1. Who should be involved in helping to write your child care facility’s emergency preparedness plan? Who are the decision makers?

- Staff
- Parents
- County or local EMA (Emergency Management Agency) staff
- Directors from other child care centers in your community
- Other community leaders

2. Does your county or local EMA know about your child care facility?

- Contact the EMA office to let them know how many children are in your care and any special care that is necessary. (Look in the telephone book for the EMA office serving your county or open the Pennsylvania Emergency Management Agency web site: www.pema.state.pa.us/ and look for the link to area offices. Facilities outside of Pennsylvania should go to www.FEMA.gov to find their state office of Emergency Management.)
- Ask the EMA office if an emergency plan has been developed for all the child care facilities in your community.
- Send the EMA office a copy of the completed emergency preparedness plan and any updates that are made to the plan.
- Ask the EMA office for written documentation that the plan and/or updates were received.

3. Create a list of important telephone numbers for emergency purposes. Include:

- Department of Health
- Ambulance
- Emergency Management Agency (EMA)
- Fire Department
- Police
- Poison Control Center (Universal Poison Control: 1-800-222-1222)
- Mental Health/Mental Retardation (MH/MR — for crisis intervention)
- Media phone numbers (for snow days and other emergencies)
  - Radio: ____________________________
  - Television: ________________________
- Electric company
- Gas company
- Water company
- Telephone service
4. What risk factors are around your child care facility? Think of these factors as you develop your plan. Is your facility located...

- [ ] in a flood zone
- [ ] near major highways or bridges
- [ ] near chemical factories or storage centers
- [ ] near chemistry labs
- [ ] near a power plant
- [ ] near major trade or banking centers
- [ ] near a large shopping mall
- [ ] near historic landmarks
- [ ] near military bases
- [ ] near college or university
- [ ] near government buildings
- [ ] near prisons
- [ ] near other buildings or place(s) that could pose a risk

5. In an emergency, you will need to be able to account for everyone in the center to make sure they are safe. How do you keep track of the number of people in your child care center on an ordinary day?

- Number of children

- Number of teachers

- Number of other staff (cooks, maintenance workers, etc.)

- Number of volunteers

- Number of visitors

- Others

How will you use these methods of tracking adults and children if there’s an emergency and you need to leave the building

6. Think about communication in your center. Consider these points when developing your plan.

- How will your center learn about an emergency?

- Who has the authority to put the emergency plan into action?

- How will you let staff know about an emergency?

- Do you have a way to contact staff who are out of the building with children (on a walk, on the playground, etc.) to let them know about an emergency situation?

- Who will call for emergency assistance?

- What if the person in authority is not available? Who are the next two people in the chain of command?
• How will staff know when an emergency situation is over?

____________________________________________
____________________________________________

7. Think about what adults and children will need in an emergency if they have to stay in the center for an extended length of time or if they need to be relocated to a safer building. Here are items to consider including in an emergency kit:

- non-perishable food, such as commercially canned foods, crackers, peanut butter, dry cereal, packaged granola bars, dried fruit (the FEMA web site, http://www.fema.gov/pdf/library/f&web.pdf, has more information on food and how to store it)
- plastic utensils
- baby food, canned formula, and bottles (if you care for infants)
- blankets
- portable generator
- cell phone
- telephone calling card
- flashlights
- extra long-life batteries
- battery operated radio
- extra radio batteries
- weather radio

- manual can opener
- paper
- pens, pencils, markers
- scissors
- hand sanitizer
- liquid soap
- chorine bleach
- disposable gloves
- whistle
- disposable cups
- tissues
- paper towels
- toilet paper
- garbage bags
- duct tape
- activities, toys, and books for children
- diapers and wipes
- extra clothes
- emergency contact lists for children and adults
- medical information on each child and adult
- first aid kits

• Who will bring the emergency kit if you need to leave the building?

____________________________________________
8. Develop plans for children and adults with special needs.

- Make a list of children and adults and their special needs
  ______________________________________________
  ______________________________________________
  ______________________________________________
  ______________________________________________
  ______________________________________________

- Who will be in charge of children or adults who need special assistance?
  ______________________________________________

- What about necessary medications and treatments?
  ______________________________________________
  ______________________________________________

- Who will maintain and update records as needed?
  ______________________________________________

9. Develop a plan for staff and other adults.

- What about family at home?
  ______________________________________________
  ______________________________________________

- Do staff and other adults keep personal cell phones with them? Make a list of the phone numbers in case groups get separated.
  ______________________________________________
  ______________________________________________
  ______________________________________________

10. Develop a plan for parents.

- How will you let parents know about the center emergency preparedness plan?
  ______________________________________________

- How will you make sure that parents with limited English or literacy skills know about the center emergency preparedness plan?
  ______________________________________________

- How will parents be notified if there is an emergency?
  ______________________________________________

- How will parents with limited English skills be informed if there is an emergency?
  ______________________________________________

- How will parents be notified when the emergency is over?
  ______________________________________________

- How will parents with limited English skills be informed when the emergency is over?
  ______________________________________________

- How will parents know where to pick up their children?
  ______________________________________________

- How will you make sure that children are released to the right parent or emergency contact?
  ______________________________________________

- How will you help anxious parents to stay calm if they all arrive at the same time to pick up their children?
  ______________________________________________
11. Develop a plan for pets at the center.

☐ See list of resources on the back page to help plan for pets.

• Who will be responsible for pets?

____________________________________________

• What will happen to pets if the children and staff need to leave the building?

____________________________________________

12. Develop plans for shelter at your site.

• Is there more than one way in and out of your building?

____________________________________________

• Can you lock your center down to prevent access?  ☐ Yes  ☐ No

• Can you close air intakes to protect the air in the building?  ☐ Yes  ☐ No

• Who will be responsible for closing air intakes?

____________________________________________

• Where will children and adults go if there is an emergency and they are unable to leave the building?

____________________________________________

☐ Make sure there is enough space to shelter the number of people in the center.

☐ Include drawings of your center space in the emergency plan. Note areas that will be used for shelter.

13. Develop plans for off-site shelter.

• Do you have a meeting place where everyone should gather after leaving the building? Where is it?

____________________________________________

• Where will you go if it isn’t safe to care for children in your center?

____________________________________________

• How will you choose an off-site shelter?

____________________________________________

• What happens if the off-site shelter is also under emergency evacuation? Make arrangements with more than one off-site shelter, at different distances from your center. Where else could you take children and staff?

____________________________________________

☐ Write an agreement with the off-site shelter(s), so you and they know what to expect in case of an emergency.

• Who will decide if you need to go to an off-site shelter?

____________________________________________

• Who will contact the shelter to let them know you are coming?

____________________________________________

☐ Include maps and written directions from the center to the off-site shelter(s) in your emergency plan.

☐ Make a sign to hang on the door of the center, telling parents where you have taken the children and the address of the off-site shelter. Keep the sign with your emergency plan, so it’s easy to find, and hang before you leave.
14. Will transportation be needed to an off-site shelter?
   • How will children be transported to an off-site shelter?
   □ Does the center use busses or vans for transportation? □ Yes □ No
   • Will private vehicles need to be used? □ Yes □ No
   • Who will contact transportation providers in case of an emergency?
   □ Do you have signed permission from parents to transport children? □ Yes □ No

15. Consider needs for training.
   • Is your staff up to date with first aid training? □ Yes □ No
   • How will you train staff to be prepared for emergencies?
   □ Each adult in the center is required to attend training on the emergency preparedness plan every year.
   □ Develop an outline for written documentation of staff training on the emergency preparedness plan.
   □ Have staff sign and date an attendance sheet for training documentation.
   □ New staff are required to receive emergency preparedness training within one week of beginning employment.
   □ Set up a schedule of drills to have staff and children practice for emergency situations.
   • Should staff attend training to be prepared for working with children in crisis situations?
   □ Yes □ No

Additional Resources:
   • American Academy of Pediatrics
     www.aap.org/disaster
   • American Red Cross
     www.redcross.org
   • Department of Homeland Security
     www.ready.gov/kids
   • Federal Emergency Management Agency
     www.fema.gov
   • National Association of School Psychologists
     www.nasponline.org
   • Pennsylvania Emergency Management Agency
     www.pema.state.pa.us/
   • The National Organization on Disability (NOD)
     www.nod.org
   • National Weather Service NOAA weather radio
     http://www.nws.noaa.gov/nwr/
   • Child Care Facility Emergency Plan documents can be found on the web by searching on “child care emergency preparedness in PA”
     http://tinyurl.com/CCEmergPA
     or at:
     http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4625&&PageID=480221&level=2&cs=L2&mode=2
   • American Academy of Pediatrics
     www.aap.org/disaster
   • American Red Cross
     www.redcross.org
   • Department of Homeland Security
     www.ready.gov/kids
   • Federal Emergency Management Agency
     www.fema.gov
   • National Association of School Psychologists
     www.nasponline.org
   • Pennsylvania Emergency Management Agency
     www.pema.state.pa.us/
   • The National Organization on Disability (NOD)
     www.nod.org
   • National Weather Service NOAA weather radio
     http://www.nws.noaa.gov/nwr/
   • Child Care Facility Emergency Plan documents can be found on the web by searching on “child care emergency preparedness in PA”
     http://tinyurl.com/CCEmergPA
     or at:
     http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4625&&PageID=480221&level=2&cs=L2&mode=2