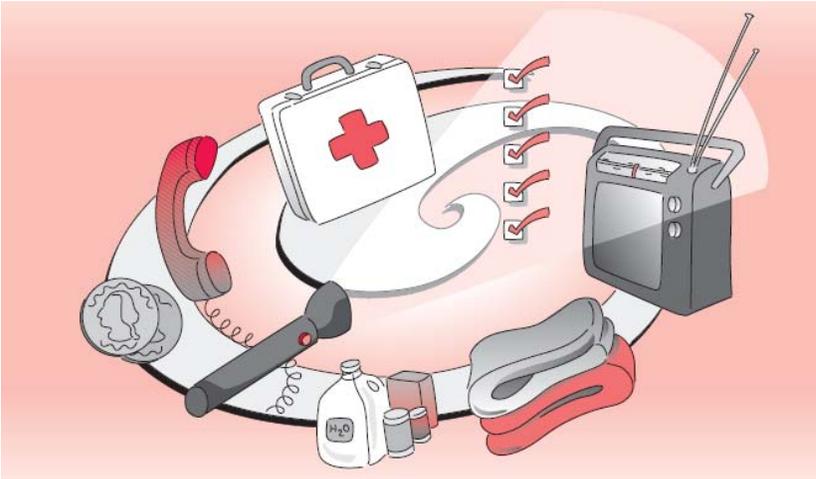


# Family Child Care Emergency Plan Workbook



\_\_\_\_\_  
Program Name

\_\_\_\_\_  
Date Prepared

\_\_\_\_\_  
Next Review Due

\_\_\_\_\_  
Review Done Date

\_\_\_\_\_  
Reviewers Names

\_\_\_\_\_  
Next Review Due

\_\_\_\_\_  
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Reviewers Names



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- To obtain additional copies of this workbook, visit the Contra Costa Health Services website at [www.cchealth.org](http://www.cchealth.org)
- Once this workbook is filled out, it should be reviewed and updated as necessary every 6 months. An easy way to remember this is to review the book when you change your clocks every spring and fall. Licensed child care providers in California are required to hold fire drills every six months.

The Family Child Care Emergency Plan is based on a design by the Office of Emergency Preparedness Group at Group Health Cooperative of Puget Sound, et al, the Kewaunee County Public Health Department and Kewaunee County Emergency Management; and Jackson County, Ore.

# 1. Find out what could happen to you

Below are some of the emergencies or disasters likely to happen in your area. List how each disaster might affect your child care program.\*

**Wildfire:** \_\_\_\_\_  
\_\_\_\_\_

**Flood:** \_\_\_\_\_  
\_\_\_\_\_

**House fire:** \_\_\_\_\_  
\_\_\_\_\_

**Severe winter weather:** \_\_\_\_\_  
\_\_\_\_\_

**Earthquake:** \_\_\_\_\_  
\_\_\_\_\_

**Hazardous material spill:** \_\_\_\_\_  
\_\_\_\_\_

**Pandemic flu:** \_\_\_\_\_  
\_\_\_\_\_

**Other emergencies or disasters (i.e. police activity, intruder alert, etc.):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Remember that all licensed family child care providers in California are required to report any unusual incident at their facility, i.e. evacuation, or injury to a child to licensing as part of Reporting Requirements, Regulation Section 102416.2.**

Licensed child care providers need to call their local community care licensing office to report unusual incidents. In Alameda and Contra Costa Counties, contact the Bay Area Regional Office of Community Care Licensing (510) 622-2602. Providers outside these two counties should contact their local licensing office. Office phone and addresses can be obtained through the licensing website: [www.cclid.ca.gov](http://www.cclid.ca.gov)

## 2. Determine your planning needs

Make a list of people besides the children in your care that you would be responsible for in a disaster – for example your own children, other family members, relatives, neighbors, pets, etc.

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Where will you take pets during a disaster? \_\_\_\_\_

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Do places you frequently take your children have disaster plans, such as libraries, community centers, your children's schools?

**Y N** School      **Y N** Library      **Y N** \_\_\_\_\_      **Y N** \_\_\_\_\_

Do you have a way to transport everyone in your care if you needed to? If not, who can you call for help? \_\_\_\_\_

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Review the checklists in this plan. Think about things you may need to keep on hand in case of an emergency. Make a plan to get these items:

- Add a few items to your grocery list each month
- Talk to the parents of the children you care for and ask them to help with supplies for their children
- Decide if you will be open for business during certain types of disasters. What if you have to evacuate? What if you have no power or water? Talk to the parents of the children you care for about your decisions.

### 3. Create a Disaster Plan

Child care providers in California are required to have a disaster plan as part of licensing requirements. Use this form to help create yours. Ask a friend or relative who does not live in the area to be your “out-of-area” contact. Long distance phone calls may go through when local lines and cell networks are down or jammed. Provide this on your wallet cards (see page 15) and give one to each of the parents of the children you care for. They can use this out-of-area contact to get information if they aren’t able to get through to you. (For more information on Family Disaster Preparedness and Plans, visit <http://www.redcross.org>)

Out-of-area Contact: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_

- Choose a code word to use with children if you must send someone else pick them up: \_\_\_\_\_. Be sure to quiz them frequently.
- Develop a fire escape plan for your home. Conduct fire drills monthly. Test smoke detectors yearly.
- Develop a safe room plan for your home. Conduct safe room drills monthly.
- Learn how to shut off utilities. Develop a plan for who will shut off utilities during a disaster. Be sure any special tools are stored in an easy to reach location.
- Replace items in your emergency kits every 6 months, or as needed.
- Conduct a home hazard hunt.

## Evacuation:

Pick two places to go if you have to evacuate your home. Write this information on your wallet cards (see page 15) and emergency phone list.

1. One close by your home in case of a fire:

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2. Outside your neighborhood in case you have to evacuate:

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Be sure to talk to the parents of the children you care for about these locations. Also let them know that depending on the disaster, you may have to use a different location. Decide how you will notify parents if this happens.

Choose a location to leave a note if you have to evacuate. \_\_\_\_\_

Review the evacuation supplies checklist. Add items you would need to take with you.

Your method of transportation (your own vehicle, neighbor, other resources)

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If you can't take your pets with you, where will you take them? \_\_\_\_\_

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## Shelter-in-place

Depending on the disaster, you may need to stay in your home instead of evacuating.

- Choose a room (maybe your safe room) for sheltering in place.
- Build a kit of supplies you will need. Many checklists are available including one in this book and also online at [www.redcross.org](http://www.redcross.org). Choose supplies that work for you in your situation.
- Add supplies to your monthly shopping list a few at a time.
- Talk to parents of the children in your care about making an emergency kit. You may ask them to provide any special supplies their child may need. For example, if a parent normally supplies diapers for their child, ask for a few extra to put in your kit. As the child grows, take the smaller diapers out and add larger ones. Also, include any medications that they would normally take at home.

## Shelter-in-Place Instructions

The following Shelter-in-Place procedures are recommended as the best first response after the Contra Costa Community Warning Safety Sirens are sounded or if a S-I-P order has been issued:

### Shelter

- Go inside your home or the nearest building
- Bring in pets, if possible
- Officials at the fire Department, health department and the Office of Emergency Services agree that in the case of chemical accident, those people who shelter indoors are much safer than those people who remain outside and are possibly exposed to chemicals

### Shut

- Close doors and windows
- Use window and door locks to create a better seal
- Make sure your vents and fireplace flue are closed

### Listen

- Turn on your radio and television for information and further instructions
- The Community Warning System is designed to provide Contra Costa County-specific information directly to the media. Public access television and radio stations such as KCBS 740 AM or KGO 810 AM will have ongoing status reports and information
- Avoid using the telephone unless you have a life-threatening emergency

## 4. Build a kit of emergency supplies

Try to plan for as much as two weeks supply of food, water and medications

### Food:

- Store a minimum of three days worth of food and water, but up to two weeks is recommended.
- Use canned foods for easy storage and long shelf life. Choose canned meats, fruits and vegetables that your family likes. Try to pick items that require no refrigeration, preparation or cooking and little or no water.
- Also recommended are canned or dried juice mixes, powdered or canned milk, high energy food (peanut butter, jelly, unsalted nuts and trail mix); crackers, cereals, pasta and rice.
- Remember to eat at least one balanced meal each day. It is also a good idea to pack comfort foods such as candy, cookies or other special treats.
- Store foods in a single or family meal-size package. During a disaster, you may not have a way to refrigerate leftovers.
- Don't forget your pets. Store canned and dry pet food along with an extra collar and leash. Don't forget any medications your pets might be taking. Be sure to include food and water bowls.
- Add a manual can opener, cooking and eating utensils, and basic food seasonings.

### Water:

- Store a minimum of three days worth of water for each family member and pets. A two-week supply is recommended. *One gallon per person per day is recommended for drinking, cooking and washing.* Write the date on the water containers and replace them as needed.
- Learn how to remove water from your hot water heater in case you need it. Be sure to turn off the gas or electricity to the tank before draining off the water for emergency use.
- Never drink water from a waterbed. This water contains an algaecide that can make you sick. Use this water for non-food purposes only like washing clothes.
- Purify water by boiling it for 3-5 minutes or by adding drops of unscented household bleach. Use 16 drops of bleach per gallon of water: let water stand for 30 minutes before drinking. Water purification tablets or a filter system such as those designed for campers and backpackers will also work.

#### How to store water

Store your water in thoroughly washed plastic, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles, are the best. You can also purchase food-grade plastic buckets or drums.

Seal water containers tightly, label them and store in a cool, dark place. Replace every six months.

## Sanitation:

- Toilet paper, towelettes
- Feminine supplies
- Plastic garbage bags & ties
- Plastic bucket with lid
- Household bleach (unscented)
- Soap
- Personal hygiene items

## How to make an emergency toilet

Place a plastic garbage bag inside a 5 gallon plastic bucket. Place a small amount of bleach in the plastic bag, after each use. Cover tightly. After several uses, change to a new bag. Bags should then be placed in another bag, until they can be properly disposed of.

## First Aid Supplies:

- Medication for a fever (Tylenol, Ibuprofen etc)
- Antacid and Anti-diarrhea medication
- Laxative
- Cough & cold medicine
- Prescription medications (10 day supply)
- Antihistamine (Benadryl , etc)
- Rubbing Alcohol
- Hydrogen Peroxide
- Activated charcoal (use if advised by Poison Control)
- Eye wash
- Lotion for itching / rash (Calamine, Benadryl, etc)
- Sterile adhesive bandages in assorted sizes
- 2-inch sterile gauze pads (8-12)
- 3-inch sterile gauze pads (8-12)
- Hypoallergenic adhesive tape
- Triangular bandages (3)
- 2 & 3-inch sterile roller bandages
- Surgical gloves
- Scissors
- Tweezers
- Needle (sewing type)
- Safety razor blade
- Antiseptic spray
- Tongue blades and
- Non-breakable thermometer
- Wooden applicator sticks
- First Aid Guide
- Assorted sizes of safety pins
- Soap or alcohol gel
- Surgical masks

## Tools & Other Supplies:

- Battery powered radio
- Flashlights
- Extra batteries
- Candles
- Matches
- Money
- Important papers (insurance info, vaccination records)
- Fire extinguisher
- Trash bags
- Extra eye glasses
- Cook stove with fuel
- Heavy gloves
- Duct tape
- Change of clothes for each person
- Sturdy shoes for each person
- Blankets
- Axe, shovel, broom
- Pliers, wrench, pry bar
- Utility knife
- Whistle
- Map of area (for identifying evacuation routes or shelter locations)
- Compass
- Paper and pencil

**For Baby:**

- Formula
- Diapers
- Wipes
- Powdered milk
- Bottles
- Baby food

**For Children:**

- Toys
- Games
- Books
- Coloring books
- A special stuffed animal or comfort toy

**For Pets:**

- Food
- Water
- Bowls
- Extra leash & collar
- Vaccination records
- Picture of your pet
- Medications
- Toys
- Vet's name and phone number

Remember to have an emergency plan for your pet. If your pets can't go with you to a shelter, be sure to plan for them to go somewhere else.

## Put your plan into action



- Post your emergency phone list near the phone
- Teach children how and when to call 9-1-1
- Keep at least one regular (not cordless) phone on hand in case of a power outage
- Show responsible family members or children in your care how and when to shut off water, gas heating/cooling systems and electricity main switches.
- Maintain a roster of all children in your care and emergency contact information for them
- Make an inventory or videotape of valuable items including a description and serial numbers. Be sure a copy of this is located someplace other than your home in case of a fire, such as a safety deposit box or relative's house
- Check for adequate insurance coverage
- Complete a neighborhood resources inventory
- Keep enough gas in your car to evacuate

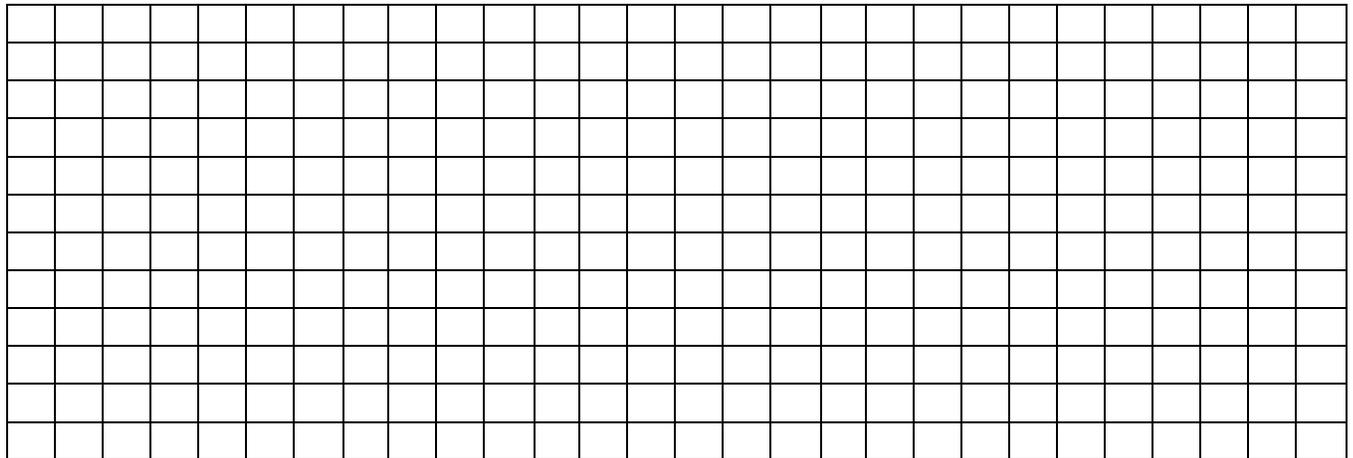
## Talk to parents about your plan

Talking with the parents of the children you care for about disaster planning is vital to a good disaster plan. It is important that parents be included in the planning process, and that your plan works for them, as well as you. Sharing your plan will give parents a sense of security.

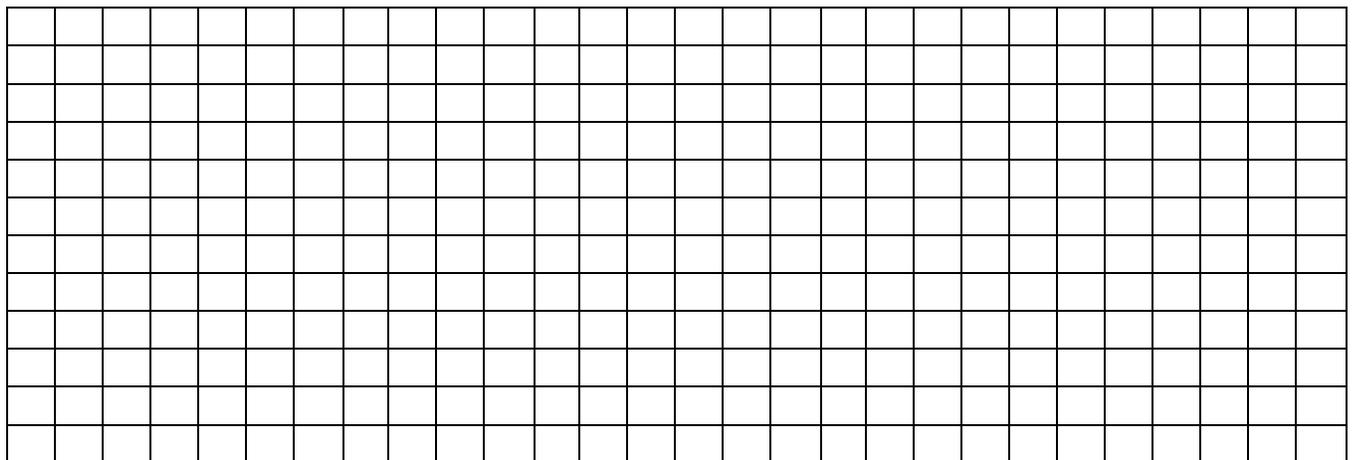
- Make a wallet card for each parent. Consider laminating. Be sure to update the card as information changes. The wallet card template at the end of this plan.
- Agree on a location outside your home where you would leave a note if you had to evacuate. The location should be easily accessible, yet should not make it obvious that you are not home. Place the note in a plastic bag to protect it from bad weather.
- Agree on a method for you to notify parents of a disaster and your response. Some parents may not be able to receive phone calls at work, others may. Come up with a plan that works for each parent.
- Talk to parents about your emergency supply kit. Ask for their help adding supplies to the kit for their child.

# 6. Complete a Facility Sketch/Home Emergency Diagram

Child care providers also are required to provide a Facility Sketch as part of the licensing application process. Sketch the floor plan of your home and establish two exit routes from each bedroom. Use the symbols on the bottom of the page to label your sketch with the safe spots for each type of disaster, and emergency equipment and supplies. If there are additional floors in your house, use a blank piece of paper and clip it in this binder.



**Floor One**



**Floor Two**

- |                                 |   |                     |   |               |   |
|---------------------------------|---|---------------------|---|---------------|---|
| Normal Exit Route               |  | Fire Extinguisher   |  | First Aid Kit |  |
| Alternate Route                 |  | Collapsible Ladder  |  |               |   |
| Outside Reunion Location        |  | Disaster Supply Kit |  |               |   |
| Shelter in place/safe room spot |  |                     |   |               |   |

# 7. Practice and maintain your plan

Review your plan every six months so that everyone remembers what to do in an emergency. Fire drills must be held every six months as part of licensing requirements. Be sure to quiz kids on the code word, safe room plan and fire evacuation routes. Write the date this plan is due for the next review on the cover.

						Date
						Update the phone numbers and info on your Emergency Phone List.
						Update wallet cards if needed; give new cards to parents.
						Conduct a fire drill.
						Conduct a safe room drill.
						Test and recharge your fire extinguisher according to manufacturer's instructions.
						Test your smoke detectors and change the batteries, and clean out the dust.
						Replace stored water every 6 months.
						Rotate the food every 6 months – as necessary.
						Rotate the medications from the emergency kit into those you use regularly and put fresh medications in the emergency kit.
						Practice shutting off utilities. Make sure everyone knows where the tools are stored.
						Practice Duck, Cover and Hold.

*Hint: When you set your clocks in the fall and spring, also do your emergency plan updates.*

## **Resources for Emergency Information**

### **Contra Costa Health Services (CCHS)**

#### **Health Emergency Information Line, 1-888-959-9911**

The CCHS Health Emergency Information Line provides the public with pre-recorded information about health emergencies, including West Nile virus, avian flu, and shelter-in-place. The line also has information about diseases, symptoms, treatment and prevention.

**CCHS website: [www.cchealth.org](http://www.cchealth.org)** has information on health emergencies, diseases and pandemic and seasonal flu.

### **Other Resources**

#### **American Red Cross Preparedness Information, <http://www.redcross.org>**

An emergency preparedness website with downloadable material to help prepare for natural and man-made disasters. Information for parents and educators to help children cope with fears and anxieties related to disasters. American Red Cross Bay Area Chapter, 925-603-7400, [www.redcrossbayarea.org](http://www.redcrossbayarea.org) offers emergency preparedness brochures and training.

#### **Contra Costa Sheriff's Office, 925-646-4461 or <http://cocosheriff.org>**

Information about emergency preparedness and how to form a Community Emergency Response Team or CERT. Website has downloadable info about emergency preparedness & crime prevention.

#### **Community Warning System Information, 925-313-9603, <http://www.cococaer.org>**

Provides information about the County's system of public safety sirens, communication terminals and other tools that alert the public in the event of a chemical emergency or other hazards requiring residents to shelter-in-place.

#### **2-1-1**

A toll-free, 24-hour phone number that connects people with local community services, such as child care, youth programs, job training, senior services, immigration assistance, counseling, food, shelter and more. Available in Contra Costa and other areas.

#### **One-stop access to U.S. Government avian and pandemic flu information.**

Managed by the U.S. Department of Health and Human Services <http://pandemicflu.gov>

**Centers for Disease Control and Prevention.** 1-800-CDC-INFO (1-800-232-4636) or 1-888-232-6348 TTY in English and Spanish

# Wallet Cards

Make copies of the page as needed. Fill out the cards, cut them out and fold them in half. Laminate the cards or have a store laminate them for you.

<b>Child Care Provider:</b> Name: _____ Phone #: _____ Alt # _____	<b>Evacuation location #1</b> Location name: _____ Phone #: _____ Alt # _____ Address: _____
<b>Out of area contact:</b> Name: _____ Phone #: _____ Alt # _____ City: _____ St. _____	<b>Evacuation location #2</b> Location name: _____ Phone #: _____ Alt # _____ Address: _____
<b>Evacuation message location</b> _____ _____	<b>Code word:</b> _____