

Child Care



Emergency Response Plan

A Guide for Hernando & Pasco Child Care Providers

Table of Contents

- Part A provides background information
- Part B develops your customized **Emergency Response Plan (ERP)**
- Part C will help you implement and evaluate your **ERP**
- Part D prepares you for Infectious Disease Outbreaks
- Part E will guide you in creating forms to execute and communicate your **ERP**

A Collaboration of

2. The Early Learning Coalition of Pasco and Hernando Counties, Inc
3. Department of Health in Hernando County
4. Department of Health in Pasco County
5. Hernando County Sheriff's Office, Emergency Management
6. Pasco County Emergency Management

The Early Learning Coalition of Pasco and Hernando Counties, Inc

Phone: (727) 233-8291 / 1-866-797-9444

Fax: (727) 857-0151

<http://phelc.org/>

Department of Health in Pasco County

Phone: 352-521-1450 x 349

Fax: 352-521-1435

www.doh.state.fl.us/chdpasco/default.html

Department of Health in Hernando County

Phone: 352-540-6800

Fax: 352-688-5056

www.hernandohealth.org



May 2013

Dept. of Health in Hernando County

<http://www.floridahealth.gov/chdHernando/webpages/php/DisasterDayCareGuide.html>

May 2013



Summary

The Disaster Day Care Guide is a toolkit owners and operators can use to assess, improve and practice disasters preparedness and daily safety at their facility. The Guide includes worksheets to assess and improve safety; forms for parents and staff to complete; and safety processes and guidelines.



B. Your Emergency Plan

By completing this **Workbook**, you addressed issues your center might face during an emergency, and determined the resources and steps needed to survive a crisis. It's fresh in your mind now, but when an emergency strikes, will you remember every step? Will you have everything needed to evacuate? Will you be there, or will staff be willing and able to take charge?

Because of the uncertainties of any crisis, it is important for your **Emergency Response Plan** to be available and easy to follow. This section provides a simple layout to help you assemble important information; it's designed as a handy mobile guide during an emergency. Parts of this **Guide** are included in the parent information found in **Appendix D**.

Use these next few pages to create your customized **Emergency Response Plan**; you can fill each section out completely or adapt the **Guide** as you see fit. After your **ERP** is reviewed, any member of your team can lead your center safely through crisis.

Emergency Plan

1. Emergency Contact Information.....	19
2. Emergency Closing Checklist	20
3. Gather Emergency Supplies.....	22
4. Evacuation and Relocation Protocols.....	23
5. Evacuation Checklist	24





1. Emergency Contact Information

Last Updated: _____

YOUR CENTER	
Center is owned, operated by:	
The address is:	
Phone number(s):	
The nearest cross street is:	
Outside meeting spot:	

NEIGHBORHOOD RELOCATION SITE*	
Name of site:	
Center is owned, operated by:	
The address is:	
Phone number(s):	
The nearest cross street is:	

OUT-OF-NEIGHBORHOOD RELOCATION SITE*	
Name of site:	
Center is owned, operated by:	
The address is:	
Phone number(s):	
The nearest cross street is:	

OUT-OF-STATE CONTACT	
Parents use this number if they cannot get through to the local number.	
The out-of-state contact is:	
The phone number is:	

*Attach Appendix A

- The Emergency Transportation Permission Forms (**Appendix B**) are located: _____
- If evacuation to a shelter is necessary, we will take these steps to alert parents where the children will be located (**Appendix C**): _____



2. Emergency Closing Checklist

Pre-Open Emergency Closing: Closing by _____ (time)

- I will let staff know by: _____
- I will let parents know by: _____
- We will re-open (why/when): _____

After-Open Emergency Closing (after children have arrived at the center)

- I will let staff know by: _____
- I will let parents know by: _____
- We will re-open (why/when): _____

Things to Consider:

- Who is contacting Staff? _____ Parents? _____ Media? _____
- What methods (phone trees, blast fax, email), and in what order? _____
- Location of staff contact numbers: _____ Parent's numbers: _____
- Who is certified in CPR/First Aid? _____
- Who is certified to transport children? _____

Continued on next page...



3. Gather Emergency Supplies

☞ What hazards could impact the **Emergency Response Plan** (rooms with blocked exits, flood-prone roads, etc.?) _____

EMERGENCY SUPPLIES	LOCATION AND AMOUNT
Fire extinguisher(s)	
Emergency supply kit	
First-Aid Kit(s)	
Flashlights/batteries	
Sign-in log (headcount)	
Weather radio	
External/emergency lights	
Generator	
Water shut-off	
Electricity shut-off	
Floor plan / evacuation route	
Safe Place within the building	



4. Evacuation and Relocation Protocols

In all situations, the caregiver in charge shall:

- Take an accurate attendee list
- Account for all children and staff as they board / depart vehicles
- Bring any necessary medications and supplies and emergency records
- Take a cell phone, if available, to be used for emergency notifications

Evacuation

If the emergency is confined to the immediate area, e.g. **fire** or **toxic fumes**, and the children cannot stay on the premises:

- Children will meet at _____, where they will remain with caregivers. (The meeting point should be close, within walking distance if appropriate)
- Family/guardian/emergency contacts will be notified
- Arrangements will be made to transport home or provide care for remainder of the day

If exposed to **toxic materials** or **gases**, and a physical examination is recommended:

- Children will be transported by _____
- Children will be taken to _____
- They will be examined by a health provider
- Notification will be made to family/guardian/emergency contacts

Neighborhood Relocation

If the emergency is more widespread such as a neighborhood or several homes, e.g. a **bomb threat, flood waters, brush fires** or **toxic fumes** from a **spill**, etc., and the children cannot remain in the area:

- Children will be transported by _____
- Children will be taken to _____ where they will remain with caregivers
- Family/ guardian/emergency contacts will be notified
- Arrangements will be made for transportation home or a continuation of care

Out-of-Neighborhood Relocation

If a major environmental hazard makes it necessary to evacuate a large area such as several neighborhoods or a geographical area, due to a large hazard, e.g. **hurricane, tornado**, etc.:

- Children will be transported by _____ and remain with caregivers
- Children will be transported to _____ or a Red Cross designated mass shelter
- Notifications and pick-ups will be arranged with family/ guardian/emergency contacts



5. Evacuation Checklist

	Sound the Alarm
	Evacuate Immediately
	Ensure that the pre-designated assembly area (<i>location</i>) is safe
	Post evacuation monitors in hallways and at doors <i>Name:</i> _____ <i>Location:</i> _____ <i>Name:</i> _____ <i>Location:</i> _____
	Staff members lead children in an orderly fashion out of the building to the designated assembly area
	Staff members take attendance as soon as the children arrive in the assembly area
	Staff members maintain control of their group until instructed to return to classroom, or to another location
	Search the building to ensure that everyone is out Search Team Members: _____
	Call 911
	Brief emergency services and first responders when they arrive on-site
	Search the building to reveal hazards
	Notify parents
	Sound the “All-Safe” signal (<i>What will the signal be?</i>)
	Brief emergency services and first responders regarding final status
	Notify parents the situation is back to normal



Appendix J –

GO KIT CHECKLIST FOR STAFF OR FAMILIES



For Home or Work:

- Water – one gallon per person, per day – 2 weeks’ worth
- Food – non-perishable, easy-to-prepare items – 2 week supply for home
- Manual can opener – nothing worse than having cans and no opener!
- Flashlight – check each one now, and consider having several to keep in different rooms. Make sure they work!
- Extra batteries – Buy the right sizes for your flashlights and other devices.
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- First aid kit
- Medicine (7-day supply), medical items
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Cell phone with chargers – remember, you can charge a phone in your car
- Family and emergency contact information
- Extra cash
- Emergency blanket
- Map(s) of the area

Don’t forget unique family needs:

- Medical supplies (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- Baby supplies (bottles, formula, baby food, diapers)
- Games and activities for children
- Pet supplies (food, collar, leash, ID, food, carrier, bowl, vaccination records)
- Two-way radios
- Extra set of car keys and house keys
- Manual can opener

Additional Supplies:

- Whistle
- N95 or surgical masks
- Matches
- Rain gear
- Towels
- Work gloves
- Tools/supplies for securing your home
- Extra clothing, hat and sturdy shoes
- Plastic sheeting
- Duct tape
- Scissors
- Household liquid bleach
- Entertainment items
- Blankets or sleeping bags

Source: American Red Cross and FEMA



Notes