

*Child Care Licensing*

**TIPS FOR WRITING DISASTER PLANS FOR CHILD CARE HOMES**

Planning for emergencies helps establish priorities and provides a confident foundation for you, the children in your care, and the parents of children in your care. These are some examples of the types of things that you should incorporate when you write your individualized plans for your child care home. Many other things may be incorporated depending on your child care facility and the children in your care. Discuss the emergency plans with your parents.

**Fire Plan**

1. Identify your routes to an easily identified meeting place (children should not go across streets as emergency vehicles will travel that way).
2. Plan how you will evacuate infants and other non-mobile children.
3. Plan how you will do your drills so that mobile children will quickly evacuate the home to the designated meeting place.
4. Plan where and when you will call the fire department.
5. Use your smoke detectors for each drill to create the actual sound the children will hear in a fire.
6. Record the date and time of your drills on your fire drill log. Vary times of the day when you practice the fire drill because a fire can occur at any time (including meal time and nap time).
7. Always count the number of children using a face-to-name method before the drill, while outside at your designated location, and after you have returned inside.

**Tornado Plan**

1. Plan your shelter so that you can quickly move the children to an interior room at the lowest level of your home such as a basement or a bathroom. Stay away from windows and cover yourself and children with a rug or heavy blanket to protect their heads and bodies from glass and flying debris.
2. Supply the shelter area with water, diapers, snacks, blankets, flashlights or other battery operated light sources along with extra batteries. Put a weather/hazard radio in the shelter area. Remember to have books, puzzles, crayons and paper, and soft items available for the children to be comforted.
4. Tornado sirens are intended as an outdoor warning. Television and radios also give warnings.
5. Record the date and time of your drills on your tornado drill log. Vary times of the day when you practice the tornado drill because a tornado can occur at any time.
6. Know the difference between a tornado watch and a tornado warning.

*A tornado **Watch** means conditions are right for the formation of a tornado. Stay alert, and be prepared to take shelter.*

*A tornado **Warning** means a tornado has been spotted in your area. Take shelter immediately!*

**Storm Plan (i.e. lightning)**

1. Keep children away from windows.
2. Have a flashlight and battery operated radio or weather alert radio with you in case the weather worsens and there is a threat of tornado which would require moving to your tornado shelter.
3. Plan quiet activities to keep the children calm and together.
4. Avoid traveling with children during a thunderstorm.

### **Flood Plan**

1. How would you physically evacuate children?
2. Where would you evacuate to?
3. Listen to the radio or television news for advice.
4. Do you have an upper level of the home that could be used?
5. Turn off electricity at the main breaker.
6. While driving in a vehicle NEVER drive through a standing pool of water.

### **Serious Injury Plan**

1. Assess the child, provide first aid and call 9-1-1 if needed.
2. Supervise the other children, keeping them calm and together.
3. Call parent or guardian as soon as possible.
4. Identify persons and their phone numbers that would be available and able to come quickly to sub.
5. Send the child's Medical Record/Health Assessment and Emergency Medical Release forms with them to the source of emergency care.
6. Plan to go with or follow behind the injured/ill child going for care once the other children are adequately supervised. Plan to stay at the source of care with the child until the parent or guardian arrives.
7. Keep a list of parents/person's authorized to pick up the children with their phone numbers readily accessible. Make sure your substitute knows where this information is located.

**Note:** When an injury requires medical attention (ex: broken bones, stitches, physician visit, ER visit) inform the Child Care Licensing office at (785)-843-3060. The state of Kansas is tracking injuries that occur in childcare. Any deaths must be reported by the next working day.

### **Civil Disorder**

1. Keep the children away from the windows and doors, lock the doors, and call 911.

### **Utility Failure**

#### **Power Outage**

1. Keep flashlights and batteries at easily accessible locations.
2. Remain calm.
3. Do not use candles or other type of flame for lighting.
4. Unplug all electrical equipment (including computers) and turn off light switches.
5. If the temperature in the home reaches above 85 degrees or less than 65 degrees the parents should be contacted to pick up their child and you should close until the power is back on.

#### **Water or Sewer Failure**

A Boil Water Advisory or a Boil Water Order might be issued by public officials due to a water or sewer failure OR due to a water-borne disease outbreak.

1. Place water in a heat-resistant container and bring water to a rolling boil for a minimum of one minute. When it cools, refrigerate the water in clean containers.
2. If you do not or cannot boil water, you can disinfect it by adding 1/8 teaspoon of bleach per gallon of water. DO NOT use bleach containing perfume, dyes, or other additives.
3. Boil or disinfect all water used for drinking, preparing food, beverages, ice cubes, washing fruits or vegetables, and brushing teeth.

**Gas Leak** - If you smell the “rotten egg” smell of gas OR hear a blowing or hissing noise:

1. **LEAVE the home immediately** using the exit farthest away from the strongest smell of gas, and call 9-1-1 for the fire department, and contact the gas company.
2. Take the land line phone off the hook (because on a land line phone, if it rings, the bell mechanism inside causes a spark).
3. DO NOT turn on or off any electric lights or appliances.
4. DO NOT open or close the windows.
5. DO NOT try to shut off the gas.
6. DO NOT light candles or other type of flame for lighting.
7. DO NOT re-enter the home until authorized by the gas company.

An individual exposed to natural gas for a prolonged period of time might experience the following symptoms: dizziness, fatigue, nausea, headache, and irregular breathing. Exposure to extremely high levels of natural gas can cause loss of consciousness or even death.

1. Take the victim outside immediately.
2. Call 9-1-1.
3. If the child is unresponsive or lacks normal breathing perform CPR.

#### **Chemical Release**

1. Keep the children away from the windows and doors. Go to the center of the top level of the facility (NOT basement).
2. Close all doors and windows.
3. Remain indoors until an “all clear” message is received from an emergency official.
4. Wait for instructions from television, radio, telephone, or an emergency responder.
5. Following an “all clear” message open doors and windows and turn on ventilation systems until indoor air has been exchanged with fresh air.

#### **To PREVENT a Missing Child**

1. Regularly do a head count of all children (using a face-to-name method) at every transition, and whenever leaving one area and arriving at another especially going indoors or outdoors. You should know how many children and be able to name each child in your care at all times.
2. Review K.A.R. 28-4-115a Supervision Plan. Also review <http://cfoc.nrckids.org/StandardView/2.2.0.1> Methods of Supervising Children in *Caring for Our Children*.
3. How often do you check on the children in your care when you are in a different room?
4. What measures have you taken to prevent children from leaving while you aren’t looking? Do you have a door alarm or a chime when the door opens?

#### **Missing Child**

1. **Immediately call 9-1-1.** Provide law enforcement with the child’s name, date of birth, height, weight and descriptions or any unique identifiers (eyeglasses, braces, etc.). Tell them when you noticed the child was missing and what clothing the child had on.

*If the child has autism it is important to share that with law enforcement. Are there any bodies of water near your home? Does the child have any special interest like trains, large trucks, heavy equipment, roadways/highways, bright lights, etc. Tell law enforcement about anything the child is attracted to or afraid of.*

2. **Begin searching!** Look in closets, under beds, piles of laundry, inside large appliances, in vehicles, anywhere a child could crawl or hide.

**Designated Relocation Site**

1. Identify alternate location for parents to pick up their children if your area is cut off from access.
2. How will you notify parents/legal guardians of the need to relocate and reunify with their children?

**Resources for planning in Child Care Settings**

[http://www.kdheks.gov/bcclr/emergency\\_preparedness\\_planning.htm](http://www.kdheks.gov/bcclr/emergency_preparedness_planning.htm)

**Additional Resources to Help Prepare the Children in Your Care for Emergencies**

<https://www.youtube.com/watch?v=FpjaUvk-Ecg> Planning Together: Sesame Street: Let's Get Ready!  
<https://www.youtube.com/watch?v=Rn9BZWWJ8VA> Our Whole Names: Sesame Street: Let's Get Ready!  
<https://www.youtube.com/watch?v=QtiAGSbJV0o> Big Changes: Sesame Street: Here for Each Other  
<http://www.sesamestreet.org/parents/topicsandactivities/toolkits/ready#> Family Emergency Kit  
<http://www.sesamestreet.org/parents/topicsandactivities/toolkits/ready#> Special Helpers  
[http://www.sesamestreet.org/cms\\_services/services?action=download&fileName=Family+Guide&uid=d43063b9-2fad-4e32-94c0-41039b01f7c6](http://www.sesamestreet.org/cms_services/services?action=download&fileName=Family+Guide&uid=d43063b9-2fad-4e32-94c0-41039b01f7c6)  
[http://www.sesamestreet.org/cms\\_services/services?action=download&uid=4ba2889a-bda2-4aba-9ba2-a06e9f290ff6](http://www.sesamestreet.org/cms_services/services?action=download&uid=4ba2889a-bda2-4aba-9ba2-a06e9f290ff6)

Spanish:

<https://www.youtube.com/watch?v=dLGOjvXvjME> Nuestro nombre completo – Sesame Street: ¡Preparémonos!  
<https://www.youtube.com/watch?v=A6ChsTTecDQ> La aplicación Preparémonos de Sesame Street  
<http://www.sesamestreet.org/parents/topicsandactivities/toolkits/ready/spanish#>  
[http://www.sesamestreet.org/cms\\_services/services?action=download&fileName=Gua+para+la+familia&uid=d418caa5-fcbb-47f4-bac6-7b45932f75f3](http://www.sesamestreet.org/cms_services/services?action=download&fileName=Gua+para+la+familia&uid=d418caa5-fcbb-47f4-bac6-7b45932f75f3)

**Douglas County  
Child Care Licensing Surveyors**

**Karen Flanders**  
[kflanders@ldchealth.org](mailto:kflanders@ldchealth.org)  
**785-856-3397**

**Brenda Hawkins**  
[bhawkins@ldchealth.org](mailto:bhawkins@ldchealth.org)  
**785-856-5378**

Call or Email with questions or concerns.  
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