

CHILD CARE SERVICES WEBINAR

EMERGENCY PREPAREDNESS

CHILD CARE SERVICES WEBINAR

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Best Practices Training
Georgia State University**

CHILD CARE SERVICES WEBINAR

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Quality Improvement and
Training Unit Manager**

Dana Bond, Southeast Regional Manager

**Bright from the Start:
Department of Early Care and Learning
Child Care Services**

GOALS



**Emergencies
can happen
at any time.**

GOALS

1. The need for an emergency plans.
2. The necessary components of an emergency response plan.
3. The recovery process in the event of an emergency.

PREPAREDNESS



PREPAREDNESS

- Emergencies happen unexpectedly.
- Having a plan can reduce fear and anxiety.
- May reduce the overall negative effects of an emergency.
- Increases the speed of response in an emergency situation.
- Assures and informs parents there is a plan in place.

PREPAREDNESS



Our family meets at the edge of the woods behind our house when there is an emergency.




PREPAREDNESS



PREPAREDNESS

- **Utility Outages**
- **Fire**
- **Hazardous Health Conditions**
- **Missing Child**
- **Major Medical Emergency**
- **Bomb/Terrorist Threat**
- **Criminal Activity**
- **Earthquake**
- **Flood**
- **Severe Storms (Tornado)**
- **Snow / Ice Storms**

EMERGENCY PLANNING

- 
- **What hazards may occur in my area of the state?**
 - **How do I reduce risks?**
 - **How will I receive alerts or warnings?**

EMERGENCY PLANNING

GENERAL GUIDELINES:

- Familiarize yourself with different types of emergencies that may occur in your area
- Form a Preparation Committee
- Include members of community

EMERGENCY PLANNING

Current contact information for all STAFF that includes:

- **Working phone number**
- **Current address**
- **Emergency contact person**
- **Any important health information**

EMERGENCY PLANNING

Current contact information for all CHILDREN that includes:

- **Working phone number**
- **Current address**
- **Medical Provider**
- **Emergency contact person**
- **Any important health information**

EMERGENCY PLANNING



ALL VISITORS

**PLEASE CHECK IN AT
THE OFFICE**



EMERGENCY PLANNING



EMERGENCY PLANNING



EMERGENCY NUMBERS:

Post by all operable phones

Local Physician or Hospital: _____

County Health Department: _____

Regional Poison Control Center: (800) 282-5846 (GA only)

Ambulance, Police and Fire: 911

EMERGENCY PLANNING

ABC PRESCHOOL CHAIN OF COMMAND

In the event of an emergency, please see Ms. Thacker in the absence of Ms. Bishop, Center Director.

EMERGENCY PLANNING



Where is your alternate location?

EMERGENCY PLANNING

SAMPLE CHILDREN'S ENROLLMENT FORM

Page 1 of 3

Entrance Date _____ Withdrawal Date _____

Child's Name _____ Sex _____ Age _____ Date of birth _____

Home Address (Street) _____

City _____ State _____ Zip _____

Home Phone Number _____

Father's Name _____ Home Phone Number _____

Father's Home Address (if different from child's) Street _____

City _____ State _____ Zip _____

Father's Place of Employment _____ Work Phone _____

Employer's Street Address _____ City _____ State _____ Zip _____

Mother's Name _____ Home Phone Number _____

Mother's Home Address (if different from child's) Street _____

City _____ State _____ Zip _____

Mother's Place of Employment _____ Work Phone # _____

Employer's Street Address _____ City _____ State _____ Zip _____

Child's Living Arrangements: (check one) Both Parents Mother Father Other

Child's Legal Guardian(s): (check one) Both Parents Mother Father Other

The child may be released to the person(s) signing this agreement or to the following:

*Name _____ Address _____

Telephone Number _____ Relationship to child _____

Relationship to Parent(s) or Guardian _____

Other identifying information (if any) _____

*Name _____ Address _____

Telephone Number _____ Relationship to child _____

Relationship to Parent(s) or Guardian _____

Other identifying information (if any) _____



EMERGENCY PLANNING

Fire/Tornado Drill Documentation Form

This document must be kept for two years after completion.

For _____
(Year)

FIRE DRILL (monthly)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE												
TIME												
NUMBER OF CHILDREN												
LENGTH OF DRILL*												

**The goal is to have evacuation time complete in less than two minutes.

SMOKE DETECTOR (monthly)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE DETECTOR CHECKED												
DATE BATTERIES CHECKED												

**Batteries should be checked annually.

TORNADO DRILL (every six months)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE												
TIME												
NUMBER OF CHILDREN												
LENGTH OF DRILL*												

FIRE EXTINGUISHER

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE CHECKED												

What will the person discovering the fire do? _____

How will you sound an alarm? _____

What will you do before the fire department arrives? _____

How will you make sure all persons are evacuated and accounted for? _____

Fire Drill Documentation Form

Family Child Care Rules: 290-2-3.08(8) and .11(2)(c)

This document must be kept for one year after completion.

for _____
(Year)

FIRE DRILL

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE												
TIME												
NUMBER OF CHILDREN												
LENGTH OF DRILL*												

*The GOAL is to have evacuation time complete in less than 2 minutes.

SMOKE DETECTOR

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE DETECTOR CHECKED												
DATE** BATTERIES CHECKED												

**Batteries should be checked annually.

FIRE EXTINGUISHER

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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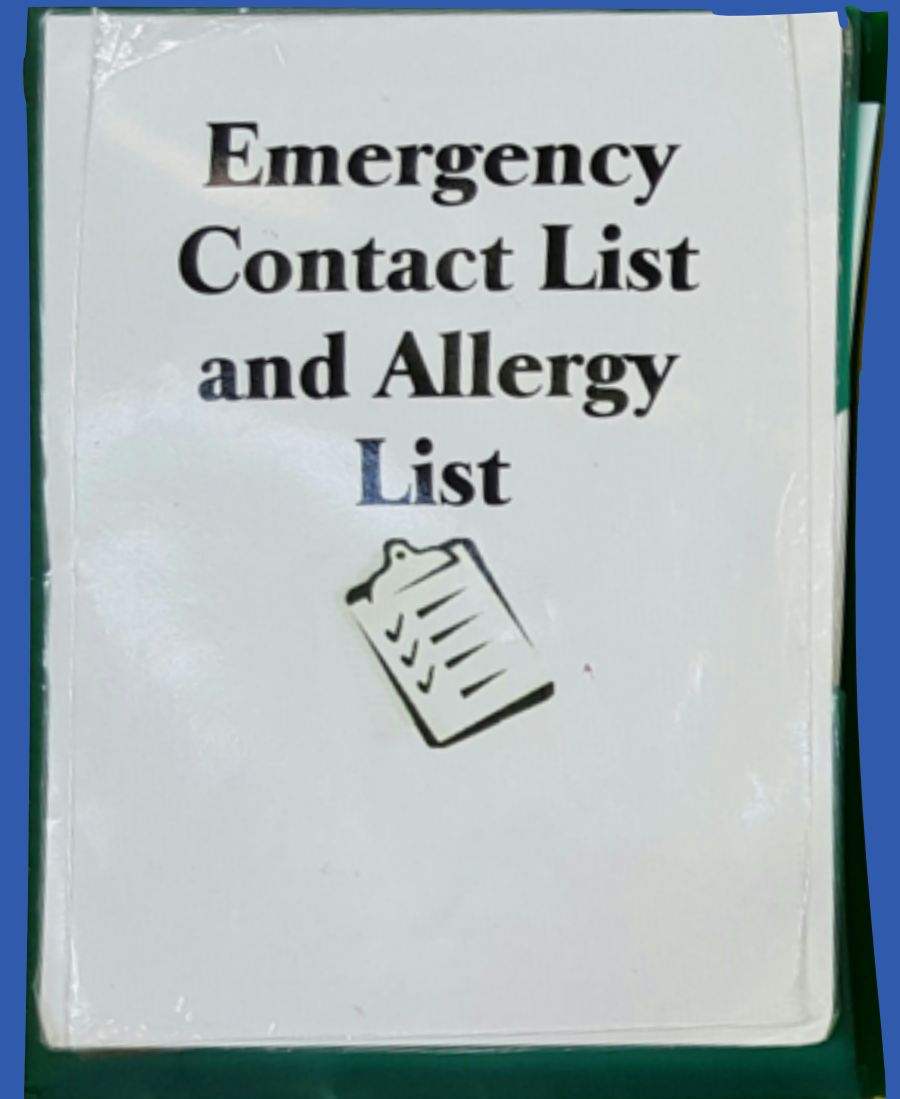
Child Care Centers

Family Child Care Learning Homes

MEDICAL EMERGENCY

In the event of a major MEDICAL emergency:

- assess the situation
- obtain medical services
- keep children calm and move from immediate area
- have all information readily available



MISSING CHILD

In the event of a MISSING CHILD:

- documentation includes adults that are permitted to pick up children and current legal paperwork in place
- ensure all visitors check in upon arrival
- determine how children will be accounted for when coming in to and out of the facility
- keep child information confidential

MISSING CHILD

In the event of a MISSING CHILD:

- identify and check potential hiding places carefully
- supervise children at all times
- contact family in case of unexpected child absence
- establish notification process if a child is missing
- notify BFTS within 24 hours

CRIMINAL ACTIVITY

Reduce risks of CRIMINAL ACTIVITY:

- Designate a staff person who is responsible for notification
- Be aware of surroundings
- Listen for announcements or alerts
- Immediately report any suspicious activity
- Ensure all children and staff are accounted for and in a safe part of the building
- Call 911 or local authorities

NATURAL DISASTER/FIRE

EMERGENCY FOLDER includes:

- roster
- exit routes
- common meeting place
- parent contact information
- student information sheet with vital information such as allergies or special needs



NATURAL DISASTER/FIRE

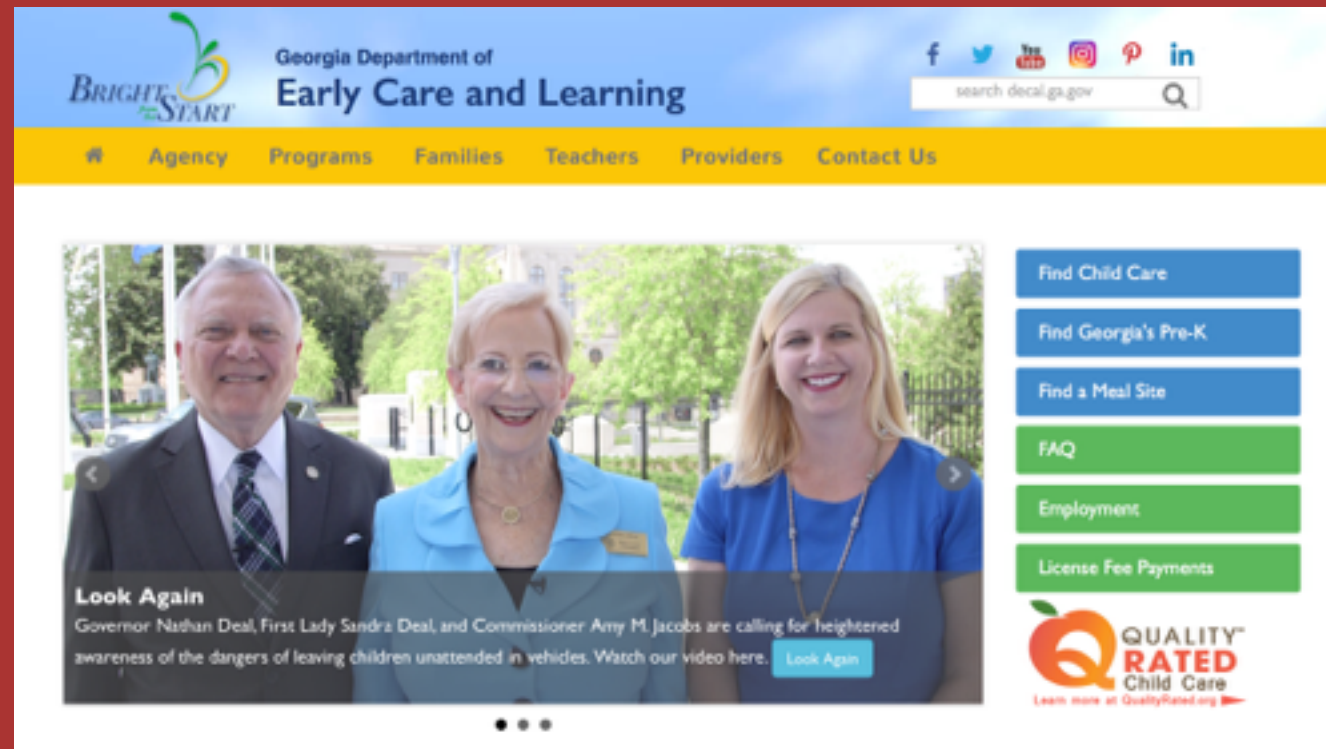
SUPPLY BAG includes:

- Diapers
- Wipes
- Food
- Evacuation Cribs
- Blankets
- Medication such as inhalers
- Bottled water



Utilize all adult resources

RECOVERY PROCESS



The ROAD TO RECOVERY includes:

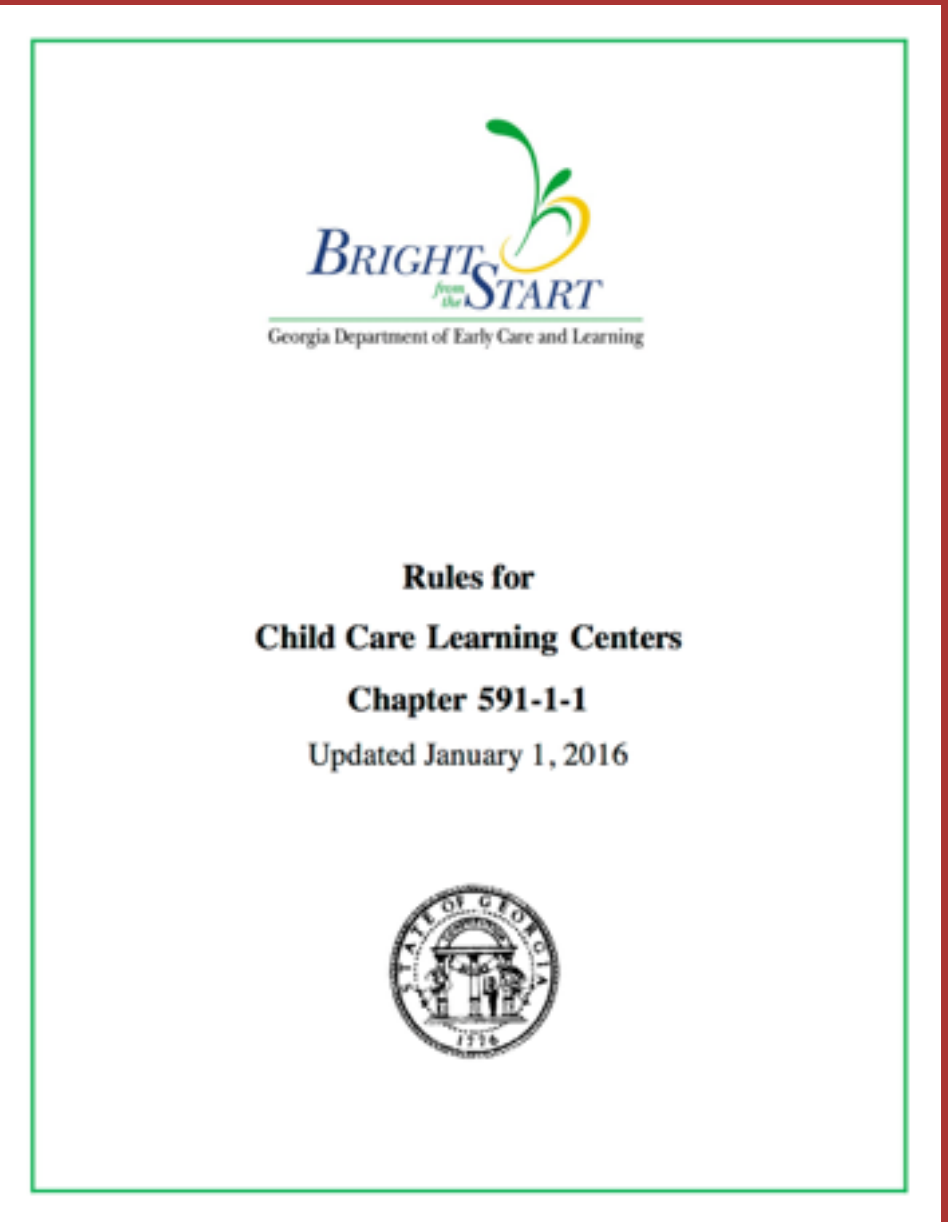
- return to normal routines
- share information about available resources
- watch for signs of stress
- provide reassurance
- connect with the community

RECOVERY PROCESS



RECOVERY PROCESS

- Updated rules published Fall 2016
- Information for community meetings and webinars will be sent to providers



www.decal.ga.gov

RESOURCES

Georgia Emergency Management Agency

<http://ready.ga.gov/>

Office of Child Care

<http://www.acf.hhs.gov/programs/occ/resource/child-care-resources-for-disasters-and-emergencies>

Federal Emergency Management Agency

http://www.fema.gov/rebuild/recover/cope_child.shtm

Helping Children Cope After a Disaster

Penn State Hershey Medical Center

www.childadvocate.net/disasterbooklet.pdf

CONSULTANT Q&A

A hand-drawn illustration of the letters 'Q&A' on a black chalkboard. The 'Q' is a large circle with a diagonal line through it. The ampersand is a stylized, looped symbol. The 'A' is a simple triangle with a horizontal bar. The drawing is done with white chalk.

Shawnell Johnson
Dana Bond

