

DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION

Training Module 7

Emergency Preparedness and Response Planning

Emergency Preparedness and Response Planning

One way to keep children (and adults) safe is to prepare for emergencies. When you take time to prepare, you can reduce the risk during an emergency. You will also be able to respond quickly when emergencies occur.

Emergency Plan

Your center should have a written plan that tells you exactly what to do in different types of emergencies. For example, you will need to know what to do in case of a fire. What is the exit route? Where should you go after leaving the building? Another example would be a severe storm. Where is the safest place for the children in your building? How will the staff work together to protect children? Planning what to do before a disaster strikes provides the best protection for everyone.

Talk with your director or supervisor about your center's emergency preparedness plan. Be sure you clearly understand the emergency preparedness plan. You are responsible for the children in your care. Parents may ask you about your plans to handle an emergency. You should be able to explain the procedures you will follow if an emergency happens. Parents want to know that their children will be safe while they are away from them.

You will also need to know the location of the fire extinguishers in your center and how to use the fire extinguisher. Ask your director or supervisor about the fire extinguishers if you have any questions.

Emergency Drills

Knowing what to do can help you stay calm in an emergency. Practicing the emergency procedures can help you feel calmer and help children stay calm when an actual emergency occurs. Each classroom should have the written emergency procedures and a diagram posted in a place where it is easy to see. **Everyone** in the building needs to participate in the monthly emergency drills, which will be practiced on different days of the week and at different times of day.

Evacuation Pack

An evacuation pack contains important items that will be needed in an emergency. Your director or supervisor will give you more information about your center's emergency pack. An emergency pack will include the items listed below. Your center's pack may include additional items.

- List of emergency numbers
- List of all emergency and contact information for children
- List of all emergency and contact information for staff
- First aid kit with extra gloves
- Kleenex

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- **Battery powered flashlight and extra batteries**
- **Hand sanitizer**
- **Notepad and pens/pencils**
- **Whistle**
- **Disposable cups**
- **Wet wipes**
- **Emergency survival blanket**
- **Battery powered radio and extra batteries**