

# EMERGENCY PREPAREDNESS

## QUICK GUIDE FOR CHILD CARE



818-717-1000 • [www.ccrcca.org](http://www.ccrcca.org)



## FIRE

A fire can occur inside your child care facility or in surrounding areas. Fire spreads quickly and can destroy a structure in minutes. The biggest danger to children and staff is smoke inhalation that can quickly lead to death.

### PREPARE

- Check and maintain smoke detectors, carbon monoxide detectors and fire alarm systems once every 6 months.
- Conduct fire drills including evacuation at least every 6 months.
- Fire extinguishers should be easily accessible, inspected monthly and maintained yearly.
- Know how and when to use extinguishers and regularly train staff on their use.
- Exits should be clearly marked and kept clear. Doors should lock from the inside.
- Visit your local fire station with the children in your program.

### RESPOND

- For any fire inside your facility, evacuate immediately.

- Providers should remain calm and provide clear evacuation instructions to children.
- If evacuating bring your Ready-to-Go kit including contact information for all children.
- Call 911 after evacuation is complete.
- For nearby wild fires or structural fires, close all doors and windows. Evacuate the premises immediately if ordered by safety officials or if you believe the situation is unsafe.
- Stay tuned to the radio or television for emergency information and alert messages.
- Communicate with parents about situation status or if you evacuated.

## RECOVER

- Do not return to your home/facility until safety officials notify you it is safe.
- Assess the damage to your facility. Ensure it is safe before re-entering. Be sure all utilities are operational.
- Be aware of the wide range of emotional reactions and needs children might have and provide emotional support.
- Assess the children, your staff and yourself for emotional issues that may develop after the event.
- Review and revise drills and your evacuation plan as needed.
- File an incident report with Community Care Licensing if the fire was at your facility.



**FIRE**



## UTILITY DISRUPTION (GAS, ELECTRICITY, WATER)

Gas, electricity, water and telephone are utilities that must remain in service during business hours. Be prepared for unexpected utility disruptions that are manmade or a result of weather conditions.

### PREPARE

- Keep an up-to-date list of your utility's emergency phone numbers to report any problems or disruptions.
- Keep flashlights and a crank or battery powered radio in the event of a power failure.
- Schedule regular maintenance of heating/cooling systems to minimize utility failure.
- Use surge protectors to avoid damage to appliances and electronics.
- Have a landline phone that does not require electricity. Cordless phones require electricity and will not work if you lose power.
- Know the location and how to shut off water, gas and electricity.
- Practice and discuss basic electric safety with staff and children.

## RESPOND

Contact the appropriate utility company if there is any disruption of service.

### Gas

- Evacuate the facility if you smell gas.
- Contact the utility company, the maintenance staff of your facility, police, fire department and others as necessary.

### Electricity

- Never touch anything that would put you in contact with a live wire.
- Call a licensed electrician for any needed repairs.
- Contact the utility company, the maintenance staff of your facility, police, fire department and others as necessary.

### Water

- Contact the utility company.
- Don't drink water from the tap unless you are sure it is safe.
- Use alternative water sources and toilet options to maintain health and safety.

## RECOVER

- Ensure it is safe before re-entering your facility if you had to evacuate.
- Be sure all utilities are operational and safe before using.





# THREATS OF VIOLENCE/CHILD ENDANGERMENT

Threats of violence can include unauthorized, threatening or armed intruders or police activity near your child care, which may require lockdown of your facility. Other threats include explosions, suspicious packages and threatening phone calls. It's important to act quickly, in a way that doesn't cause children and staff to panic.

## PREPARE

- Be familiar with authorized adults for child care pick-ups.
- Be aware and report unfamiliar individuals who are acting unusual.
- Maintain a safe environment. Doors and gates should lock from the inside. Outdoor areas should be secure and kept locked.
- Do not allow visitors into classrooms or other areas with children. Restrict them to the lobby, main office or entry way.
- Create and practice drills at least once every 6 months using code words to alert staff of threats so that children will not be alarmed or panic.
- Contact your local police department to make them aware that you are a child care facility located in their area.
- Have a process for children and adults to report anything out of the ordinary.
- Regularly conduct lockdown and shelter-in-place drills with children and staff.

## RESPOND

**Call 911 for any threat of violence or child endangerment including unauthorized pickup.**

*Follow instructions provided by law enforcement.*

- Implement lockdown procedures.
- Move children to a designated safe area away from the threat.
- Avoid being near doors and windows.
- Prevent panic by providing calm activities for children.
- Stay tuned to the radio or television for emergency information and alert messages or you are given an “all clear” signal from authorities.
- Communicate with parents about situation status or if you evacuated.

## RECOVER

- Ensure it is safe before re-entering your facility if you had to evacuate.
- Assess the children, your staff and yourself for emotional issues that may develop after the event.
- Be aware of the wide range of emotions and needs children might have and provide emotional support.
- File an incident report with Community Care Licensing.
- Review and revise drills, evacuation and lockdown plan as needed.





## EMOTIONAL SUPPORT

Children and providers who have recently witnessed or experienced an emergency or disaster may have a wide range of emotional reactions and needs which are often overlooked. Addressing these needs as soon as possible can promote faster recovery.

### PREPARE

- Be aware of sleeping, eating, social and emotional behaviors that are normal and developmentally appropriate for children based on their age.
- Be aware of regressive behaviors and the wide range of emotional reactions children might experience.
- Create comfort kits for each child with items that are familiar to them, such as a favorite blanket, book, stuffed animal and family pictures, in case of evacuation, shelter-in-place or lockdown.
- Identify local mental health, counseling and support resources in your community for children, families and staff.

### RESPOND

#### *For Children*

- Use simple and age-appropriate explanations and answers.
- Comfort children with reassuring words.
- Limit exposure to media coverage and remind parents to do the same at home.
- Keep to normal daily routines as much as possible.



### ***For Providers***

- Take the time to eat, rest and relax, even for short periods of time.
- Check-in with staff and monitor how they are doing physically and emotionally.
- Talk with friends, loved ones or other people you trust for support.

## **RECOVER**

### ***For Children***

- Continue to maintain a normal routine.
- Watch for delayed reactions and regressive behaviors.
- Monitor behaviors that do not improve or get worse.
- Provide ongoing encouragement and positive reinforcement throughout and after the event.
- Have local mental health, counseling and support resources in your community available for children, families and staff.
- Allow children to talk about the traumatic experience and ask questions.
- Do not pressure children to talk.

### ***For Providers***

- Reflect on what you did well and accept the limits of what you could have done during the event.
- Acknowledge the help of staff, children, families and others.
- Maintain a healthy diet, exercise, go for a walk, read and take care of yourself.
- Assess the staff and yourself for emotional issues that may develop after the event.
- Be aware of the wide range of emotions and needs you and staff might have and provide emotional support and care.





# HAZARDOUS MATERIALS

Hazardous materials include poisons, explosives, radioactive materials, flammable and combustible substances. Accidents and exposure can occur during storage, transportation, use or disposal of materials. In the event of danger to the general public, local fire and police department personnel or local news programs would notify the public. You may be asked to stay indoors or evacuate.

If you suspect a child has come in contact with or ingested a hazardous substance call the National Poison Control Center Hotline at 800-222-1222 or 911.

## PREPARE

- Identify hazardous materials in close proximity of your child care. Take note of businesses and factories that may use hazardous materials.
- Make sure medications and cleaning products are inaccessible to children. All weapons and poisons, such as weed spray or bug killer, must be in a locked cabinet.
- Have the phone number for the National Poison Control Center Hotline readily available.

## RESPOND

- If you suspect a child has come in contact with or ingested a hazardous substance call the National Poison Control Center Hotline or 911 immediately.
- Do not induce vomiting unless instructed by medical responders to do so.
- If necessary, flush exposed area with running water.
- File an incident report with Community Care Licensing.

### ***If you are asked to evacuate:***

- Do so immediately.
- Follow the routes recommended by authorities.

- Stay tuned to the radio or television for emergency and alert messages.
- Communicate with parents about situation status.

***If you are asked to shelter-in-place:***

- Move children and adults to an interior room with no or few windows.
- Turn off all air conditioners and ventilation systems.
- Prevent panic by providing calm activities for children.
- Stay tuned to the radio or television for emergency alert messages.
- Be prepared to evacuate if ordered by emergency officials.
- Communicate with parents about situation status.

**RECOVER**

- If you have been evacuated, do not return until you are authorized by emergency personnel.
- Avoid eating food or drinking beverages that may have been contaminated.
- Use gloves and other protective measures when handling items that have been contaminated.
- Do not use any cooling or heating systems in your facility until they have been properly inspected for safe use.
- Assess the children, your staff and yourself for emotional issues that may develop after the event.
- Be aware of the wide range of emotional reactions and needs children might have and provide emotional support and care.
- File an incident report with Community Care Licensing.
- Review and revise drills, evacuation and shelter-in-place plans as needed.





# EARTHQUAKES/TSUNAMIS

## **EARTHQUAKES**

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Earthquakes occur often and without warning. Because they can cause significant damage and injury, being prepared and practicing drills are key to safety and survival.

### **PREPARE**

- Identify and secure objects in your facility that could fall during an earthquake including bookshelves, hanging mirrors and overhead light fixtures.
- Conduct drills at least every 6 months. Practice Drop! Cover! Hold on!
- Be prepared for the possibility of sheltering-in-place.
- Contact your local police and fire department to make them aware that you are a child care facility located in their area.
- Keep flashlights and a crank or battery powered radio in the event of a power failure.

### **RESPOND**

- Instruct children and staff to Drop! Cover! Hold on! It is important for everyone to stay in place. Attempting to run may cause unnecessary injury.
- Keep away from windows.
- If you are indoors do not run outside. If outdoors, go to an open space away from buildings, power lines and anything that can fall on you.
- If necessary, help children find cover.
- Stay under cover until the shaking stops.
- Communicate with parents about situation status or if you evacuated.
- Stay tuned to the radio or television for emergency information, further instructions and alert messages.
- Prevent panic by providing calm activities for children.

### **RECOVER**

- After the shaking stops take roll call for children and staff and check for injuries.
- Be prepared for aftershocks.
- You may need to shelter-in-place or evacuate if your facility is unsafe.

- Assess the damage to your facility. Ensure it is safe before re-entering. Be sure all utilities are operational and safe before using.
- Assess the children, your staff and yourself for emotional issues that may develop after the event.
- Be aware of the wide range of emotional reactions and needs children might have and provide emotional support and care.
- Review and revise drills and evacuation plan as needed.

## **TSUNAMIS**

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A tsunami is a series of extremely big or long ocean waves generated by earthquakes, volcanic eruptions or the displacement of a large mass of water.

### **PREPARE**

- Be aware if your child care facility is located in a tsunami zone.
- Be familiar with designated evacuation routes.
- Identify potential evacuation sites.

### **RESPOND**

- A Tsunami Watch indicates the possibility of a tsunami.
- A Tsunami Warning confirms that there is a tsunami approaching.
- Stay tuned to the radio or television for emergency information and alert messages.
- Be prepared to evacuate if ordered by emergency officials.
- Communicate with parents about situation status and if you evacuated.

### **RECOVER**

- If your facility has been hit by a tsunami, assess any damage. Do not return until it has been declared safe by safety officials.
- Don't drink tap water until it has been declared safe.
- Assess the children, your staff and yourself for emotional issues that may develop after the event.
- Be aware of the wide range of emotional reactions and needs children might have and provide emotional support and care.
- Review and revise drills and evacuation plan as needed.





# EXTREME WEATHER CONDITIONS

In California we experience a variety of extreme weather conditions including: extreme heat, high winds and flooding.

## ***HEAT RELATED EMERGENCIES***

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### **PREPARE**

- Monitor local weather conditions and follow severe weather advisories.
- Schedule regular maintenance of cooling systems for your child care facility.
- Plan and prepare indoor activities for children and keep outdoor activities to a minimum, particularly when temperatures rise.
- Close curtains or blinds on windows to reduce heat.
- Know the symptoms of excessive heat related illness, heat cramps, heat exhaustion, heat stroke and dehydration in children and adults. Be prepared to provide first aid for these illnesses.
- Be aware of air quality.
- Children and staff should wear light, loose-fitting clothing.
- Remind parents to never leave children in a car when it is hot outside.

### **RESPOND**

- Get out of the heat immediately and rest, preferably in an air-conditioned room. Use fans and cool, wet towels or cold water if air conditioning is not available.
- Find a cool and shady place to rest.
- Take a cool shower, bath or sponge bath.
- Remind children and staff to stay hydrated. Schedule frequent water breaks.
- Limit soda and other sugary drinks such as fruit punches and lemonade.
- Monitor children for signs of overheating.
- Children should see a doctor if they are overheated with vomiting or diarrhea.

## ***HIGH WINDS***

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### **PREPARE**

- Monitor local weather conditions and follow severe weather advisories.
- Be aware of trees, power lines and other structures that may affect your facility.

- Keep flashlights and a crank or battery powered radio in the event of a power failure.

## **RESPOND**

- Monitor local weather conditions and follow severe weather advisories.
- Plan and prepare indoor activities for children.
- Stay clear of downed power lines.

## **RECOVER**

- Assess for any damage when it is safe.
- Assess for safety before entering your child care facility after an evacuation.
- Clear outside play areas of any hazardous debris.
- Be aware of the wide range of emotional reactions and needs children might have and provide emotional support and care.
- Review and revise drills and evacuation plan as needed.

## **FLOODING**

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### **PREPARE**

- Monitor local weather conditions and follow severe weather advisories.
- Keep flashlights and a crank/battery powered radio in the event of a power failure.
- Identify potential evacuation sites.
- Identify how children will be transported in case of evacuation.
- Be aware if debris flows have occurred in your area.

### **RESPOND**

- Monitor local weather conditions, severe weather advisories and evacuation notices.
- Follow evacuation instructions given by law enforcement or officials.
- Stay away from downed power lines.
- Avoid flooded areas and do not pass or walk through moving water.
- Communicate with parents about situation status or if you evacuated.

### **RECOVER**

- Assess for damage if you had to evacuate.
- Be sure it is safe before re-entering your facility if you had to evacuate.
- Be sure all utilities are operational and safe before using.
- Don't drink water from the tap unless you are sure it is safe.
- Be aware of potential mud slides after an extended rain or flooding.
- Review and revise drills, evacuation and shelter-in-place plans.





## CONTAGIOUS DISEASES

Contagious diseases and illnesses are common in child care settings. It is important to recognize symptoms and immediately contact the child's parent or guardian to pick up the child so that they can receive treatment if needed and not spread to other children in the facility.

Daily health checks when children arrive at child care can help determine when a child may be feeling ill. Recognizing when there is a change in the child's normal behavior, appearance or complaints of discomfort or pain can help determine if a child is well enough to remain in child care.

Providers can help parents prepare for events when their child is ill by creating a Sick Policy and plans for alternative care for when the child cannot stay in your care.

To reduce the spread of infectious diseases the following steps should always be practiced:

- Frequent hand washing by children and staff
- Use of gloves for diapering and first aid
- Covering of coughs and sneezes
- Frequent sanitization of toys and table surfaces

When an outbreak of a contagious disease is identified it is important to inform all parents in your facility that their child has been exposed. Request a doctor's note before the child returns to care as appropriate.

### **CHICKEN POX**

**Signs & Symptoms:** An extremely itchy rash with a mild fever will develop, pink bumps will turn into blisters and finally into scabs.

**Spread:** Chicken pox is spread by close contact or from airborne droplets from 1 to 2 days before until about 5 days after the rash appears. New cases can appear up to 20 days after contact. Chicken pox is very contagious.

**Return to Facility:** Child may return to care when all of the blisters are crusted over and dry, which is usually not until the sixth day after the rash starts.

### **CONJUNCTIVITIS (PINK EYE)**

**Signs & Symptoms:** Red, tearing eyes that may hurt or feel itchy, swollen eye lids, thick, yellow or green discharge that creates a crust that may cause the eyelids to shut close.

**Spread:** Pink eye is spread by contact, when the infected child rubs his or her eyes and then touches other objects.

**Return to Facility:** An infected child may return to care when the discharge stops.



## ***INFLUENZA (FLU)***

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**Signs & Symptoms:** Someone with the flu may be contagious before they have symptoms. Symptoms may include sore throat, fever, chills, headache, muscle aches, loss of appetite or feeling ill. Vomiting may be a symptom among young children but not usually among adults.

**Spread:** The flu is spread by contact with items that have been recently contaminated by secretions from an infected person's nose or mouth. Annual vaccination for the flu is recommended for all children over 6 months of age, their families and all providers to reduce the spread of influenza.

**Return to Facility:** Child may return to care when symptoms including fever have subsided and the child is well enough to attend.

## ***INFECTIOUS DIARRHEA***

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**Signs & Symptoms:** Viral diarrhea is common and is identified as looser and more frequent stools than normal.

**Spread:** Infection is spread from hands that touch surfaces contaminated by germs from stool and then goes into the mouth. Children may have the virus in their stool for 1 to 2 days before they have symptoms. The illness usually occurs within 1 to 3 days after exposure.

**Return to Facility:** Children may return to care when the stool can be contained and the child has no other symptoms.

## ***LICE***

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**Signs & Symptoms:** Complaints of itching, a tickling feeling of something moving in the hair, sores on the scalp caused by an allergic reaction to the bites or caused by scratching. Sores can sometimes become infected. Child may exhibit signs of irritability.

**Spread:** Lice is spread by tiny insects that lay eggs (nits) that look like grains of sand on the hair. Lice crawl from one person to another or may be transferred through clothing or the sharing of hair brushes or hair accessories such as hats, hair clips or hair ties. Head lice can be detected by looking closely through the hair and scalp for nits, nymphs or adults.

**Return to Facility:** Treating your child care facility for lice is an important task. Follow these steps:

1. Check all children and staff for lice.
2. Machine wash all washable items and bed linens that the infested child may have touched during the two days before treatment (to kill the lice and nits). Use the hot water cycle (130° F; 55° C) to wash items and dry using the hot cycle for at least 20 minutes.





## CONTAGIOUS DISEASES *(continued)*

3. Items that cannot be washed such as stuffed animals should be placed in a plastic bag and sealed for two weeks.
4. Vacuum the floor and furniture. Do not use fumigant sprays. (They can be toxic if inhaled.)
5. Child may return to care 24 hours after treatment has begun.

### **MEASLES**

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**Signs & Symptoms:** A high fever, runny nose, cough, red eyes, sore throat followed by a rash that spreads all over the body. Measles can cause serious health complications, especially in children younger than 5 years of age.

**Spread:** The measles virus can spread to others through coughing and sneezing and can live up to 2 hours on a surface or in the air where the person coughed or sneezed.

**Return to Facility:** Child may return to care 4 days after onset of rash. A child with measles should not attend any activities from 4 days before or after rash appearance. Exclude unvaccinated children and staff, who are not vaccinated within 72 hours of exposure, for at least 2 weeks.

### **PERTUSSIS (WHOOPIING COUGH)**

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**Signs & Symptoms:** Pertussis starts with mild cold symptoms and develops into severe coughing. The cough continues for a long time, followed by a rapid intake of breath that has a distinctive "whooping" sound.

**Spread:** Pertussis is a vaccine preventable disease. Children under 1 year of age are not fully vaccinated and are at high risk for contracting pertussis. It is very important for those who work with or have contact with infants are current on their immunizations.

**Return to Facility:** Child may return to care 5 days after antibiotic treatment has begun.

### **SCABIES**

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**Signs & Symptoms:** Child gets a very itchy, red rash that appears between the fingers, wrists, elbows, underarms, abdominal area and outer borders of feet. In infants the rash may look like small blisters on the scalp, neck, palms and bottom of feet.

**Spread:** Scabies are caused by tiny mites under the skin and can spread by close personal contact including the sharing of towels, bedding and other personal items.

**Return to Facility:** Child may return to care 24 hours after treatment starts.

File an incident report with Community Care Licensing if there is a contagious disease outbreak at your facility.

Refer to your local health department at [www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov) to determine vaccination schedules for children and adults.



## EMERGENCY CONTACTS

### **EMERGENCY 911**

**DIAL 211 FOR NON-EMERGENCY ASSISTANCE AND INFORMATION**

**NATIONAL POISON CONTROL CENTER 800-222-1222**

**NATIONAL EMERGENCY CHILD LOCATOR CENTER 866-908-9570**

*Fill in the information and contact numbers below*

Your Primary Evacuation Location & Phone Number:

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Your Alternative Evacuation Location & Phone Number:

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Local Police Department: \_\_\_\_\_

Local Fire Department: \_\_\_\_\_

Local Resource and Referral Agency: \_\_\_\_\_

Community Care Licensing Office: \_\_\_\_\_

Local Health Department: \_\_\_\_\_

Local Hospital: \_\_\_\_\_

Neighbor's Name, Address & Phone Number: \_\_\_\_\_

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Out-of-Area Contact Name & Phone Number: \_\_\_\_\_

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## **UTILITY PROVIDERS**

Gas: \_\_\_\_\_ Electric: \_\_\_\_\_

Waste/Trash: \_\_\_\_\_ Water: \_\_\_\_\_

Facility/Property Manager: \_\_\_\_\_

## **EMERGENCY RESOURCES**

### **211 LA COUNTY**

[www.211la.org](http://www.211la.org)

### **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

[www.fema.gov](http://www.fema.gov)

### **READY PREPARE. PLAN. STAY INVOLVED.**

[www.ready.gov](http://www.ready.gov)

### **AMERICAN RED CROSS**

[www.redcross.org](http://www.redcross.org)

### **CALIFORNIA RESOURCE AND REFERRAL NETWORK**

[www.rrnetwork.org](http://www.rrnetwork.org)

### **SAVE THE CHILDREN**

[www.savethechildren.org](http://www.savethechildren.org)

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