ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Emergency Preparedness & Response Planning

RESOURCE GUIDE FOR DES FAMILY CHILD CARE PROVIDERS
The purpose of this guide is to assist Family Child Care Providers in creating and implementing an emergency preparedness plan. This guide was developed to meet all federal guidelines in emergency planning and if followed shall provide an opportunity to prepare and to prevent poor judgments made under the stress of an emergency. This guide in itself is no way to be considered an emergency plan or substitute for the federally required Emergency Preparedness Plan training.

**Disasters**

It is recommended that you inspect your facility both inside and outside as well as the surrounding area around the facility for potential danger or disaster that may exist. Be aware of potential disasters that could occur and how they might affect your facility.

- Types of disasters most likely to occur may include:
  - Fire or Wildfire
  - Flood
  - Earthquake
  - High Winds/Hurricane or Tornado
  - Severe Winter Weather
  - Hazardous Material Spill
  - Hostage/Active Shooter

**Evacuation**

Some disasters require evacuation of the building. Using a copy of the facility sketch, show arrows for the safest way to exit rooms. Be sure that exit doors are not locked from the inside. Providers should make copies of the emergency information and immunization record card (CC-012A) and a copy of your insurance policy and attach to your emergency disaster plan. Make sure you have a plan for evacuation of infants and toddlers or others who are non-ambulatory, such as; wagons, strollers, baby carrier/sling. *See Emergency Supply Tool Kit at the end of this document.

**Relocation**

Identify a primary and a secondary safe location to relocate if needed. Be sure to obtain permission from the property owner.

**Shelter-In Place**

Shelter-in-place refers to the process of staying where you are and taking shelter, rather than trying to evacuate. You may select a small, interior room, with no or few windows, and taking shelter there. It does not mean sealing off your entire home.
Lock-down

Lock-down means to remain inside the Family Home Child Care when police or an official emergency response agency notifies the provider that it is unsafe to leave the home or be outdoors during an emergency situation. During a lock-down the following procedures may be considered.

1. Everyone inside, closed the doors, and closed and locked all windows
2. Hang signs on outside doors and office indicating a lock down is occurring
3. Roll call
4. Turn off air conditioning/exhaust fans
5. Close drapes and curtains. Window panel in door should be unobstructed.
6. If needed, move to designated shelter-in-place.
7. Turn off pilot lights, but electricity should remain on.
8. Call 911 (non emergency # during drill) and alert central office.
9. Call parents/guardians to inform
10. Call DES/CCA

Communication

Share written policies with parents/guardians when they enroll their child, informing them of routine practices, and letting them know how they will receive information and updates.

Establish a mechanism for notifying and communicating with parents/guardians as well as emergency management public officials. (e.g., website postings, email notifications; central telephone numbers, answering machine, or answering service messaging; telephone calls, use of telephone tree, or cellular phone texts; and/or posting of flyers at the facility and other community locations)

Notify the Department of evacuation and/or emergency when able. See reporting guideline below:

A.A.C. R.6-5-5221 Change Reporting Requirements require reporting of any change in the home facility or the provider’s personal circumstances that affect the provider’s ability to provide stable child care services by telephone, fax, or email within 24 hours.

Reunification

In case of the need to evacuate or when parents/guardians are unable to get to children, you will need to establish procedures that will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe. These procedures should include:

1. Notification of evacuation and relocation to the parents/guardians
2. Releasing of children to parents/guardians
3. What will be done in the event no authorized person arrives to pick up child

See appendix for reunification form.
**Continuity of Operations**

Providers should make copies of the emergency information and immunization record card (CC-012A) and attach to your emergency disaster plan.

Providers should make a contingency plan that address

1. Backing up or retrieving health and other key records/files
2. How will you care for children and account for them, until the parent/guardian has accepted responsibility for their care
3. Acquiring, stockpiling, storing, and cycling to keep updated emergency food/water and supplies
4. Administering medicine and implementing other instructions as described in individual special care plans
5. Procedures that might be implemented in the event of an outbreak, epidemic, or other infectious disease emergency
6. Procedures to follow in the event that you are on a field trip or in the midst of transporting children when an emergency or disaster situation arises.

**Accommodation of infants & toddlers, children w/ disabilities and children w/chronic medical condition**

Providers should have a plan on how to evacuate all toddlers and infants. The plan should include having proper food and supplies.

Providers should have a plan for a child with special health care needs and should be discussed with the parents/guardians prior to an emergency situation.

See appendix for the children with special needs checklist and checklist for infants and toddlers.

- Do you have a current care plan and list of medications from the child’s physician?
- Do you have an emergency information form filled out on the child?
- Do you have a minimum of a two week supply of medications and supplies for the child?
- Do you have back up systems or plans for medical equipment that require electricity? (notify your local power company)
- Have you discussed with the child’s parent/doctor the best place for him/her in the event there is a disaster?
- Are your local emergency management team and neighbors aware that you care for a child with special needs and are they familiar with those needs? (See http://www.hrspecialneeds.org to contact your local emergency management office)

**Supplies for special needs**

- Two week supply of all disposable medical
- Cannulas, or suction catheters*
- Prescription, non-prescription*
- Medical equipment
Drills

Unannounced mock situations used as drills can help ease tension and build confidence in the children’s and your ability to respond calmly in the event of a real incident. Various drills need to be conducted to ensure you are ready for different disasters.

Types of drills:
- Evacuation
- Shelter in place
- Lock down

A record of evacuation drills, shelter-in-place drills, and lock down drills, should be kept on file. Include type of drill, date, and time.

Resources

There are many resources and agencies available to assist in your disaster planning efforts. The following are some of the resources and agencies you may want to contact for further information on disaster planning:

1. Provider groups/associations to share information on disaster planning and disaster resources in your Community.
2. Local Chapters of the American Red Cross.
3. Local City or County Emergency Services Coordinators.
4. Disaster assistance agency internet web site addresses:
   - American Red Cross: http://www.redcross.org/
   - Centers for Disease Control and Prevention (CDC): http://www.cdc.gov
     - http://www.ready.gov/kids
   - National Commission on Children and Disasters: http://www.childrenanddisasters.acf.hhs.gov/
   - Office of Child Care: http://www.acf.hhs.gov/programs/occ
# Emergency Supply Tool Kit

## Important Papers
- A copy of the Emergency Information and Immunization card
- (CC012) For each child in a small notebook or on child identification cards
- Emergency Disaster Form
- Medical Releases
- Copy of Insurance information
- Relocation site agreements

## Water
- One gallon of water for every four children
- ½ gallon of water per child and 1 gallon per adult

## Food
- Non-perishable food items such as granola bars and crackers
- Formula for infants
- Disposable cups
- Non-perishable food items such as canned fruit and meat
- Appropriate eating utensils
- Special food for infants
- Non-electric can opener

## Clothing and Bedding
- Aluminum safety blankets
- Pair of work gloves
- Change of clothes per person, especially socks
- Extra bedding/blankets

## First Aid
- Small First Aid kit
- Any needed medications
- Large First Aid kit
- Any needed medications

## Sanitation
- Diapers and wipes
- Toilet paper
- Hand sanitizer
- Paper Towels
- Additional diapers and wipes
- Additional toilet paper and emergency
- Toilet facilities, if possible
- Hand soap
- Paper towels
- Plastic bags (varied sizes)
- Feminine supplies

## Comfort and Safety
- At least one age appropriate play activity
- Flashlight with batteries
- Pencils
- Blank paper or notebook
- Several age appropriate play activities to rotate
- Extra keys
- Matches and candles
- Duct tape and plastic sheeting (for sheltering-in-place)
- Utility knife

## Communication
- Weather radio and extra batteries
- Charged cell phone/calling card
- Large First Aid kit
- Walkie-talkie
- Cell phone
- Signal/flare
- Decide which supplies are a priority. Request donation from families and community. Date your supplies and keep an inventory.
- Yearly or every six months: Rotate your food, water, and medical supplies in your daily operations before expiration date. Update important papers; check sizes of clothing and age appropriateness of activity.

**Sample Log for Practice Drills**

**Record of Disaster Drills**

Facility/Program Location: ........................................................................................................ Year: ............

Signature: ........................................................................................................................................

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**Response Actions:**

1. drop
2. shelter in place
3. lock down
4. evacuation
5. reverse evacuation
6. lock out/secure campus/lockout
7. scan (bomb threat).
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