

# Emergency Preparedness and Supplies Guide

Every permitted provider must demonstrate knowledge and documentation of an emergency plan. Here is a checklist that the Child Care Specialist will use when conducting the Home Health and Safety visit. It may be helpful to you in evaluating your current plan.

## **Make a written emergency plan:**

- Make sure to plan for a variety of emergencies-fire, severe weather, terrorism, intruders, health crisis, loss of utilities, environmental disasters and relocation or evacuation

## **Practice your plan monthly:**

- Practice evacuating to your shelter-in-place area every month so children are comfortable mobilizing quickly, and save drill records for three years
- Practice an evacuation/fire drill every month and during all shifts-evenings, weekends and nights if you have children in care at these times
- Evaluate the results of the evacuation drill
- Document your practice drills in writing and save for three years

## **Identify and prepare a safe shelter-in-place area in your home:**

- An area located away from windows and doors
- Store supplies in a waterproof container  
Post important emergency phone numbers and e-mail addresses (like electric, sewer, water, telephone, and gas companies, mental health services, health department, poison control, Police, Fire and Rescue, Red Cross, etc.)
- Know where your main water, and electrical shut offs are located and how to turn them off
- Develop a method of securing essential documents
  - Have medical and emergency contact information for each child
  - Have an original copy of an Authorization for Emergency Treatment form for each child
  - Include important emergency phone numbers and e-mail addresses of local authorities
  - Attendance records for head count
- Think about what accommodations or special requirements may be needed for infants, toddlers, and children with special needs to ensure their safety during evacuation
- Create an inventory list of supplies
- Make sure the supplies are appropriate for the different ages of the children
- Small toys and games

- Diapers, diaper wipes and potty chair, if applicable
- Baby bottles and infant formula
- Whistle
- Large gallon zip lock bags and trash bags
- Cell phone
- Duct tape and plastic sheeting
- Liquid hand soap and disinfecting wipes
- Safety/waterproof matches
- Scissors
- Make sure the supplies are seasonally appropriate
- A change of clothing and shoes for you and the children
- One blanket per person
- Plastic cups, utensils, plates and paper towels
- Tissues and toilet paper
- Manual can opener
- Maintain a supply of food and water for 3-5 days
- Non-perishable healthy foods (baby food and formula, powdered milk, canned juices, dried fruit, peanut butter and nuts, crackers, dry cereal and granola, ready to eat canned meats, fish, fruits, vegetables, beans and soups)
- One gallon of water per person per day
- If you have a Medication Administration certification, a supply of prescription, nonprescription medication, (medication for fever or pain, etc.) and other health supplies (vitamins, fluids with electrolytes, anti-diarrhea medication, etc.).
- Working battery-operated flashlight
- Working battery-operated radio

### **Identify an area in your home for Lockdown**

- Identify an area where you can lock yourself and the children behind a barrier or locked door
- The locked/blocked area is large enough for you and the children
- You can access supplies from either the mobile emergency kit or shelter in place items
- The area you select prevents an intruder from being able to access the safe area or lockdown area
- Practice evacuating to your lockdown area at least once a year so children are comfortable mobilizing quickly, and save drill records for three years

### **Identify an alternate evacuation location in case you need to evacuate your home:**

- Alternate location's address \_\_\_\_\_
- Plan your evacuation routes out of the home
- Leave a note on the door telling parents where the children may be picked up

- Change your voice mail to repeat your location
- Share your plan with the parents.

\_\_\_\_\_ **Create a mobile emergency kit for your alternate evacuation location and ensure that the essential functions for children are covered:**

- Store kit in shelter-in-place location
- Store kit out of reach of children
- Develop a method of securing essential documents
  - Have medical and emergency contact information for each child
  - Have an original copy of an Authorization for Emergency Treatment form for each child
  - Include important emergency phone numbers and e-mail addresses of local authorities
  - Attendance records for head count
- Think about what accommodations or special requirements may be needed for infants, toddlers, and children with special needs to ensure their safety during evacuation.
- Have first aid kit
- Have latex gloves
- Have waterless hand sanitizer
- Have battery-operated lantern or flashlights
- Have battery-operated radio with NOAA weather and TV channel reception
- Have extra batteries
- Have blanket or tarp
- If you have a Medication Administration certification-medication for you and the children if applicable, including special healthcare supplies.

\_\_\_\_\_ **Develop a communication plan:**

- Talk to your parents about the plan
- Give your parents a copy of your plan
- Make sure to include the phone number of the alternate safe location
- Have current phone numbers to reach parents at work and at home, including cell phones, blackberries and pagers
- Have current e-mail addresses and fax numbers to reach parents
- Have current phone numbers and names of friends, relatives and neighbors who are authorized to pick up a child in an emergency
- Have current phone numbers and names of individuals at the parent's work site who can locate the parents if they are not at their work phones
- Have current phone numbers and names of physicians
- Talk to the parents about any changes in your emergency plan
- Identify an out of town contact person that everyone can reach by phone or e-mail. It may be easier to call long distance than to get a local call to connect.

- Remember, if you suspend or terminate all child care services for more than 24 hours as a result of an emergency situation and plan to resume child care at a later time, you must notify your child care specialist or a CEPS manager. If you are a provider in the state subsidy program you must also notify your state inspector.

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**Maintain your readiness - Always be ready:**

- Post information like 911 sticker, non-emergency police number, and poison control on each level of the house you use for childcare
- Keep your certification in CPR and First Aid current
- Check all batteries every 6 months and replace as needed
- Check prescription and non-prescription medication expiration dates every six months
- Update medical information every six months
- Update emergency contact information every six months
- Check the expiration dates of food and water and replace as needed