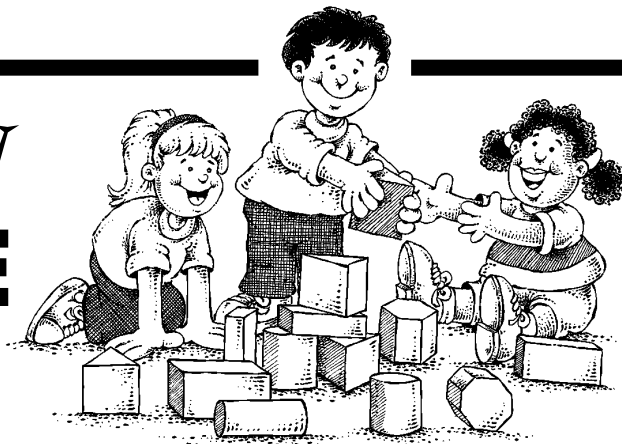


Health & Safety RESOURCE GUIDE

For Headstart & Childcare Programs

Volume 6, Issue 2 • February – March 2004



A Publication of Healthy Childcare

Emergency Preparation

Preparing for an emergency involves many tasks: putting together plans and policies, working with staff and parents, training staff and retraining, when necessary. This issue of the *Health & Safety Resource Guide* outlines the areas of emergency preparation that should be addressed when training staff on this topic.

Use the resources at the end of this outline to add additional information to your program's "library" of emergency preparation materials. Share this information during staff training as well as with parents.

SAMPLE PRESENTATION OUTLINE

Session Objectives

At the end of the session, the participant will be able to:

- Describe various types of emergencies.
- Identify categories of supplies needed, and examples of each.
- Describe location and proper storage of supplies.
- Understand staff responsibilities.
- Know your program's emergency policies.

Purpose of training

The possibility of disaster has always been with us in the form of natural disasters: tornado, hurricane, lightning, fire, flood, earthquake, or ice storm. Emergencies such as fire or chemical spills events may require evacuation of children to other sites. Power outages or transportation problems could delay parents and require you to care for children longer than expected. It is important that caregivers be prepared for any emergency situation. One part of preparation is having sufficient supplies available to provide continual care for all children. When developing a response plan, most authorities recommend preparing for three or more days (72 hours) either in an evacuation site or sheltering in place. Part of this training should include reviewing your disaster plan with staff so that everyone is aware of specific parts of the plan and their own responsibilities during an emergency.

Identify Items Needed

The trainer should begin with a basic list of supplies;

then work with a team to review and complete this list so that all children's needs are met, and to eliminate any unnecessary items. The planning team should include a caregiver to represent each age group of children, a parent, and a person with experience with children with disabilities.

Basic categories of supplies include water, food, cleaning, first aid, medications or equipment, clothing and blankets, toileting supplies, lighting, and communication.

Determine the quantity of each item needed. Monitor your regular use of items, such as hand washing supplies or toilet paper, over a three-day period and base your supplies on this.

Preparation

Each staff member should know his or her specific responsibilities during an emergency. At least two people should be assigned to a task, one primary and one as back up.

- Identify safe areas in your building or an evacuation site
- Know procedures for exit routes, lock down events
- Practice monthly drills
- Know transportation plans for evacuations
- Head counts must be maintained during an emergency
- Know which staff members are responsible for routinely checking and restocking emergency supplies
- Communicate with parents your emergency plans

Staff Responsibilities

Discuss policies and procedures for staff roles in an emergency regarding who stays of an evacuation is necessary (if there is an option), prioritizing those who may leave; how staff is reimbursed for working extra hours and how someone is paid who may choose to leave for personal reasons; and the chain of leadership for different days and times throughout a week, based on work schedules.

Continued on back page

Specific Resources

A list of supplies for an emergency preparation/disaster supply kit, **Federal Emergency Management Agency** (FEMA), C St., SW Washington, D.C. 20472; 202-566-1600; www.fema.gov/rrr/diskit.shtm

Caring for Our Children, National Health and Safety Performance Standards, second edition, has information medications as well as emergency planning. Print copies are available from **American Academy of Pediatrics**, PO Box 747, Elk Grove Village, IL 60009-0747; 888-227-1770; www.aap.org. The text is available on line, nrc.uchsc.edu.

Disaster Training International, 511 Avenue of the Americas, # 385, New York, NY 10011-8436; 212-929-9926, www.disastertraining.org

The **American Red Cross** has available information on planning for food use in an emergency. For more information, please contact your local Red Cross chapter. Ask for a copy of the following brochures: "Your Family Disaster Plan" (A4466); "Your Family Disaster Supplies Kit" (A4463) and "Food and Water in an Emergency" (A5055). www.redcross.org/services/disaster/beprepared/foodwtr.html

A list of food safety and storage resources is available from the **Food and Nutrition Information Center**, National Agricultural Library/USDA, 10301 Baltimore Ave., Room 304, Beltsville, MD 20705-2351; 301-504-5719; www.nal.usda.gov/fnic/emerg.html

Internet Resources

Guidelines for rotating common emergency foods from the **U.S. Department of Homeland Security**, www.nationalterroralert.com/readyguide/foodstorage.htm

Children's activities and educational resources to help them cope with an emergency or disaster from **FEMA**, www.fema.gov/tab_education.shtm

Ready to Respond Emergency Preparedness Plan for Early Care and Education Centers, Bright Horizons Family Solutions, is available in a Word document, www.brighthorizons.com/talktochildren

A checklist with items for **emergency preparation**, www.childhealthonline.org

Emergency food preparation and storage, www.nilesema.com/emergencyfoodprep.htm

Resources

American Heart Month, American Heart Association. 7272 Greenville Ave., Dallas, TX 75231; 800-242-8721; www.americanheart.org

American Red Cross Month, American Red Cross, 431 18th St., NW, Washington, DC 20006; 202-303-4498; www.redcross.org

AMD/Low Vision Awareness Month, Prevent Blindness America, 500 East Remington Rd., Schaumburg, IL 60173-5611; 800-331-2020; www.preventblindness.org

Burn Awareness Week, Shriners Burns Hospital, 3229 Burnet Ave., Cincinnati, OH 45229; 513-872-6000; www.shrinershq.org/shc/cincinnati/index.html

Child Passenger Safety Awareness Week, Office of Occupant Protection, National Highway Traffic Safety Administration, U.S. Department of Transportation, 400 Seventh St., SW, Washington, DC 20590; 888-DASH-2-DOT; www.nhtsa.dot.gov

Children's Dental Health Month, American Dental Association, 211 East Chicago Ave., Chicago, IL 60611; 312-440-2593; www.ada.org

Give Kids A Smile Day, American Dental Association, 211 East Chicago Ave., Chicago, IL 60611; 312-440-2500; www.ada.org

Kick Butts Day, Campaign for Tobacco-Free Kids, 1400 I St. NW, Ste. 1200, Washington, DC 20005; 888-839-3869; www.kickbuttsday.org

Kids ENT (Ears, Nose, Throat) Month, American Academy of Otolaryngology, Head and Neck Surgery, Inc., One Prince St., Alexandria, VA 22314-3357; 703-836-4444; www.entnet.org/KidsENT

Nutrition Month, American Dietetic Association, 120 South Riverside Plaza, Ste. 2000, Chicago, IL 60606-6995; 800-877-1600 x4853; www.eatright.org/Public/NutritionInformation/92_11422.cfm

Poison Prevention Week, Poison Prevention Week Council, PO Box 1543, Washington, DC 20013; 301-504-7058; www.poisonprevention.org

Wise Health Consumer Month, American Institute for Preventive Medicine, 30445 Northwestern Hwy, Ste. 350, Farmington Hills, MI 48334; 800-345-2476; www.healthylife.com

The *Health & Safety Resource Guide* is published by Healthy Child Publications, PO Box 624, Harbor Springs, MI 49740, and is mailed with *Healthy Childcare*. One year (six issues) of the Resource Guide is available when purchased with six issues of *Healthy Childcare* (\$25.75).

Ordering information is available inside *Healthy Childcare*, on our web site, www.healthychild.net, or by calling 877-258-6178.

