

# Emergency Preparedness

## Part 2: Being Ready for an Emergency



**DECAL**  
**Thriving Child Care**  
**Business Academy**

**Now that you have a plan, be ready to implement it.**

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Now that you have an emergency plan, the next steps you take should include making sure you have everything you need to implement it. In this tool we will review the things you will want to have and do to make sure you are ready for an emergency.

### **Preparing for an Emergency: Things You Should Have**

The success of any emergency preparedness strategy lies in having the necessary resources and provisions readily available when you need them. Remember, while consulting your local licensing department and complying with inspections, such as fire inspections, is imperative, it is equally vital to equip yourself with the items listed below, ensuring you are well-prepared to face any emergency head-on. By proactively organizing these vital elements, you can bolster your ability to handle unexpected challenges with confidence and resilience. While individual needs may vary depending on your specific location, in the least you will want to have the items listed below on hand or in place.

- **First Aid Kit:** A well-stocked first aid kit is a must-have. In Georgia, it must include bandages, adhesive medical tape, gauze pads, antiseptic wipes, scissors, tweezers, disposable gloves, instant cold packs, a thermometer, protective eye wear, insect sting preparation, antibacterial ointment, triangular bandage and a first aid manual. You will likely want one per home or classroom as well as larger, more extensive ones for emergencies.
- **Medications:** If any children have known allergies or medical conditions you should have them identified and be ready to transport prescribed medications like EpiPens for severe allergic reactions or inhalers for asthma.
- **Drinking Water:** Store a supply of bottled water in case of water disruptions or contamination.
- **Non-Perishable Food:** Keep a supply of non-perishable snacks or meals that do not require cooking or refrigeration, such as granola bars, canned goods, or ready-to-eat meals.

- **Flashlights and Batteries:** Have several flashlights with extra batteries available for power outages or evacuations during low-light conditions.
- **Battery-Powered Radio:** A battery-operated radio can help the staff stay informed about emergency updates and weather conditions.
- **Blankets and Warm Clothing:** Keep extra blankets and warm clothing on hand in case of cold weather or for providing comfort during emergencies.
- **Portable Phone Chargers:** Keep portable phone chargers or power banks to ensure communication during power outages.
- **Fire Extinguishers:** Place fire extinguishers in accessible locations throughout the child care facility and ensure staff are trained in their use.
- **Child Comfort Items:** Include comfort items like stuffed animals, toys, or books to help calm and reassure children during emergencies.
- **Emergency Contact Information:** Maintain a list of emergency contact information for parents, guardians, and local emergency services. Make sure you have a list in your emergency plan binder to take with you as well as off-site copies in case your binder is destroyed.

## Preparing for an Emergency: Things You Should Do

Having a well-thought-out plan is the cornerstone of effective emergency preparedness. However, preparedness is an ongoing journey, and there are several crucial activities you should undertake throughout the year to ensure you remain ready for any emergency that may arise. Beyond creating a comprehensive plan, your commitment to regular preparedness actions will significantly enhance your ability to respond to unexpected challenges with efficiency and composure. In this section, we will explore these essential activities that, when consistently implemented, will bolster your overall emergency readiness. From conducting drills and updating emergency contacts to staying informed about potential hazards and continuously replenishing supplies, there are several key actions to take to fortify your emergency preparedness at all times. Here are some important steps to take to ensure you are ready in the event of an emergency:

- **Practice, practice, practice, and log it:** Practice emergency drills regularly, including fire drills, lockdown drills, and evacuation drills. These exercises help staff and children become familiar with emergency procedures and responses. Make sure you log them and the results so you can keep track of your efforts and improve along the way.
- **Review and Update Emergency Plans:** Regularly review and update the child care center's emergency plans, considering any changes in staff, regulations, or facility layout. Make sure all staff members are familiar with the latest version of the plans.
- **Staff Training:** Provide ongoing training to all staff members on emergency procedures and protocols. Ensure that new staff receive proper training as part of their orientation.

- **Check Emergency Equipment:** Regularly inspect and maintain emergency equipment, such as fire extinguishers, smoke detectors, first aid kits, flashlights, and battery-operated radios. Replace batteries or equipment as needed.
- **Review Contact Information:** Keep emergency contact information for parents, guardians, and local emergency services up to date. Verify phone numbers, addresses, and medical information regularly. Make sure to update your on-site as well as off-site information lists.
- **Monitor Weather Conditions:** Stay informed about weather conditions and potential hazards in the area. Be prepared for severe weather situations like storms, tornadoes, or hurricanes.
- **Allergies and Medical Conditions:** Regularly check and update records of any allergies or medical conditions of children attending the program. Ensure that prescribed medications are within their expiration dates.
- **Staff Assignments:** Assign specific roles and responsibilities to staff members during emergencies. Ensure everyone knows their roles and the chain of command during crisis situations.
- **Parent Education:** Regularly communicate with parents or guardians about emergency preparedness procedures, ensuring they are aware of the child care program's plans and their role during emergencies.

## Need Help?

Taking the steps to prepare for an emergency will help you make sure you have the tools and the practices you need to keep your children, families, and staff safe. For more information on capturing your emergency plan in writing, see our guide on Emergency Preparedness Part 1: Creating a Child Care Emergency Preparedness Plan.

[Emergency Preparedness Templates for CCLCs](#)

[Emergency Preparedness Templates for FCCLHs](#)

## Additional Resources

**If you have questions or need help, assistance is available.**

[GaPDS Website](#)

[DECAL Thriving Child Care Business Academy Website](#)

**To Find Other Study Guides:** Click on [Resources](#) on the Academy home page

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**For questions about coaching or study groups:** Email [GAcoaching@civstrat.com](mailto:GAcoaching@civstrat.com)

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**For General Questions about the Academy:** Email [thriving@decal.ga.gov](mailto:thriving@decal.ga.gov)

**For More Information:**

[Family Child Care Learning Home Rules and Regulations](#)

[Child Care Learning Center Rules and Regulations](#)

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