

Chemical, Biological, Nuclear, or Hazardous Material

Follow recommendation of emergency personnel. Action may be to shelter in or to evacuate and transport to safe location.

Shelter in: *Prevent exposure to hazardous material.*

- Go to safest area of building; inner room with no outside windows.
- The safest area is: _____
- Close all windows and doors. Seal openings with available material (tape, cloth, etc.)
- Close ventilation and air ducts. Designated person will shut down heating/cooling system.
- Notify program director or emergency personnel of your location. Maintain position until given further instructions.

Evacuation: *Transport children to safe location.*

- Calmly gather children; count heads.
- Take Emergency File, flashlight, communication, and first aid kit.
- Leave the building using practiced escape route
- Go to outside meeting place: _____
- Count heads. Notify emergency personnel if anyone is missing.
- Transport children to safe location as directed by emergency personnel.
- Notify parents.

Planning and preparation:

- Check warning and communication systems.
- Identify safety area of every location of facility: _____
- Identify evacuation meeting place: _____
- Post exit routes to safe area; post exit routes to meeting place.
- Have Emergency File; update regularly.
- Have emergency lighting and communication sources; check regularly.
- Have first aid kit; check and rotate supplies regularly.
- Have transport system to evacuate infants, toddlers, and/or children with special needs.

Practice twice each year:

Date: _____ Staff initial: _____ Date: _____ Staff initial: _____



Earthquake

Duck, Cover, and Hold On

Inside the facility:

- Immediately duck or drop to the floor.
- Take cover under a desk or table.
- Stay away from windows, fireplaces, and heavy furniture or appliances.
- Stay in place until the ground stops moving.
- Head count.

The safest area is:

After the earthquake, leave the building. Take Emergency File, first aid kit, communication source, and flashlight.

Outside the facility:

- Move away from buildings, bridges, overpasses, or other objects which might fall over.
- Duck or drop to the floor.
- Stay in place until the ground stops moving.
- Head count.

After the earthquake, do not re-enter the building.

Planning and preparation:

- Check warning and communication systems.
- Designate staff responsibilities.
- Have Emergency File; update regularly.
- Have emergency lighting and communication sources; check regularly.
- Have first aid kit; check and rotate supplies regularly.
- Practice frequent head counts.

Practice twice each year:

Date: _____ Staff initial: _____ Date: _____ Staff initial: _____



Fire, electrical, gas leak, bomb threat, or other potential for fire

Immediate Evacuation:

- Know the fire/evacuation warning signal: _____
- Calmly get all children together. Count heads.
- Feel the door. If hot, do not open it. (*See instructions below*)
- Take Emergency File, flashlight, communication, and first aid kit.
- Leave the building using practiced escape route. If blocked by smoke or fire, use alternate escape route.
- Go to the outside meeting place: _____
- Head count. Notify emergency personnel if anyone is missing.

Stay together! All staff and children should stay in the designated meeting place until further instructed. Once outside, designated staff should notify fire department or emergency personnel.

If exit is blocked:

- If door feels hot, do not open it. Stay in the room.
- Place blanket or other material under door to block smoke.
- Gather children near window. Escape may be possible through window.
- If escape not possible, notify emergency help.

Planning and preparation:

- Place and maintain smoke detectors.
- Familiarize children and adults with warning system and sounds.
- Know and practice “two ways out” from every location in facility.
- Maintain clear exit paths. Exit doors must be unlocked
- Have Emergency File; update regularly.
- Have emergency lighting and communication sources; check regularly.
- Have first aid kit; check and rotate supplies regularly.
- Practice fire-safe transport system for infants, toddlers, & special needs.
- Practice evacuation with preschoolers holding rope or other “follow-the-leader” practices. Practice situations, including crawling under smoke.
- Identify same meeting place outside.
- Teach and practice fire and burn prevention.
- Know your community fire fighters.

Practice and check smoke detectors monthly:

Date: _____ **Staff initial:** _____ **Date:** _____ **Staff initial:** _____



Potentially Violent Situation

Gunfire, hostage, intruder, adult under influence, non-custodial adult, etc.

Procedure: Lock-down

- Warning System: Lock down code.
- Close and lock all doors.
- Turn off lights.
- Have children sit quietly in designated safest area:
- Safest area for lockdown:

- Head count. Make sure all children are in the room. Notify Director or emergency personnel if anyone is missing.
- Maintain position until given further instructions.

Selective evacuation may be in order. Take Emergency File, first aid kit, and flashlight.

Planning and preparation:

- Check communication systems.
- Familiarize staff with lock-down code and warning system.
- Designate staff responsibilities.
- Have Emergency File; update regularly.
- Have emergency lighting and communication sources; check regularly.
- Have first aid kit; check and rotate supplies regularly.
- Check door locks and keys to assure they work properly.

Practice twice each year:

Date: _____ Staff initial: _____ Date: _____ Staff initial: _____



Utility Disruption

If there are no live wires or immediate danger:

- After one (1) hr of disrupted service, begin calling parents/guardians to inform them of the situation.
- Call families of infants and children with special needs first. These families may be called sooner depending on level of disruption to basic caregiving routines.

The facility may close if the following conditions are present:

- Room temperature registers 68° or below, or 85° or higher for one hour, with no expectation of heat/air conditioning restoration within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing.
- Lighting (natural or emergency) is diminished to the point that children and staff are at risk.
- Phone lines will be inoperable for more than one hour, and no auxiliary cellular phones are available. Staff must have means to reach all parents to pick up children before closing facility.
- Nutritional needs of the children cannot be met.
- Loss of water that disrupts appropriate diapering, hand washing, and toileting with clean running water for more than 1 hour.

How to protect food:

- Keep doors of refrigerator and freezer closed as much as possible.
- Keep raw foods separate from ready to eat foods.
- If refrigerator temperature is above 40 degrees for more than two (2) hours, discard perishable foods.
- Frozen foods that remain frozen are not a risk. If potentially hazardous foods are thawed, but still cold or have ice crystals on them, use them as soon as possible. If potentially hazardous foods are warmer than 45 degrees Fahrenheit, discard them.
- Contact your local Public Health Agency for any questions regarding the safety of food. If in doubt, throw it out.

Planning and preparation:

- Monitor weather conditions (storms, ice, snow) which could affect utilities.
- Consider pre-storm closing or early closing depending upon conditions.
- Have flashlights or other emergency lighting readily accessible. Check monthly. Location of flashlights: _____
- Have drinking water supplies available.
- Have back-up communication available
- Have first aid kit; check and rotate supplies regularly.

Practice and check smoke detectors monthly:

Date: _____ Staff initial: _____ Date: _____ Staff initial: _____



Flooding

Flood Watch: Flooding is possible.

Flood Warning: Flooding is occurring or will occur soon.

- If advised to evacuate, do so immediately.

Flash Flood Watch: Flash flooding is possible.

- If in an area for flash flood risk, you should move to higher ground.

Flash Flood Warning: Flash flooding is occurring.

- If in an area for flash flood risk, you should move to higher ground immediately.

Urban and Small Stream Advisory: Flooding of streets, small streams, and low-lying areas is occurring.

- If evacuation is recommended, follow designated evacuation route.

Evacuation Procedures:

- If advised to evacuate, do so quickly. Evacuation is simpler and safer before floodwaters become too deep for ordinary vehicles to drive through.
- Take Emergency File, flashlight, communication, and first aid kit.
- Listen to a battery-operated or vehicle radio for evacuation instructions.
- Follow recommended evacuation routes – short cuts may be blocked.
- Attempt to leave early; avoid being isolated by flooded roads.
- **NEVER** attempt to drive through water or flooded streets!

Planning and preparation: Flooding may build over several days or occur rapidly. Monitor flood potential; consider early closing or pre-closing facility.

- Determine if your facility or travel routes are in flood inundation areas.
- Learn flood-warning signs, and if available, any community alert signals.
- Have Emergency File; update regularly.
- Have emergency lighting and communication sources; check regularly.
- Have first aid kit; check and rotate supplies regularly.
- Have maps clearly marked with alternate evacuation routes.
- If high risk for flooding, designated staff should shut off electricity, gas, and water at main switches. If necessary, move records or equipment to higher level in building.

Practice twice each year:

Date: _____ Staff initial: _____ Date: _____ Staff initial: _____



Tornado or Severe Weather

Tornado Watch: Tornado is possible.

- Watch the sky. Listen to radio or television for more information.
- Be prepared to take shelter.
- If you are in a metal structure, mobile home, or similar structure, you should move to a more substantial structure.
- Take Emergency File, flashlight, communication, and first aid kit.

Tornado Warning: Tornado has been sighted or indicated by weather radar.

- Immediately take children to designated shelter.
- Take Emergency File, emergency lighting, and first aid kit.
- Tornado safest area is: _____
- Avoid windows and glass doors. Close doors to outside rooms.
- Have children sit in position. Protect heads with blankets.
- Count heads. Notify Director or emergency personnel if anyone is missing.
- Stay in this position until given the “all clear” by authorities.

Planning and preparation:

- Designate safest area. If possible, stock with blankets or tarps.
- Practice “tornado position.”
- Familiarize staff and children with warning system.
- Have Emergency File; update regularly.
- Have emergency lighting and communication sources; check regularly.
- Have first aid kit; check and rotate supplies regularly.

Practice monthly during tornado season:

Date: _____ Staff initial: _____ Date: _____ Staff initial: _____

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Sample only. Modify to meet individual program procedures.

