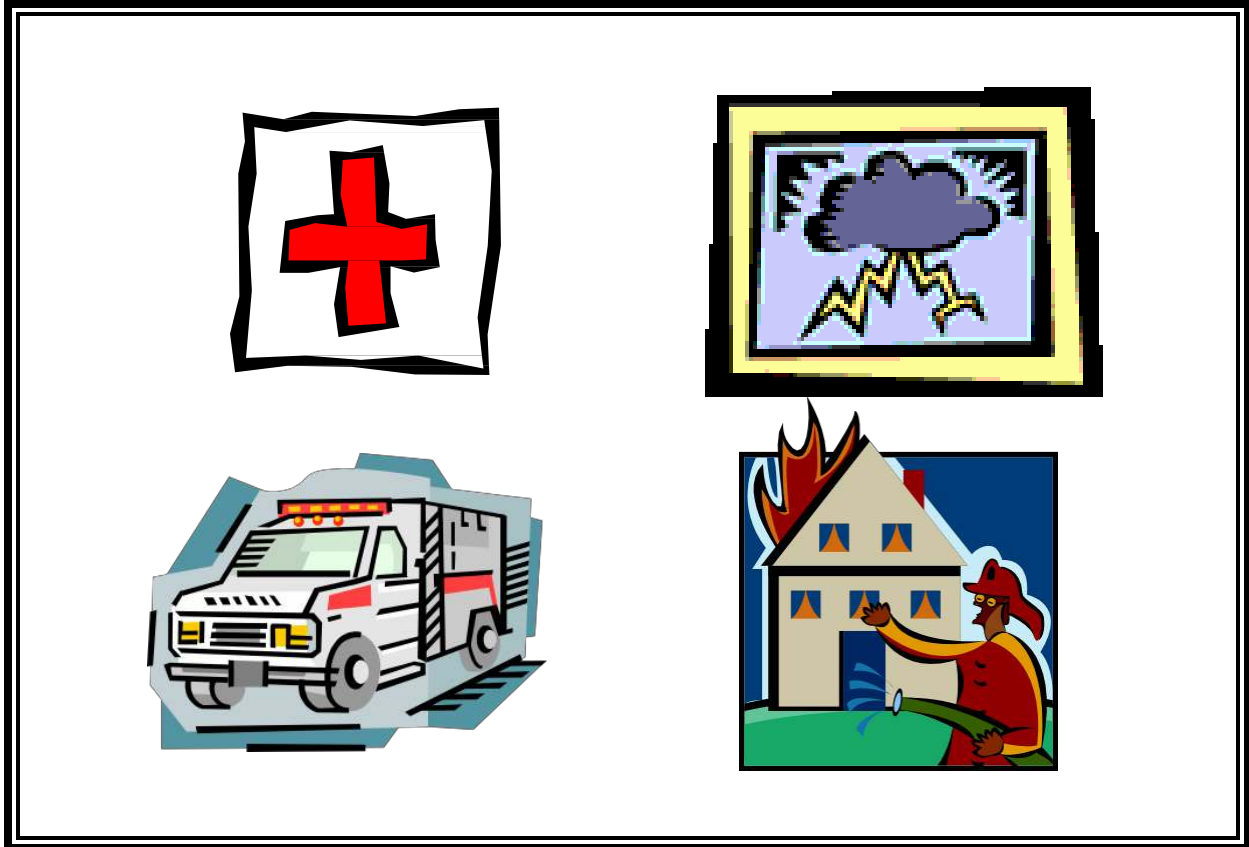


Appendix O
Disaster Plan



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Disaster Kit Checklist

- First aid manual/kit.
- Emergency blanket.
- Sterile bandages in assorted sizes.
- Multi-purpose tool.
- Gauze pads.
- Tissues.
- Scissors.
- Duct tape.
- Tweezer.
- Battery operated radio with extra batteries.
- Antiseptic towelettes.
- Flashlights with extra batteries.
- Thermometer.
- Whistle.
- Latex gloves.
- Plastic bags with ties.
- Medications for children/provider.
- Diapers (as appropriate).
- Bottled water.
- Name tags for children.
- Nonperishable food.
- Paper, pens, and pencils.
- Family/emergency contact list.
- Extra cash.
- Cell phone and charger.

Disaster Evacuation Plan

The following evacuation shelter plan shall be used when an emergency situation requires leaving the family child care home/facility. Before leaving, remember to count the children, take your attendance sheets, and your disaster kit. Some items in your disaster kit may not be applicable to every situation; however, all supplies should be included and checked regularly to ensure your preparedness for each disaster. Once all the children and staff arrive safely at the emergency shelter, parents will be notified to pick up their child(ren).

Name of Evacuation Site

Address:

Telephone Number:

Evacuation Plan (Think about the location of your ideal evacuation site and ask the following questions.)

- Would the owners of the property be willing to be an evacuation site for your family child care home?
- Is the property easily accessible to the family child care and parents?
- Can the property accommodate the number of staff and children you have?
- Is the area free from an abundance of traffic?
- Can the staff adequately observe and supervise the children at all times at this property?
- Is this property the best option that you have in the event of an emergency?

Make sure and give the staff and parents your plan, including the walking and driving directions to the location of the evacuation site.

Alerts

Neighborhood Alert

A situation is confirmed to be IN YOUR NEIGHBORHOOD or COMMUNITY.

Lockdown

- All exterior doors locked; all staff and children come/stay inside.
- Continue to function as normally as possible inside your home.
- If the police arrive, let them take charge.
- When the threat has been lifted, the lockdown is cancelled.

Thunderstorms and Flooding*Severe Thunderstorm Watch*

Issued when and where severe thunderstorms are likely to occur due to the current weather patterns.

When a thunderstorm watch is issued for your vicinity, children will be moved indoors, and the staff will continue to monitor the weather for any changes.

Severe Thunderstorm Warning

Issued when severe weather has been reported by a spotter or indicated on radar. Warnings indicate imminent danger to life and property in the path of a storm.

When a severe thunderstorm or flooding warning is issued for the immediate area, the following precautions will be taken:

- Outside activities will cease and children and staff will move inside.
- Children and staff will remain inside away from windows.
- Window blinds, shades, and/or curtains will be closed.
- A battery-operated radio or the internet will be used for weather updates.
- The disaster kit is easily accessible and ready, if needed.

Tornadoes*Tornado Watch*

Issued when weather conditions indicate a tornado could occur.

When a tornado watch is issued for your vicinity, children will be moved indoors, and the staff will continue to monitor the weather for any changes.

Tornado Warning

Issued when a tornado has been sighted or indicated by weather radar.

When sirens, an alarm, or a tornado warning is issued in your immediate area or you are in the path of the tornado, the following steps will be taken:

- Staff and children will move to predesignated areas away from windows.
- Staff and children will remain in interior hallways, safe room, bathroom, or designated area until the tornado has subsided from the area.
- The disaster kit is easily accessible and ready, if needed.
- If possible, parents/guardians will be contacted to reassure them of the safety of their child.

If your home is hit by a tornado, the following steps are suggested:

- Check in with each child; reassure them they are safe.
- Call 911.

- Check for injuries and use first aid kit as appropriate.
- Do not move children who are injured.
- All parents should be contacted as soon as possible for pick-up plans.
- Provider/Owner should assess damage to decide if the home is safe to provide care.
- Communicate with parents about the availability of future care based on any repairs which will be needed.

Winter Weather/Snow/Ice Storms

Winter Weather Watch

Issued when there is a chance for inclement weather, including heavy sleet, heavy snow, ice storm, heavy snow, and blowing snow, or a combination of events.

Winter Weather Warning

Issued when inclement weather, such as snow, ice, sleet, or hail is occurring or likely to occur and proper protective measures should be taken.

The following steps will be taken when a winter weather watch and/or warning is issued:

- Parents will be reminded of the closing procedures. For example, my family child care will be closed when the public schools close.
- Outside activities will cease and children and staff will move inside the building.
- Parents are notified of the family child care closing and asked to pick up their children.
- Children and staff will remain inside the building.
- Battery operated radio or internet will be used for weather up-dates.
- The disaster kit is easily accessible and ready, if needed.

Chemical Spills/Hazard Material Spills

Chemical agents are poisonous vapors, aerosols, liquids, or solids that create a hazard to people and the environment.

Indoor Chemical Spill

- If the toxic chemical comes in contact with your skin, immediately flush the affected area with clear water and call 911 as needed.
- If there is a possibility of danger, evacuate your home.
- Adults and children will follow evacuation procedures to emergency shelter if warranted.

Outdoor Chemical Spill

- Notify fire or police personnel as appropriate.
- If the toxic chemical comes in contact with your skin, immediately flush the affected area with clear water and call 911 as needed.
- Go indoors or move children and adults to a location away from the spill.
- Close doors and windows to prevent fumes from entering your home.
- Turn off heating and cooling systems to prevent pulling in outside air.
- Notify the parents as soon as possible, if applicable.

Fire/Wild Fires

Fire Preventive Measures

- Meet licensing requirements for fire prevention.
- Teach staff and children the stop, drop, and roll procedure.
- Conduct fire drills and document the date and time each month.
- Do not allow smoking on the premises.

In Case of Fire

- Evacuate your home/facility immediately, call 911, and go to a safe place away from the fire or your emergency shelter.
- Take your attendance sheet and cell phone (with emergency contacts of children in it) with charger. Do not go back for anything after you have exited the house.
- Contact your parents and give them the location where you and the children are located.

Earthquake

The real key to surviving an earthquake and reducing your risk of injury lies in planning, preparing, and practicing what you and the children will do if it happens.

During an Earthquake

When an earthquake occurs, the following steps will be taking during and after an earthquake by children and staff:

- Children and staff drop to the ground, take cover by getting under a sturdy table or other piece of furniture, and hold on until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the room or in the restroom.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit the home during the shaking. Research has shown that most injuries occur when people inside attempt to move to a different location inside or try to leave the facility.