



ORANGE COUNTY
**CHILDCARE
DISASTER**
PLAN AND GUIDE

MARCH 2016





PREPAREDNESS STARTS WITH YOU

Know Your Risk:

It is important to know what disasters or emergencies your community may face so that you can take action to prevent them, make advance preparations, minimize the impact and recover from disasters. Please visit www.ready.gov to learn specific actions you can take before, during and after the next earthquake, fire, flood or other emergency. Contact your county or city emergency planners to find out neighborhood specific information, resources and hazards in your community (www.readyoc.org/resources/citysites.html).

Be Prepared:

- Review with parents what to expect in case of a disaster at least once every six months
- Train and maintain staff readiness in first aid and CPR
- Have staff complete Disaster Plan and review at least annually (<http://www.cclid.ca.gov/res/pdf/DisasterGuideforHomesCenters.pdf>)
- Review at least annually with staff expectations and role during the disaster, including supporting personal preparedness
- Designate a person or committee to ensure emergency supplies are in good condition, record expiration dates on supplies, and replace when outdated
- Meet to review emergency preparedness and conduct drills for staff and children at least once every six months. Use the record below to document these meetings/drills

Completed	Month/Year	Signature
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

MAKING A PLAN EMERGENCY CONTACTS

BE READY TO PROVIDE THIS INFORMATION WHEN YOU CALL FOR HELP	
Facility name	
Facility physical address	
Nearest major intersection	
Facility emergency contact telephone	
Contact person	
AGENCY	PHONE NUMBER
Emergency	9-1-1
Nearest hospital phone number and address	
Nearest fire department - non-emergency phone number and address	
Nearest police department - non-emergency phone number and address	
National Emergency Child Locator Center	866-908-9570
Poison Control	800-222-1222
Local city or county emergency planners	
Radio/TV stations with emergency broadcasting	
Child Abuse Reporting Line	
Child Protective Services	
Mental Health Hotline	855-OC-Links (625-4657)
Local gas/electric company	
Local water/sewer provider	
Property manager	
Out-of-area contact*	
Local Childcare Resource and Referral Agency	Children's Home Society of California (714) 456-9800
Community Care Licensing	Orange County Regional Office (714) 703-2800
Other	

* Establish an out-of-area contact and share it with the children's caregivers. You and the caregivers will report your status to the out-of-area contact following a disaster. Long distance calls are sometimes more likely to connect when local phone lines are overloaded.



MAKING A PLAN

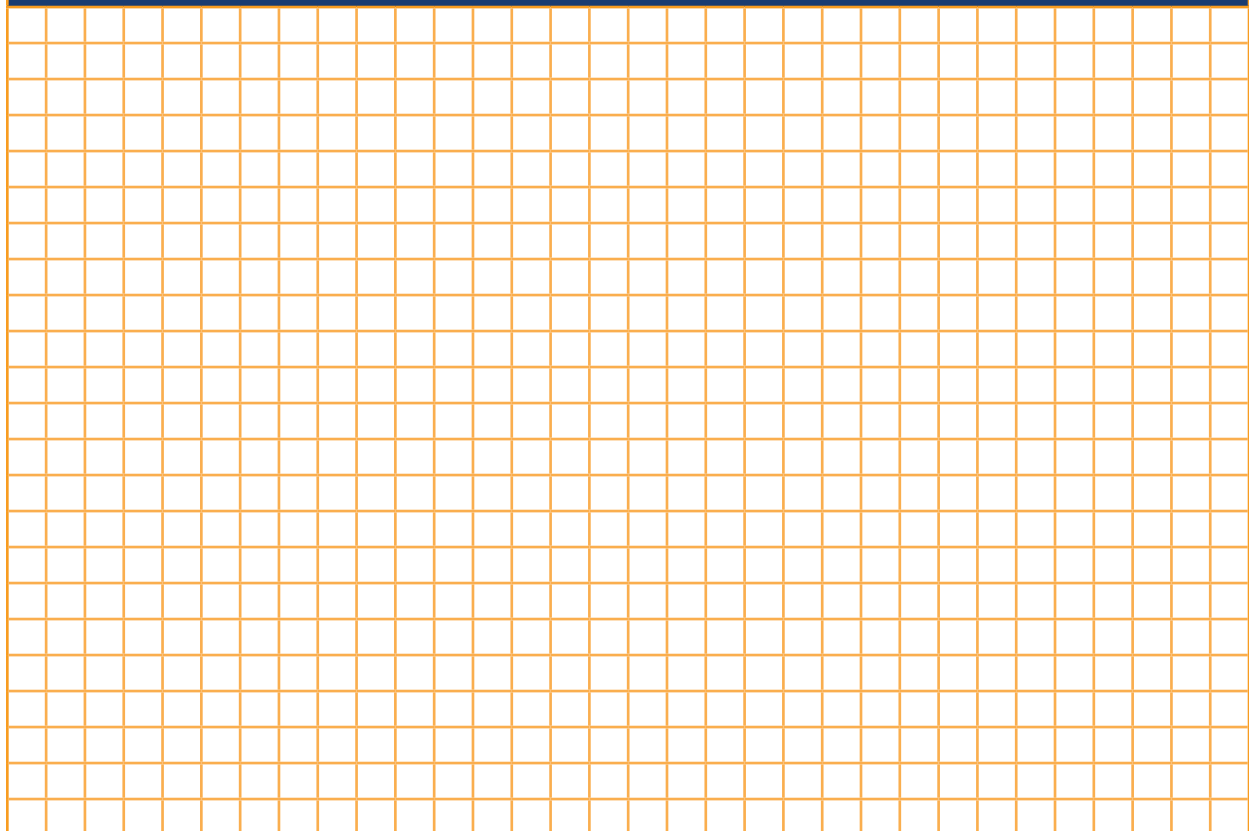
SITE DIAGRAM

Create a site diagram for your facility, including each room, floor and outdoor area. Map the locations of:

- Primary and secondary exits
- Outside meeting area for building evacuations
- Interior “safe” room (without windows, if possible)
- Smoke detectors
- Fire extinguishers
- Emergency kits (including first aid kits)
- Portable records and files including for each child
- Shut-off valves and panels for gas, water and electricity
- Location of flashlights and wrenches to turn off valves during an emergency

If you need additional room use a blank piece of paper and clip it to the back of this plan. After you have completed your facility’s site diagram, post one copy in each classroom and provide one copy to the children’s caregivers.

DRAW SITE DIAGRAM HERE





MAKING A PLAN EMERGENCY SUPPLIES

In an emergency, your center or program may need to be self-reliant and self-sustaining. Be prepared to feed and care for staff and children for at least 72 hours without external assistance. These supplies should be divided into kits that can be easily transported if you are required to evacuate to other locations.

Each 24-hour kit should contain:

- | | | | |
|---|---|---|--|
|  | <input type="checkbox"/> First aid kits (www.ready.gov/kit) * |  | <input type="checkbox"/> Hand sanitizer*, disinfectant wipes |
|  | <input type="checkbox"/> Over the counter medications* (Tylenol, Motrin) |  | <input type="checkbox"/> Bar soap and liquid detergent |
|  | <input type="checkbox"/> Medications* (3-5 day supply for each child labeled with name and birthdate of each child) |  | <input type="checkbox"/> Toothpaste and toothbrush (1/child) |
|  | <input type="checkbox"/> Bottled water (3 gallons per person = 3 day supply) |  | <input type="checkbox"/> Blankets (1/person) |
|  | <input type="checkbox"/> Baby food*, formula* (3-5 day supply/infant) |  | <input type="checkbox"/> Change of clothing and underwear (1/each child and adult) |
|  | <input type="checkbox"/> Other nonperishable foods* (3-5 day supply/infant, child & adult) |  | <input type="checkbox"/> Special equipment required by a child or employee |
|  | <input type="checkbox"/> Identification bracelets or nametags for each child/staff |  | <input type="checkbox"/> Toys, books, games |
|  | <input type="checkbox"/> Disposable cups, bowls, spoons, forks and plates |  | <input type="checkbox"/> Dust/filter mask (1/person) |
|  | <input type="checkbox"/> Can opener (non-electric) |  | <input type="checkbox"/> Goggles (1 pair/person) optional |
|  | <input type="checkbox"/> Emergency cash (bills and coins) |  | <input type="checkbox"/> Bullhorn, bell, or whistle |
|  | <input type="checkbox"/> Disposable diapers (3-5 day supply/infant and toddler) |  | <input type="checkbox"/> NOAA Weather Radio with extra batteries |
|  | <input type="checkbox"/> Bathroom tissue |  | <input type="checkbox"/> Two-way radio for communication among staff |
|  | <input type="checkbox"/> Garbage bags and ties |  | <input type="checkbox"/> Flashlight with long-life batteries and extra batteries |
|  | <input type="checkbox"/> Paper towels |  | <input type="checkbox"/> Phone that does not require electricity; portable USB battery charger for cellphone |
|  | <input type="checkbox"/> Paper, pens, permanent markers |  | <input type="checkbox"/> Wrench to turn off utilities |
|  | <input type="checkbox"/> Wet wipes and tissues |  | <input type="checkbox"/> Duct tape, plastic sheeting (for windows, doors, vents if needed to shelter in place) |
| | | | <input type="checkbox"/> Local maps |

* Monitor for expiration date and replace expired items



MAKING A PLAN THE CHILDREN

Have a Child Information Card for each child attending the facility (see page 11)

CHILDREN WITH SPECIFIC NEEDS

Facilities serving children with specific needs must invest more time and resources in anticipating emergency situations and requirements. This means extra attention to details, such as providing specialized equipment, having appropriate medications on hand, maintaining lists of doctors for individual children and identifying evacuation sites capable of handling special needs.

Staff should be pre-designated to care for particular children and their specific needs in the event of an emergency. Staff should be involved in all emergency planning and aware of all procedures.

Will anyone in your facility (staff or children) require extra attention during an emergency drill, evacuation or lock down?
Indicate their names here and which staff members will be assigned to assist him or her and provide transportation.

Name	Assigned Staff Member/Back-up

There may be other arrangements you can make now, in advance of the next emergency.

- Plan for a backup power source for medical equipment
- Plan for the transportation of medication that must be refrigerated
- Check wheelchair access at your identified evacuation locations (both your close-by and far-away evacuation sites)



MAKING A PLAN

BUSINESS CONTINUITY CHECKLIST

Complete the following business checklist, including task completion dates, to ensure your facility is properly prepared.

TASK		DATE
Obtain one or two waterproof, fireproof containers for storing important paperwork	<input type="checkbox"/>	
Keep container of paperwork where it will be easy to grab and go when you evacuate	<input type="checkbox"/>	
<p>Update the following records as information changes, or at least once every three months. Store paper copies in a waterproof, fireproof container.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child/staff roster and emergency information cards for each child <input type="checkbox"/> Consent for medical treatment for each child <input type="checkbox"/> Child custody paperwork <input type="checkbox"/> Photograph of each enrolled child <input type="checkbox"/> Backup of computer files <input type="checkbox"/> Equipment/supplies inventory <input type="checkbox"/> Building insurance records <input type="checkbox"/> Licensing and regulatory approvals <input type="checkbox"/> Bank account records <input type="checkbox"/> Vehicle insurance and registration records <input type="checkbox"/> In addition to storing hard copies of important paperwork in your waterproof, fireproof container, save copies of your important electronic files offsite. Consider saving files to a portable "flash" drive or compact disc and store it at a relative's home or another secure location at least 50 miles from your business. You may also upload copies to an off-site web-based server. Remember to update your files when changes occur or at least once every three months. <p>Offsite address where files are stored: _____</p> <p>Contact telephone: _____</p>	<input type="checkbox"/>	
Ask staff and parents/guardians to complete a Family Disaster Plan: www.ready.gov	<input type="checkbox"/>	
Meet with your insurance agent to discuss insurance needs	<input type="checkbox"/>	

DURING AN EVENT

EVACUATION/RELOCATION

Establish a chain-of-command and designate responsibilities so staff members will know their duties during an emergency. Assign a staff member who will accomplish the tasks listed on the evacuation checklist below. If possible, designate a back-up for each duty.

Evacuation and relocation plans should be provided to staff and families. Reunion locations both nearby and out-of-the-neighborhood should be identified. Your evacuation location could be a school, community center, shelter or house. Coordinate in advance with someone at your evacuation locations.

- Primary Evacuation Location: _____
- Alternative Evacuation Location: _____

In the event of an actual evacuation, place a sign outside the facility alerting parents and authorities where staff and children are relocating. Prior to an actual evacuation, record the names of every child and staff member present. Recheck your list at the off-site location to account for everyone. Place an identification bracelet or nametag on each infant/child to help reunite the child with his caregiver.

EVACUATION CHECKLIST	ASSIGNED
1. Direct movement of staff and children to evacuation vehicles or outdoor meeting point	
2. Administer first aid as needed	
3. Coordinate help for individuals with special needs	
4. Confirm all staff members know off-site evacuation location	
5. Count children and adults and conduct roll call to identify anyone missing	
6. Coordinate search for missing children and staff	
7. Record child names for each vehicle	
8. Secure disaster supply kits and load in each vehicle	
9. Direct movement of staff and children to off-site evacuation location by car or foot	
10. Post notice of evacuation location at entrance	
11. Determine message(s) for parents/guardians	
12. Contact parents/guardians as quickly as possible	
13. Carry weather radio to evacuation location	
14. Secure First Aid Kits and AED(s) if available	
15. Carry out emergency medications for each child	
16. Carry out your container of important documents and any emergency paperwork	
17. Record each child's name and birthdate on sign-in sheet at evacuation site	
18. Direct return of vehicles to facility for pick-up of more children and adults as necessary	
19. Release children only to parents/guardians identified on approved release list	
20. Require parents/guardians to provide photo identification and/or matching signature and sign a sign-out sheet prior to release of child	
21. (Optional) Consider photo of person you are releasing child to	

DURING AN EVENT

FAMILY REUNIFICATION

During an emergency, children can become separated from their families. There are several actions a childcare program can take in advance to ensure they will be able to reunite children with their caregivers. Your grab-and-go container of important documents should include permission to transport and seek medical treatment for the children in your care. Also, the information below, for each child, should be copied and stored in your waterproof, fireproof container that you take when you evacuate:

- Child's full name, gender, birth date
- Child's home address and phone number
- Child's picture
- Father/Guardian/Domestic Partner: full name, telephone numbers (home, business, cell), address/city/zip, email address
- Mother/Guardian/Domestic Partner: full name, telephone numbers (home, business, cell), address/city/zip, email address
- At least two authorized persons who can be called in an emergency and pick up the child: full name, relationship (aunt, friend, neighbor), home, business, cell phone, address
- Physician: name, address, medical plan and number, telephone
- Medical insurance plan information
- Medical conditions, allergies, medications, special needs
- Parent information sheet should be provided annually so they understand the emergency plan and process as needed

* For your convenience, a sample emergency card can be found on the last page of this plan. This information should be updated every three months.

CONTINUITY OF SERVICE

An emergency or its consequences may last longer than 72 hours. If this happens, you may need to continue operations in a different place or under different circumstances. Planning and taking action now will help your business survive the next emergency.

Consider the following:

- Conduct a damage assessment as soon as possible and report to Community Care Licensing. Prioritize repairs based on restoration needs.
- Maintain records of all damages and notify relevant insurance carriers and emergency management agencies
- Have a backup copy of computer files, independent of your main system, stored offsite
- Identify key equipment needed for safe operation and maintain a list of vendors who can provide emergency repair or replacement
- Negotiate a mutual aid agreement with another facility that says if an emergency forces one of you to relocate temporarily, the other will provide space
- Offer to assist parents with temporary placement of their children in other facilities until your program can reopen. Compile a list of alternative sites and establish mutual aid agreements
- Mental health counseling may be appropriate for children and staff following a disaster. Research in advance local resources and referrals
- Following a disaster, call your local childcare resource and referral agency (Children's Home Society of California (714) 456-9800)




RELATED/ADDITIONAL RESOURCES

- American Red Cross (www.redcross.org)
- California Community Care Licensing Disaster Planning Guide (www.cclid.ca.gov/res/pdf/DisasterGuideforHomesCenters.pdf)
- Kids in Disasters (KIDs) Working Group, Orange County (<http://healthdisasteroc.org/prepare/functional/kids>)
- National Association of Child Care Resource and Referral Agencies (NACCRA) Disaster Planning Resources (www.naccra.org/public-policy/resources/disaster-planning-recovery-basics)
- Prepare.Plan.Stay Informed (www.ready.gov)
- ReadyOC - Orange County's Emergency Preparedness Resource (www.readyoc.org)
- Save The Children (www.savethechildren.org)

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED FOR EACH CHILD.

PARENT/GUARDIAN WALLET CARD

Fill out the card, cut it out, then laminate it or have a store laminate it for each child. If possible, provide both a landline and cell phone number. Provide copies to all persons authorized to pick up a child.



CHILDCARE PROVIDER _____

Name: _____

Phone #: _____ Alt #: _____

OUT OF AREA CONTACT: _____

Name: _____

Phone #: _____ Alt #: _____

City: _____ St. _____

Primary Evacuation Location: _____

Alternative Evacuation Location: _____

Parents - Complete and return to child care provider

CHILD INFORMATION CARD

Male
 Female

Child's Full Name: _____ Birth Date: / / _____

Address: _____ Phone: () _____

Father/Guardian/Domestic Partner: _____ Email: _____

Address: _____

Home Phone: () Cell Phone: () Business: () _____

Mother/Guardian/Domestic Partner: _____ Email: _____

Address: _____

Home Phone: () Cell Phone: () Business: () _____

Authorized Emergency Contact #1: _____ Relationship: _____

Home Phone: () Cell Phone: () Business: () _____

Authorized Emergency Contact #2: _____ Relationship: _____

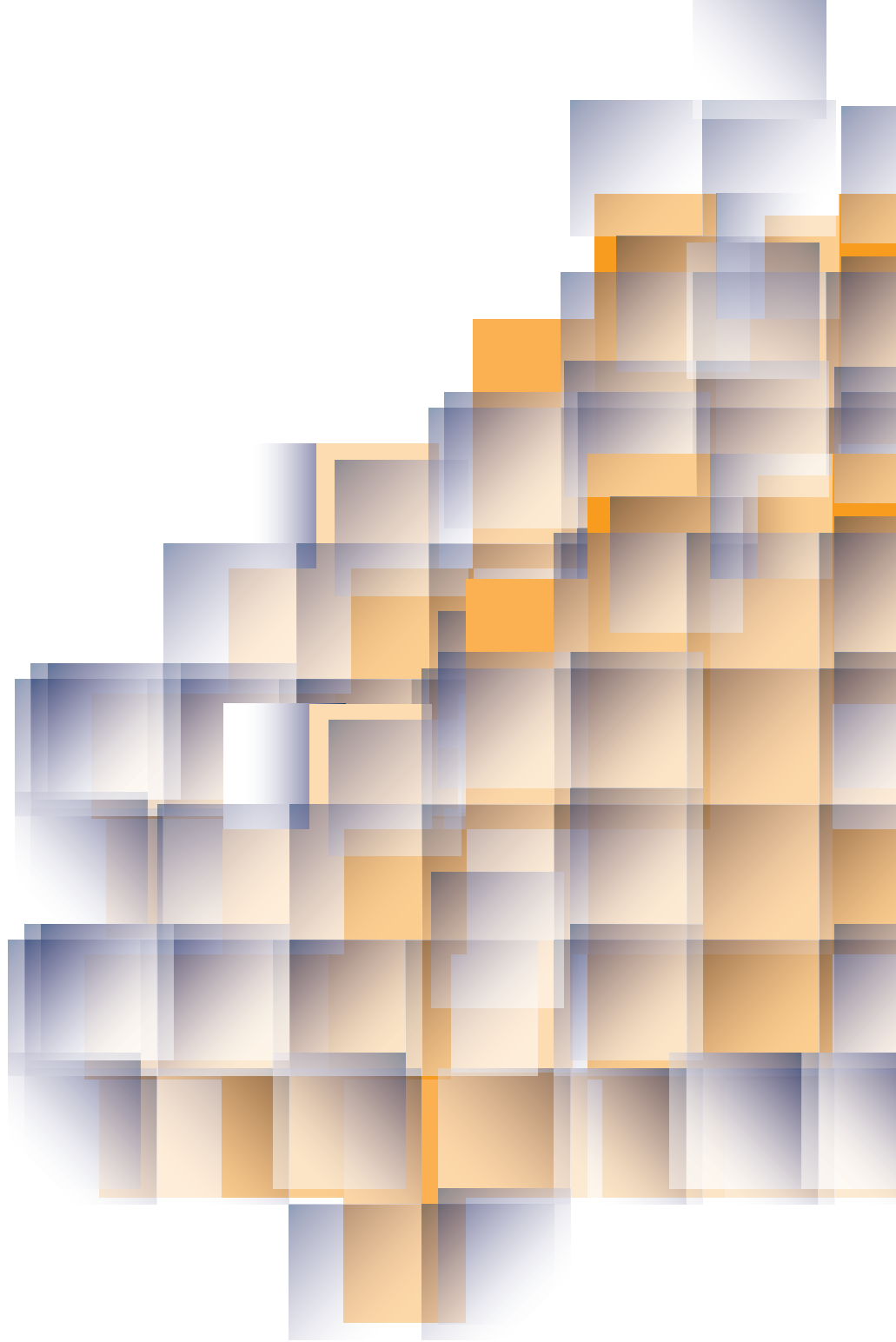
Home Phone: () Cell Phone: () Business: () _____

Physician: _____ Medical Plan #: _____

ID #: _____ Primary Member's Name: _____

Address: _____ Phone: () _____

Medical Conditions, Allergies, Medications: _____



This guide was published with Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP) funds through the Orange County Health Care Agency (OCHCA). OCHCA expresses appreciation to San Diego County for sharing their content, which was originally prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security.