to medical problems based on training. Prompt notification of emergency medical/rescue is vital.

Maintain first aid and emergency medical training such as CPR.

Maintain a current telephone list for medical emergencies.

Maintain first aid kit.

**Missing Child**

Prompt notification of the police should be made once initial search of the facility is made, or attempts to confirm location such as confirmed pick up by family etc.

Conduct search of all areas of facility and immediate surrounding area.

Notify police so that a perimeter can be established for search.

Make all other required notifications.

**Unauthorized or suspicious person**

Establish a procedure of identifying, and responding to an unauthorized or suspicious person near the facility or on the grounds. This should include screening the person, reporting to management and/or the police under certain conditions.

Share Sexual Offenders Record of Information (SORI) circulars with staff members.

### **3.0 Protective Actions (Evacuation and Shelter-in-place).**

#### **Evacuation**

In the event of an emergency requiring an evacuation, the child care provider shall coordinate necessary provisions for the transportation and continued care until the children are picked up by parents or an authorized individual. The child care provider should make arrangements with transportation providers, and suitable facilities for hosting child care operations until children are picked up or until the end of the regular operating day. The local emergency management agency will assist with emergency support as needed. In a large scale emergency, the Massachusetts Emergency Management Agency will coordinate support efforts with community and State agencies to assist where needed.

The caregiver shall take with or perform the following in an evacuation:

- An accurate attendance list
- Account for all children and staff
- Bring necessary medications/supplies and records

Evacuation Planning - Using the Evacuation checklist attachment 5-1 and attachment 5-1A.

Name, address, contact person and telephone number of a facility that agrees to serve as short term host facility until children are picked up. A facility within walking distance and a facility some distance away would provide flexibility depending upon the extent of the situation.

Number and type of vehicles needed to evacuate children and staff. Note if private autos to be used.

Name, address, contact person and telephone number of transportation provider. Number and type of vehicles available should be noted.

See Evacuation Checklist, attachment 5-1.

Evacuation Requirements Sheet, attachment 5-1A.

#### **Shelter-in-Place**

Shelter in place may be ordered to provide emergency protection in the event of a hazardous materials accident or other airborne threat. The public would be advised to remain indoors. Information from public safety officials at the scene or over the Emergency Alerting System (EAS) would advise the public concerning seeking shelter and for how long.

## **RECOVERY AND RESTORATION OPERATIONS**

### **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:

Identifying key equipment for repairing or replacing to support safe operations.

Moving to an alternate location until home facility is returned to operation.

Offer to assist parents in temporary placement of students in other facilities until home facility is returned to operations.

Measures that can be taken to mitigate impact on the physical plant such as flood-proofing.

An agreement with a suitable alternate facility should be obtained to serve as a temporary site or accept students into another program on a temporary basis. This would assist parents in making day care choices until home facility is restored.

### **Restoration of Operations**

A damage assessment process should begin as soon as possible with care given to safety and security.

Prioritize repairs according to restoration needs. Maintain records of all damage related expenses.

Notify insurance carriers, and contact emergency management agency. Compile damage estimates and list of damaged goods and equipment.

Major repair or restoration efforts should be coordinated with insurance and appropriate government agencies such as the Office of Child Care Services for permits and licensing.

Inform families of enrollees of progress and time frame for restoration of operations, and alternative site information if applicable. If possible, assist families with temporary day care options to ease strain on families.

Involve children and families in restoration activities where possible to provide closure to disruptive event and return to normal routine.

## **5.0 ATTACHMENTS**

5-1 Evacuation Checklist

5-1A Evacuation Requirements Sheet

5-1B Parent/Guardian Emergency Evacuation Plan Information

5-2 Bomb Threat Checklist

National Weather Service Criteria for weather advisories and warning Various

Forms and copies of Training slides



### **Evacuation Checklist**

Evacuation may be ordered by public safety officials or by facility operators. Prior to evacuation, the following measures should be taken:

Check attendance and compile an accurate attendance list. Use list during evacuation and take along during transport to host facility.

Account for all children, staff and visitors during evacuation process.

Transport all necessary medications, supplies, and records.

Coordinate all actions with community public safety and/or emergency management officials.

Confirm required transportation resources and arrival time.

Determine host facility based on situation (Refer to Evacuation Requirements Sheet, attachment 5-1A):

- a. Pre-determined assembly area nearby requiring short walk or transportation.
- b. Transportation to host facility some distance away.

Contact host facility with ETA for arrival of children and staff.

Notify families of evacuation and host facility information.

Make arrangements for support of children at host facility until reunited with families or return to evacuated facility.

Maintain a record of expenses and log of actions taken by staff during evacuation such as names of contacts, times of calls, departure/arrival times, etc. to document evacuation process.



## EVACUATION REQUIREMENTS SHEET

FACILITY NAME / ADDRESS \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON AND PHONE NUMBER \_\_\_\_\_

NUMBER OF CHILDREN \_\_\_\_\_

STAFF VEHICLES REQUIRED TO TRANSPORT \_\_\_\_\_

\_\_\_\_\_

TEMPORARY HOST FACILITY\* \_\_\_\_\_

TRANSPORTATION PROVIDER \_\_\_\_\_

VEHICLE DISPATCHED TO FACILITY \_\_\_\_\_

NAME OF DRIVER AND STAFF MEMBER \_\_\_\_\_

DEPARTURE TIME # \_\_\_\_\_

CHILDREN TRANSPORTED, (NAMES) \_\_\_\_\_

\_\_\_\_\_

(Individual sheets for each group transported)

- 24 hr facility, handicapped accessibility, generator, etc.
- To be completed when calling to confirm vehicle availability during emergency.

## **PARENTS AND GUARDIAN EMERGENCY EVACUATION PLAN INFORMATION**

In the event of an emergency situation that requires an evacuation of (Name, address, and telephone numbers of child care provider), one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall take:

An accurate attendance list.

Account for all children and staff as they board/depart vehicles.

Bring any necessary medications/supplies and emergency records.

A cellular telephone if available for emergency notifications.

1. If the emergency is confined to the IMMEDIATE AREA of the child care facility, e.g. fire, or hazardous materials release, and the children cannot remain on the premises, the children will be re-located to (Name and address) by (method of transportation). They will remain at this location accompanied by caregivers while parents/emergency contacts are notified and arrangements are made to either transport home or care taking for the arrangements are made to either transport home or care taking for the remainder of the day. The above evacuation place of safety in the instance of an emergency confined to the care giving facility should ideally be near, by, or within walking distance if practical.

a. In the event that a physical examination is recommended due to the nature of the emergency, children will be transported to (Name and address of hospital used in emergencies) where they will be provided appropriate medical treatment.

Parents/emergency contacts will be informed of this location or other facility if required.

2. In a more widespread emergency such as flood or hazardous materials accident requiring evacuation away from the care giving facility and surrounding area, the children will be brought to (Name and address) by (method of transportation) where they will remain accompanied by caregivers while parents/emergency contacts are notified, arrangements for transportation home are made, or continuation of care is made.

3. In the event of a major emergency that necessitates a large scale evacuation involving the places of safety listed above, evacuation arrangements may be coordinated with community public safety/emergency management officials to locate places of safety that can safely accommodate the children and caregiving staff. This information will be provided to parents emergency contacts so that you may make arrangements for transportation home or continued care.

a. Child care programs within the ten mile Emergency Planning Zones for commercial nuclear power stations should follow information provided by the Massachusetts Emergency Management Agency. This information should be shared with all parents of children enrolled.

## Bomb Threat Checklist

1. Person receiving the call or message \_\_\_\_\_  
Time received \_\_\_\_\_ Ended \_\_\_\_\_

2. Exact words of the caller or written message:

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3. Ask these questions if you can:

Where is the bomb located? \_\_\_\_\_  
When will the bomb go off? \_\_\_\_\_  
What type of bomb or explosives? \_\_\_\_\_  
What does it look like? \_\_\_\_\_  
Who is responsible for the bomb? \_\_\_\_\_  
Why was the bomb placed? \_\_\_\_\_  
What is the name of the caller? \_\_\_\_\_  
How old are you? \_\_\_\_\_

4. Describe the callers voice:

Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Teenage \_\_\_\_\_ Child \_\_\_\_\_ Estimated Age \_\_\_\_\_  
Accent \_\_\_\_\_ Speech Impediment \_\_\_\_\_ Slow \_\_\_\_\_ Fast \_\_\_\_\_ Drug-alcohol \_\_\_\_\_  
Affected \_\_\_\_\_ Normal \_\_\_\_\_ Excited \_\_\_\_\_ Loud \_\_\_\_\_ Soft \_\_\_\_\_ Disguised \_\_\_\_\_ Other \_\_\_\_\_  
Is the voice familiar? \_\_\_\_\_ Who does it sound like? \_\_\_\_\_

5. Background sounds that can be heard:

Music \_\_\_\_\_ Conversations \_\_\_\_\_ Typing \_\_\_\_\_ Children \_\_\_\_\_ Cars \_\_\_\_\_  
Mechanical or machinery \_\_\_\_\_ Other \_\_\_\_\_

The following are National Weather Service criteria for issuing Advisories and Warnings for various weather events. Watches are generally issued with longer lead times in expectation of meeting Warning criteria.

<u>TYPE OF ISSUANCE</u>	<u>WHEN ISSUED FOR SOUTHERN NEW ENGLAND</u>
Winter Weather Advisory	4", 5" or 6" of snow mentioned in 24 hours; OR any accretion of freezing drizzle on road surfaces; OR a mix of snow/sleet totaling 4", 5" or 6"; OR blowing/drifting snow occasionally reducing visibility to $\leq 1/4$ mile
Winter Storm Warning	$\geq 7"$ of snow or snow/sleet combination mentioned in next 24 hours; OR $\geq 1/2"$ accretion of freezing rain
Blizzard Warning	For at least 3 hours, falling and/or blowing snow frequently reduces visibility to $< 1/4$ mile AND sustained winds or frequent gusts $\geq 35$ mph.
Wind Chill Advisory	Wind chill index between $-25^{\circ}\text{F}$ and $-39^{\circ}\text{F}$ for at least 3 hours using <i>only</i> the sustained wind
Wind Chill Warning	Wind chill index $\leq -40^{\circ}\text{F}$ for at least 3 hours using <i>only</i> the sustained wind.
Wind Advisory	Sustained winds 31-39 mph for at least 1 hour; OR any gusts to 46-57 mph
High Wind Warning	Sustained winds 40-73 mph for at least 1 hour; OR any gusts $\geq 58$ mph
Inland High Wind Warning	Sustained winds $\geq 74$ mph
For Hurricane Force Winds	
Dense Fog Advisory	Widespread visibility $\leq$ mile for at least 3 hours
Small Craft Advisory	Sustained wind 25-33 knots AND/OR seas $\geq 7$ feet within 12 hours
Gale Warning	Sustained wind 34-47 knots within 24 hours from a non-tropical system
Storm Warning	Sustained wind $\geq 48$ knots within 24 hours from a non-tropical system
Tropical Storm Warning	Sustained winds of 39-73 mph (34-63 knots) within 24 hours
Hurricane Warning	Sustained winds $\geq 74$ mph (64 knots) within 24 hours; implies dangerous storm surge
Special Marine Warning	Brief/sudden occurrence of sustained wind or frequent gusts $\geq 34$ knots, usually associated with thunderstorms; also issued for water spouts
Severe Thunderstorm Warnings	Thunderstorms with wind gusts $\geq 58$ mph AND/OR hail $\geq 3/4"$ in diameter
Tornado Warning	Likelihood of a tornado within the given area based on radar or actual sighting; usually accompanied by conditions indicated above for "Severe Thunderstorm Warning"
Flash Flood Warning	A flood that occurs within a few hours of heavy rainfall, a dam or levee failure, or water released from an ice jam
Flood Warning	Expected inundation of a normally dry area near a stream or other watercourse; OR unusually severe ponding of water expected
River Flood Warning	Expected flooding of main stem rivers (such as the Merrimack, Charles, Connecticut, etc.)
Coastal Flood Warning	<i>Widespread</i> coastal flooding expected within 12 hours; more than just typical overwash
Ppslide 1	

## **1. THE ESCAPE ROUTE**

### **DRAW AN ACCURATE FLOOR PLAN**

**Include the following:**

**SHELTER AREAS**

**FIRE ALARMS**

**FIRE SUPPRESSION EQUIPMENT, (Sprinklers)**

**FIRE EXTINGUISHERS**

**ASSEMBLY AREAS**

**ALL EVACUATION ROUTES.....As you plan routes take into consideration the following:**

**Where the children will be**

**What they have to pass by as they leave the building, especially important if the room is smoky or dark**

**Are there any potential hazards such as large furniture, dividers etc. ? Remember in the dark benign things become hazards.**

**Are there places a frightened child might want to hide in? Doors, closets, other rooms, etc.**

**Do you have to get children out of a bigger building, i.e., a school age program within a school building?**

**Use professional help...talk to local Fire Department. Can they offer advice on best ways out, where and how to shelter in place.**

**Shelter in place refers to staying in the building on the advice of emergency personnel...Only used under certain conditions, e.g. a minor toxic hazard, some storms, and in fires that involve FIRE**

**CONDITIONED BUILDINGS**

## **THE ORGANIZATIONAL CHART: ROLES & RESPONSIBILITIES**

- **List all staff: Names, Addresses, Phone Numbers, both Regular and Emergency, list position in Program**
- **For each person list who that person reports to...list in order of responsibility..at a glance shows who's in charge if someone above unable to respond**
- **List Role and Responsibility in an Emergency, Consider overlaps in case someone not able to fulfill role.**
- **Answer these questions:**
- **Who will provide First Aid?**
- **Who will take any Medications?**
- **Who will take First Aid Kit?**
- **Who will take Attendance Lists?**
- **Who will take Emergency Information on each child?**
- **Who will call for help?**
- **Who will carry Cellular Phone?**
- **Who will carry Emergency Kits out?**
- **Which Groups of children go with which Staff?**
- **Who makes sure everyone is out of the building?**
- **Share list with staff....Discuss it so there are no surprises during an Emergency. Everyone should know their primary and back up responsibilities.**



## **ATTENDANCE LISTS**

- **Maintain at all times: Don't put Children, Staff or Emergency Personnel at risk by not knowing these things:**
- **Who is in the building?**
- **When they arrived?**
- **When they left?**
- **Have Emergency information with Attendance Lists; Make sure you know health information, have permissions for emergency medical treatment, know any special requirements or medications for children in care, have emergency contact information, (try to have a 2<sup>nd</sup> or 3<sup>rd</sup> person for emergency contact who doesn't live or work with parents in case parents are unable to respond)**

## **EMERGENCY EVACUATION PLAN**

- In the event of an emergency situation that requires an evacuation of: \_\_\_\_\_, one of the following plans shall be implemented. In all situations the caregiver in charge when evacuating shall take:
  - **An accurate Attendance List;**
  - **Account for all children and staff as they board/depart vehicles;**
  - **Bring any necessary medications / supplies and emergency records**
  - **A cellular phone if available, to be used for emergency notifications**
- 1) If the environmental emergency is confined to the immediate area of the child care facility, e.g. fire, or toxic fumes, and the \_\_\_\_\_ children will be brought to \_\_\_\_\_, by \_\_\_\_\_ where they will remain accompanied by \_\_\_\_\_ caregivers while parents / emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day. The place of safety when the emergency is confined to the care taking premises ideally should be close by and within walking distance.
- 1a) In the event of exposure to toxic materials or gases and a physical examination is recommended, children will \_\_\_\_\_ be transported by \_\_\_\_\_ to \_\_\_\_\_ where they will be examined and parents / emergency contacts will be notified.
- 2) If the environmental emergency is more widespread and encompasses a larger area such as a neighborhood or several homes, due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc. and the children cannot remain in the area, the children will be brought to \_\_\_\_\_ by \_\_\_\_\_ where they will remain accompanied by caregivers while parents / emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.
- 3) In the event of a major environmental hazard that necessitates a large area evacuation such as several neighborhoods, a city / town, or geographical area, due to a large non- confined hazard, e.g. a nuclear accident, earthquake, hurricane, etc., children will be transported to a Red Cross designated mass shelter by \_\_\_\_\_ where they will remain accompanied by caregivers while parents / emergency contacts are notified and arrangements are made for their pick-up.

•Those child care programs in Nuclear Power Plant Evacuation Areas should follow the procedures established by the Massachusetts Emergency Management Agency. Those procedures should be shared with all parents of children enrolled.

## EVACUATION PLAN

- After leaving Building; three scenarios:

- **1. Immediate Area Threat**...leave building gather close by...Pick a safe place, think it out. Will the area be safe in all circumstances rain, snow, etc..?

- Seek permission if using a building or area for emergency use, find out if it's always available and suitable.

- **2. More Widespread Threat**...leave building and neighborhood,,pick a safe, accessible spot, seek permission of owner, manager, principal etc..

- Address method of transportation. What are you using? who is driving? If staff are transporting decide beforehand who will go with whom.

- **3. Major Evacuation..** leave building and evacuate a larger area. Emergency Personnel will want to know if you need transportation, best to have your own and know which staff will go with which children to maintain supervision. Red Cross will designate mass shelters.

- **EVACUATION PROCEDURE**

- Write up procedure for staff at assembly area.

- Always start and end with counting children and matching names to attendance lists.

- Address how parents will be notified. Is there a telephone tree for parents to call other parents in the event staff cannot make that many calls?  
Give all parents an up to date Emergency Information Sheet.

## **DISASTER KITS**

- **TWO TYPES OF KITS:**
- **NON-EVACUATION KITS....**Shelter in Place during unusual or frightening situations; hurricanes, snow storms, no power etc.,
- See Red Cross lists of emergency supplies for suggestions on type and amount of supplies to have on hand.
- Many providers maintain an “extra” toy chest full of games, books, drawing material etc., for those unusual circumstances when children need to be kept calm.
- **EVACUATION KIT...**Those supplies to take with you when leaving building. In addition to the emergency materials take materials to help keep children calm. This may consist of games, books, drawing materials etc.,. Some put these supplies into “Emergency Back Packs”.

## **PARENT EMERGENCY EVACUATION INFORMATION**

- Child Care Facility \_\_\_\_\_
- Address \_\_\_\_\_
- Emergency Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_
- Cellular Phone# ( if available ) \_\_\_\_\_
- **Please do not call cellular phone during non-emergencies, since it is not turned on.**
- In the event of a Confined Environmental Emergency, (e.g. fire, chemical spill, etc. ) during which this child care facility must be evacuated, in accordance with Public Safety officials, staff and children will leave the building and gather in the **Immediate Area** at \_\_\_\_\_
- In the event staff and children are required to leave the immediate area due to a non-confined Environmental Emergency, (e.g. chemical spills, flood waters, etc. ) both children and staff will be transported by ( staff vehicles, emergency vehicles, buses etc.) to the following **Non-Immediate Area**.  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Person \_\_\_\_\_ Contact \_\_\_\_\_ Telephone \_\_\_\_\_

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- If necessary, children will be transported to the following Health Care Facility
    - **Name**\_\_\_\_\_
    - **Address**\_\_\_\_\_
    - **Telephone**\_\_\_\_\_
  - In the event of a **Major Environmental Non-Confined Emergency** that necessitates the evacuation of a large area, children will be transported by\_\_\_\_\_to a Red Cross designated mass shelter\_\_\_\_\_. There they will be cared for while parents / emergency contacts are notified and arrangements made for their pick-up. At all times during the crisis staff will remain with and care for all children in care. Staff will check attendance whenever children are moved. Staff will maintain accurate Attendance Lists and bring any necessary medications / supplies and emergency records. **All parents will be notified of the situation and where to pick-up children as soon as possible**
  - **PLEASE SAVE THIS FORM IN A SAFE PLACE FOR REFERENCE**

## **ESSENTIAL INFORMATION**

**Location of Electricity Shut Off**

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**How to shut off electricity**

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**Location of Gas Shut Off**

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**How to shut off Gas**

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**Location of Water Shut Off**

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**How to shut off water**

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**Location of Air Vent Shut Off (if applicable)**

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**How to shut off Air Circulation system**

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**Location of Emergency Kit**

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**Location of Additional Emergency Supplies**

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**Location of Cell Phone**

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**Additional Information**

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## **RESPONSIBILITIES DURING AN EMERGENCY**

**List all staff persons and their responsibilities during an emergency. Be specific on what is expected. List who will take attendance, emergency kits, first aid supplies, child specific medications, etc..**      **List training / drill dates.**

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This image shows a full page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



