Welcome to Preparing for Emergency & Disaster in the Child Care Setting. This training is provided by the Bureau of Child Care and the Indiana Association for Child Care Resource and Referral, in partnership with the Indiana Department of Homeland Security. It is designed to be used in conjunction with the Indiana Emergency Response Planning Guide for Child Care Providers.

This training is designed to help you prepare for a disaster or emergency that might occur while you are caring for children. Some of the information in this training might be a little scary, but rest assured, most days, most of the time, things will run smoothly. If they don’t, the information in this training will help you be ready, stay calm, and know what to do to keep the children and yourself safe. Congratulations! It is great that you are taking the time to learn more about how to be prepared!

Please note:
The information in this training is specific to the state of Indiana. Please refer to your own state’s Emergency Management Agency or child care licensing agency for information about your state.

There are many resource available to you while you take this training and afterward. These can be found by clicking on the word “Resources” above. There you will find links to different websites referenced throughout this training, as well as handouts and documents that will help you in your planning. Finally, there is a note-taking document that you might want to print now before you go any further. Again, it is found by clicking “Resources” above.

Upon completion of this training, you will be able to differentiate between an emergency and a disaster. You will be able to state the need for emergency plans and why it is necessary to practice them. You will be able to assess your child care environment for risks and know which are more likely to occur. You will be able to identify the types of responses: Shelter-in-Place, Lockdown, Temporary Evacuation, Permanent Evacuation, and when they are to be used. You will be able to identify things that your child care can do to prepare for the identified risks. And you will understand your role in your child care’s incident command system or ICS.

This video from The Weather Channel will give you an idea of what can happen to a child care program in a disaster. It will show you the story of one child care center, what the director and staff did to be ready, and how they survived a deadly tornado.

Indiana has more than 4,500 child care facilities serving over 100,000 Hoosier children. For these children, their parents, and facility staff, it is imperative to be prepared if disaster strikes. Recent events show programs with a well-developed and regularly practiced emergency plan are better able to protect lives and return to normal operation in a shorter period of time. In recent years, Indiana child care providers have experienced emergencies and disasters which include floods, fires, ice storms, tornadoes, extreme weather conditions, hazardous material spills either within the child care facility or outside within the vicinity of the facility. In the event of an emergency, the child care facility may close temporarily, and may evacuate and relocate...
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<th>Slide 8</th>
<th>Disaster vs. Emergency</th>
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<td>It is important to understand the difference between an emergency, such as a medical issue or the power going out, and a disaster, such as an epidemic or an earthquake. What is a Disaster? What is an Emergency? What is the difference between them? Click on the dots to see the definition of each one. Then think of some disasters and some emergencies you might have experienced or heard about.</td>
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A disaster is “a calamitous event (great misfortune), especially one occurring suddenly and causing great damage or hardship.” Examples might be a flood, earthquake, or large chemical spill. A disaster does, or has the potential to affect a large portion of the population.

An emergency is “a sudden, urgent, usually unexpected occurrence requiring immediate action.” An emergency might be an armed intruder into your program, a fire, or severe weather. An emergency, while just as serious to those people, tends to be more narrow in the number of people it affects. A hospital emergency room is a good example. A single person or family can go to an emergency room. It’s a very serious situation to them, but isn’t classified as a disaster. If that emergency room is overwhelmed with people from a single incident, that would more likely classify as a what? That’s right, a disaster!

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| Sometimes we have a warning that “something might happen” but we don’t know exactly when, nor the extent of the damage that might occur. To some, planning for an unlikely occurrence, one that might happen every 50-100 years, doesn’t seem like a practical thing to do. However, in recent years, we’ve had plenty of examples in the news regarding “once in a lifetime” events. Sometimes agencies have planned for the potential occurrence and some have not. Some have changed their plans based on what they learned during the occurrence. But overwhelmingly, those involved have been thankful that they did think ahead and plan for the “unthinkable”.

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<th>Slide 10</th>
<th>Emergency/Disaster Plans</th>
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<td>What are emergency or disaster plans? An emergency or disaster plan allows programs to be better prepared and continue to provide care for children in a safe and effective environment during emergency conditions. The plan should be part of an overall comprehensive emergency preparedness planning and training program. Child care providers should incorporate information in their plans to meet the specific needs of their respective organization or business during any emergency that may arise.</td>
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Planning for disasters and emergencies is not just about having drills. Drills are there to practice. It is difficult to practice when there is not a threat, but we must. And then when something happens and we get to the end of what we practiced, we may not yet be able to pick up where we left off like we would after a drill. This is where written disaster plans come into play. A written disaster plan goes above and beyond what you do in the moment. The disaster plan includes community contacts. Even at your family home, you should discuss with all members how you should react to different situations. 3 come quickly to mind - fire,
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weather, and intruder. You need to discuss who will be responsible for what, where you will meet, and where safe places might be for different situations.

Emergency managers or EMAs are responsible for helping a community prepare for, protect against, respond to, and recover from a disaster or emergency. In Indiana, every county has an appointed emergency manager. The EMA is responsible for varying components of an emergency management system that typically includes fire, law enforcement, emergency medical services, public works, volunteers and other groups that contribute to the county’s management of emergencies. For further information about specific hazards in your area, or to contact your EMA, please visit your county website or the page of the Indiana Department of Homeland Security website where there’s a map that can help you locate your Emergency Management Agency. This website can be located in the “Resources” tab.

Focusing on all the potential hazards can be overwhelming. Dwelling on each everyday hazard is unrealistic. Child care facility directors need situational awareness of hazards and to develop strategies to prevent, prepare, and/or minimize the impact. Situational awareness means being aware of developing weather conditions and other hazards as they occur. You should connect with alert systems to get real-time, up-to-date information about what is happening in your local community. There are many systems that can alert you, such as local news stations and online weather trackers.

Awareness of potential hazards that can affect a facility will assist in prioritization of tasks and appropriate actions. Consulting with experts from your local area about the threats and hazards unique to the area is part of the facility’s vulnerability assessment. What is a vulnerability assessment? A vulnerability assessment will help you ensure all areas of risk are covered by helping you identify where you might need better plans, support, and guidance. It is a good idea to have your vulnerability assessment reviewed by your county Emergency Management Agency or first responders (like the fire department). These are individuals who will provide valuable information to assist you in developing your facility’s emergency action plans. They include:

- County Emergency Manager
- Parents
- First responders such as law enforcement, fire, EMS
- Local schools and districts
- Local health departments
- Your child care insurance carrier
- Your local utility company personnel
- Local business and industry personnel (if applicable)
- Other child care organizations

The Indiana Emergency Response Planning Guide is the perfect tool to help you create your disaster plan.

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<th>Review 1</th>
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<tr>
<td>Let’s take a moment to review what we’ve covered.</td>
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## Types of Threats and Hazards

The Indiana Department of Homeland Security identifies threats and hazard risks for the State of Indiana by tracking and evaluating incidents that occur here. Hazards are categorized by natural, man-made and technological occurrences.

Severe thunderstorms can produce heavy rain, damaging straight-line winds, large hail, cloud to ground lightning, and tornadoes. These storms can cause significant damage over a large geographical area. Lightning is responsible for many fires as well as causing deaths when people are struck. Under the right conditions, rainfall from thunderstorms can cause flash flooding, which can change small creeks into raging torrents in a matter of minutes, washing away large boulders and many man-made structures. Hail up to the size of softballs can damage cars and windows, and kill wildlife caught out in the open. Strong (up to more than 120 mph) straight-line winds associated with thunderstorms can knock down trees and power lines.

**Tornado**

On average, Indiana experiences 22 tornadoes per year. Indiana is second only to Oklahoma in the number of strong to violent tornadoes per 10,000 square miles. Indiana is also ranked second, behind Texas, for tornado damage costs. Indiana has an average of seven people killed by tornadoes every year. Only two states, Texas and Mississippi, have higher annual tornado fatality averages. Indiana is ranked sixth in the U.S. for tornado injuries and fatalities since 1950.

**Flash Flood**

Flash flooding can be extremely dangerous. More than half of the fatalities attributed to flash floods are people swept away in vehicles when trying to cross flooded intersections. As little as two feet of water can be enough to carry away most vehicles. Fast moving water can also severely damage buildings and can even move them off their foundations.

**Flood**

Floods are one of the most common hazards in the United States. The effects of flooding can be localized, impacting a neighborhood or a community, or very large, affecting entire river basins and multiple states. Most floods develop slowly, sometimes over a period of days. Floods can last for a long period of time, creating more damage as time passes. Floods can damage any type of structure, including bridges, cars, buildings, sewer systems, roadways, and flood control infrastructure. When a sewer system backs up, it can affect a child care because you have to have a working toilet in order to remain open.

**Earthquake**

There are two major fault systems located in or adjacent to Indiana; the New Madrid Seismic Zone and the Wabash Valley Seismic Zone. Sections of these fault systems are located in southwestern Indiana. The U.S. Geological Survey estimates there is a 7 to 10 percent chance in the next 50 years of a repeat of a major earthquake like those that occurred in 1811 and 1812, which likely had magnitudes of between 7.5 and 8.0. There is a 25 to 40 percent chance, in a 50-year time span, of a 6.0 magnitude or greater earthquake. According to a report released by FEMA: “...a 7.7 magnitude quake or greater would cause damage to tens of thousands of structures affecting water distribution, transportation systems, and other vital infrastructure. A major earthquake could result in thousands of deaths and tens of thousands of injuries across areas of southwestern Indiana.” To give you some reference on some earthquakes, one of the most recent memorable earthquakes occurred on March 28, 2014.
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in southern California, and that one measured 5.1 on the Richter Scale. Another earthquake that occurred in California is known as the “World Series Earthquake”, and it occurred October 17th of 1989 in San Francisco, and it measured a 6.9 on the Richter Scale. There was quite a bit more damage from that one than there was from the one that occurred on March 28, 2014.

Winter Storm
Blizzards create extremely hazardous driving conditions. High winds and snow often create whiteout conditions, reducing visibility to near zero. Deep snow often makes roads impassable, disrupting transportation systems. It delays fire, law enforcement, and emergency medical responses. Heavy snow accumulation on roofs can also cause structural collapse.

Ice Storms
Ice storms can result in hazardous driving conditions. Branches or even whole trees may break from the weight of ice. Falling branches can block roads, tear down power and telephone lines, and cause other damage. Even without falling trees and tree branches, the weight of the ice itself can easily snap power lines, break and bring down power and utility poles; steel frame transmission line towers have been sent crashing to the ground by the weight of the ice. This can leave people without power for anywhere from several days to a month. Damage from ice storms is highly capable of shutting down entire regions of a state.

Public Utility Failure
Incidents that involve the loss or disruption of essential public utility service. These essential lifelines include power, water, wastewater, and natural gas systems. Though they may appear to operate independently, these utilities are part of a complex, interconnected, and interdependent network of systems. A failure of one system, particularly power, can have a cascading effect across all systems. Public utilities are vulnerable to a variety of hazards, both natural and man-made. The primary impact of public utility system failures is the immediate loss of essential services. Blackouts, loss of water pressure, water contamination, sewer backups, and natural gas service shutdowns have an immediate effect on quality of life. Prolonged outages can disrupt commercial food and fuel distribution, interfere with emergency response operations, and lead to public disorder. You might recall January 9th of 2014 in West Virginia a chemical spilled into the Elk River and that set into place a problem for about 300,000 people in 9 counties. They had no access to potable water. It took 4 days before they were able to clean the water enough to begin to return water supplies to some of those people.

Human Disease Outbreak
Disease outbreaks can be devastating to human populations, the economy, and can disrupt the operations of critical infrastructure, key resources, and essential services. The healthcare and medical sector could be overwhelmed as healthcare providers are faced with increased demand for services and a shortage in personnel, supplies, and equipment. Workplace absenteeism could also impact public utilities and lead to interruptions in service. In your child care, communicable diseases such as a seasonal flu outbreak, exposure to infection such as MRSA, Hepatitis A, Tuberculosis and other communicable diseases can cause reduction in staff and inability to take all enrolled children.
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Exposure to a Hazardous Material
Sometimes hazardous chemicals or other substances are accidentally released outside of a child care facility. Sometimes this can happen within a facility as well. These hazards may cause a reduction in air quality and make it difficult for children and staff to breathe, or might be hazardous to touch. You should prepare for both types of hazardous material leaks or spills, inside your facility and out.

Other Onsite Hazards
As you may know, there are likely to be other hazardous items inside the child care program itself. Cleaning products, medicines these are things that must be kept out of the reach of children at all times. Even the trash can contain dangerous items that can cause an emergency. Check with your child care licensing consultant for licensing standards and best practices to prevent injury to children.

Entry of an Unfriendly, Armed Intruder
A potentially violent situation such as a hostage situation, a disgruntled person, or an unstable custody matter may be cause for a lockdown or evacuation. If a potentially violent individual gains access to your facility you should call 9-1-1 immediately. This is whether they stay or if they leave the premises. Decisions about whether to evacuate some or all of the program, shelter-in-place, or lockdown will depend on the situation. Different scenarios should be addressed and discussed before any situation occurs.

Fire
Fires can occur in child care programs, though it may seem unlikely. Stoves can erupt into flames, dryers can catch fire, and equipment can overheat. It is best to prepare as if a fire would cause you to evacuate the building. Remember, you must not lock doors in such a way that exiting is impaired in any way. No matter how you restrict access you may not lock any exit in a way that requires a key, more than one motion, or special knowledge to exit the room. If you have any questions about how to safely secure your doors, please contact your child care licensing consultant at the Bureau of Child Care.

These threats and hazard risks are based on a study of disasters and other emergencies in Indiana. These are items that should be considered when you create a disaster plan for a business, but these may not be all of the things you need to consider. You need to consider how some of these items may impact you because they occur to a business you may deal with or in your neighborhood. Here are some other threats and hazards that may be applicable to your child care. Fire: the fire may occur at your agency, or it may occur to a building nearby and force evacuation. Or a fire may impact a supplier, which could be very important to those child cares who do not prepare food, but obtain it from a vendor. Chemical spills: If your agency is close to a manufacturing area, a highway or rail line, you may be at risk for a chemical spill. Transportation breakdowns may make it difficult for parents to collect their children on time. The missing child: Do you have a procedure for when a child goes missing? A bomb threat at a neighboring facility can cause widespread evacuation or lockdown. Then there are potentially violent situations, a verbal threat to the agency or even a building nearby. Many child cares are housed in schools and churches with points of entry that are not under the control of the child care. This creates the very real risk of an unfriendly intruder. How is your program secure? And lastly, there is the risk of an impaired or angry parent or guardian. Your emergency plans should
We just discussed potential threats and hazards that may occur at a child care facility. The list is not all inclusive, but it’s meant to get you thinking about different things that might happen while children are in your care. Now it’s time to talk about how you might respond. Responses to these threats and hazards fall into one of four types of emergency actions: lockdown, shelter-in-place, temporary evacuation, and permanent evacuation. We will define them, and then help you think about which ones you might use in different situations.

A hazard may create conditions to make it necessary to lockdown the facility to protect staff and children. If the safety and health of children and staff are in danger, then a message should be communicated to alert the staff of the potential danger. The alert should be simple statements such as “lockdown” or “intruder” instead of code words. The use of code words or phrases is not recommended as this can be confusing to parents, visitors, or new staff members. The announcement should be calm and clear.

Much like shelter-in-place listed below, the primary goal is to stay in place until proper authorities initiate an “all-clear”. Staff should swiftly check halls and get any children, visitors, staff members or other individuals into the child care rooms. Staff should quickly lock the doors, close the blinds, and if time allows, cover the interior windows and room door. Children who use wheelchairs should remain in their wheelchairs. At the time of lockdown, an effort should be made to help the child into the wheelchair if the child is out of the wheelchair, unless this jeopardizes the child’s safety. It is important to maintain a calm atmosphere in the room, keeping alert to any emotional needs of the children.

Shelter-in-Place keeps the occupants inside a building and out of danger. Local authorities may issue orders for shelter-in-place during an accidental release of toxic chemicals or other emergency that threatens air quality. Severe or threatening weather conditions, like severe thunderstorms or tornado warnings, may also prompt a facility to shelter-in-place. Once the order to seek shelter immediately is given either from emergency officials or received through other means, do not leave the building until official notification is given that the danger has passed, or it is obvious the storm has passed through the area. Do not call 9-1-1 unless you have an emergency, and stay put until given the “all-clear” from authorities.

Evacuation for on-site simply means temporarily leaving the facility because an emergency condition warrants it. Situations could include a small fire, unusual odors, or other incident which will force staff and children to temporarily leave the premises. No one should go back into the facility until proper authorities give the “all-clear.” Evacuation plans should be in accordance with the local and state fire codes for Indiana and should have the following elements:

- Emergency exits or escape routes.
- How everyone will be accounted for once out of the building.
• Methods used to alert staff and children for the need to evacuate.
• The location of the evacuation point (meeting location).
• A list of the primary and alternate person that can provide information to the fire department or other emergency response organization.

If the hazard is more widespread, it may be necessary to relocate staff and children to a pre-identified shelter area. A child care facility director needs to identify evacuation sites prior to the emergency. The alternate facility management will need to understand the conditions to use the facility. The alternate facility is a building or site open to the public during the child care facility’s hours of operation and within walking distance. Contact the owner or other appropriate person to determine its availability for possible sheltering. In the event that a disaster would strike a large area surrounding your facility, it is wise to identify an additional alternate site. By Family & Social Service Administration Bureau of Child Care policy, unless proper authorities have given an “all-clear”, the facility is unable to reopen until the building is properly inspected.

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<th>Slide 14</th>
<th>What if an Emergency or Disaster Happens?</th>
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<tr>
<td>So, what if a disaster or emergency happens? What is your responsibility as a child care provider? Let’s talk about a few of the main threats to child care programs and what you should do.</td>
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**Fire**
In the event of a fire, the area should be evacuated immediately, the fire alarm needs to be pulled and 9-1-1 or the local fire department called. An evaluation of the situation should be conducted by the facility director, paying close attention to determining where the fire is located, within the proximity of the facility, the size and nature of the fire. Life safety should be the first priority. No matter how small or large the fire appears, notify the local fire department and begin evacuation. If the fire is small and is not located in a room where children are present, a fire extinguisher may be used to put out the fire. This should only be done if the responding staff has received proper training, and there is not an imminent safety threat. Once safely out of the building, you must account for every staff and child to ensure everyone is out of the building. If there is any threat to the children and staff at the designated evacuation site, it may be necessary to immediately move to a different location or area.

**Severe weather**
Indiana often has severe weather, especially in the Spring. To prepare for severe weather, a facility should consider purchasing an NOAA Weather Radio. These radios are particularly important in areas where there may not be siren alerts for approaching storms or tornadoes, especially at night. The basic thing to remember is to put as many internal walls between you and the outside as possible. Stay away from doors and windows, and get to the lowest floor possible. Remember that a watch is when conditions are favorable for a severe thunderstorm within the next several hours. Outdoor activities should be modified to ensure that quick access to shelter is available. A severe thunderstorm warning is issued when severe weather hazard is imminent or occurring, and outdoor activities should be terminated, and you should begin seeking shelter. A tornado watch is when conditions are favorable for a tornado within the next several hours. Outdoor activities should be modified to ensure that quick access to shelter is available. Upon the approach of thunderstorms, then outdoor activities should be stopped to ensure access to quick sheltering. A tornado warning is issued when a tornado is imminent or occurring. Children and staff should be moved inside immediately.
and moved to their designated tornado shelter area, away from doors and windows and as far interior into the building as possible, on the lowest floor. If time permits and it can be done in a safe manner, turn off all utilities. Staff and children will move to their designated shelter area.

Flood/Flash Flood
The facility director should advise staff of the weather conditions that are approaching. Transportation preparations to move children and staff should be considered in the event of the need to evacuate. Records and valuable equipment should be moved to higher floors and chemicals in the facility should be stored to avoid contact with potential floodwaters. Alternate transportation routes may need to be considered.

Earthquakes
All persons, including adults, should be instructed to DROP, COVER AND HOLD as soon as the shaking starts. As soon as the shaking stops, evacuate the facility and begin a basic damage assessment of the facility. Evacuations should be done in a calm and orderly fashion. If you are unable to re-enter the building, evacuate to an alternate location. Injuries should be handled by those trained in first aid. If the injuries are severe and the decision is made not to move the victim, assign a staff person to stay with the individual until qualified medical personnel arrive. The lead staff person should make any assessment as to the next steps that would need to be taken. This decision will be based on present danger, weather, as well as any other factors. Earthquake information can be found on a website within the “Resources” tab called Shakeout.org.

Utility disruption
Loss of electricity is likely in many disaster situations. Planning ahead and being prepared will minimize disruption to child care. Adequate flashlights and battery-operated lanterns should meet needs for a short time. Facilities should check the flashlights on a regular basis and keep extra batteries on hand. According to the Indiana Family & Social Services Administration Bureau of Child Care, if a facility loses electricity, as long as public water and sewer are working properly, children can stay in the building until the parent or guardian picks them up. Parents and guardians should be notified as soon as possible of the situation. This allows parents and guardians to decide on whether to leave the children or pick them up. Loss of electricity prevents the facility from doing proper food cleanup without hot water and must use disposable dishes and utensils. If the facility obtains water from a well, the facility will lose water in the event of a loss of electricity. Facilities should ensure enough water is on hand for each person in the facility. The water must be replaced every three to six months or as indicated by the expiration date on the bottled water. For facilities with well water, parents must pick up children within two hours of the loss of electricity. If power is not restored by the next day, the facility cannot reopen.

**Slide 15 Potential Threats and Hazards Table**

This slide shows a table listing the potential threats and hazards that may occur at a child care facility. Again, the list is not all inclusive, but does include the ones we have been talking about. An “X” indicates recommended action to take. Some threats and hazards have more than one “X” marked because the situation’s severity may require additional actions. Gray-shaded areas indicate actions that may not be necessary. As you can see, different threats and hazards may have multiple responses depending on the type and severity of the situation. You should have plans for each. You will find a copy of this template in the “Resources” tab above. You can use this document to include all potential threats and hazards to your specific program.
## Roles and Responsibilities

Each adult in a child care facility should be prepared to help if an emergency happens. Having duty assignments reduces confusion and panic. People also respond better when they know what is expected of them. Make sure to practice the roles. You may consider rotating people through each role. Here is a list of things to consider in planning your roles and responsibilities.

### Site Director
This person completes the Emergency Action Plan, ensures training and practice drills occur. They keep paperwork current, they inform parents about the Emergency Action Plan, they identify when an emergency occurs, they choose the appropriate response, notify emergency responders. This may be the site director, or if there is a secretary. It also may be the role of the person who is not assigned to a classroom that day, and if you share a building, this person may not be an employee of the child care at all.

### First Aid Coordinator
This person assists children and staff with basic needs. They will need to ensure adequate supply of first aid supplies are in the child care at all times, along with updated “permission-to-treat” forms and prescriptions that may be in use. During the emergency they may need to evaluate the need for professional help and ensure contact with 9-1-1.

### Communications
This person is in charge of the “ready-to-go” files, they’re in charge of the weather alert monitoring during periods of concern. They maintain the cell phone and radio batteries or other communication items that may be needed. They may load the cell phone numbers for emergency contacts for each child into a smart phone and do regular tests to make sure they are receiving the notifications.

### Information Officer
It is helpful to have another person identified for the role of Information Officer. This person can update contact information for staff and students, clarify the type of info given to families, manage voicemail, text messages, and establish and maintain contact with resources and the community, including the media.

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<th>Roles and Responsibilities</th>
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<td>Slide 17</td>
<td>Review 2</td>
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<tr>
<td>Let’s take a moment to review what we’ve covered.</td>
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<tr>
<th>Slide 18 How Well-Prepared Are You?</th>
<th>So what do you need to be prepared? Think about recent disasters around the country or even in your own community. Would your child care be prepared? Do you have the supplies you need? Do you have the plans in place? Does every staff member know what to do and when? It is so important to ensure that each child care worker is informed about disasters that could happen in your community or in your program and how to respond to them. Child care providers can help prepare themselves for disasters by making sure each staff is well-informed about potential hazards and community plans for your area. So, ask yourself - When was the last time you looked at your disaster plan? When was the last time you were present for a practice? Do you have any special role? Do you know who is responsible for what? If you share your building with other businesses there are special things to consider. Most importantly, do the plans work together? Just think about all the different plans that would need to be in place for large buildings containing many businesses. Consider all the plans that might have been in place on 9/11, or in February of 2014 in Atlanta when the weather go so bad that children could not go home from school and had to stay all night. Knowing the local school’s plan might be important for staff and parents. What if the local school is your evacuation site and they are evacuated as well? What about staff or children who have special needs, vision or hearing impairments, assistive devices, medications? Do you have a “ready-to-go” file? A “ready-to-go” file has things like sign in/out forms, medication administration forms, incident/injury forms, emergency contact information, authorizations for medical care and transport, addresses and phone numbers, attendance sheets. These are some things that you would need if you relocated to a new site so that you could have “business as usual” or at least as close to possible. How do you notify parents? Where is your safe place to meet? And lastly, if there is a community disaster and you are not affected, what is your role? The last is an opportunity. If there is an impending medical disaster - can your site be a distribution point for medications? Speak with your local health department about how you might be able to assist. Every county in Indiana has a volunteer medical corp. These are people and agencies (not necessarily all with a medical focus) who are willing to be contacted to donate time and service in the event of a community disaster. They can be a resource for you just as you can be a resource for others.</th>
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<tr>
<td>Slide 19 Make Your Disaster Plan</td>
<td>Think about what could happen right in your own community or program. Mark the hazards that might affect you and the children and families you serve. When you are finished, you can print this quiz to help you start making your disaster plan.</td>
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<tr>
<td>Slide 20 FEMA</td>
<td>So who is there to help when there is an emergency or disaster in your community? Many people are ready and able to help you quickly if something happens. Here is a chart depicting the Emergency Response Cycle. Community resources such as local EMS, fire department, and police are dispatched first. If needed, district-level resources are added by the County Response Manager. The County Response Manager connects to state resources at the Indiana Department of Homeland Security, and the people there connect to resources through the Federal Emergency Management Agency, commonly known as FEMA. As you can see from this illustration, resources are available from the local level all the way to the Federal level when they are needed. Help is there for you. It is also good to find resources ahead of time that will help you help yourself in an emergency situation. The next slide will show you some places to look for more information.</td>
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Slide 21
Resources and Training
When it comes to resources, in addition to the Bureau of Child Care, the Indiana Department of Homeland Security website is a great place to start. There you will find many things that can help you prepare for all types of emergencies and disasters. You can download information kits, planning guides and other information to share with your families or use yourself. You will also find things to help you keep abreast of critical emergency information such as the county travel advisory map, emergency press releases, and public service announcements. Click on the words "Get Prepared" and "Travel Advisory Map" on this slide if you would like to see what some of these resources look like. You will also find these links in the "Resources" tab above. Best of all, Indiana now has a detailed Emergency Planning Guide for Child Care Providers and you can find it on the Indiana Department of Homeland Security’s website too.
Here is the link for Indiana’s emergency response planning guide:
You can download it here, or click on the “Resources” tab above to get a copy.
There are a number of continuing education courses that are available free of charge through the FEMA website. You can find them by clicking on the words "continuing education courses" here or in the "Resources" tab above. You will see some of the titles listed on this slide.
FEMA has some great resources for children as well. It is important to remember to include children in your planning. They can help ensure that your instructions are clear by practicing and asking the children questions about what to do in different emergency situations.

Slide 22
Review 3
Let’s take a moment to review what we’ve covered.

Slide 23
To Be Ready for an Emergency or Disaster
Remember...
To be ready for an emergency or disaster, assign and practice your roles, involve families, communicate all plans to anyone who might be involved. When an emergency or disaster happens, most of all, STAY CALM. Knowing what to do will help a lot with that. Know when to get help and then listen to whoever is in charge. Take care of the children and keep them safe – they are your first priority. If you follow your written plan you will know exactly what to do. Sometimes, you will need to speak with the media. Start assessing whether you need to or not. This is often the role of the communications person in your plan. If you do need to speak with the media, stay factual and don’t speculate. Always stay calm and positive. You might even want to take a media training course to better prepare yourself for this.

Slide 24
The 5 P’s
And remember the 5 P’s! Prior planning prevents poor performance! So practice, practice, PRACTICE!

Slide 25
References & Resources
Here are resources used in creating this presentation. All of these links are live and you may click on them. They are also available by clicking on the “Resources” tab above.

Slide 26
Thank You!
Congratulations! You have completed the training. For more information, you can contact your local child care resource and referral agency. A link to the map to find your local agency is also in the “Resources” tab above.

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