



*Emergency preparedness is especially important for child care providers because of the added responsibility of caring for the children of others. Personal preparedness and emergency planning can reduce the impact of a disaster and help to maintain a calm and safe environment for children under your care during emergencies. The purpose of this Emergency Flipchart is to give child care providers step-by-step procedures on how to respond to a variety of crisis situations during the initial 30 minutes of occurrence. Following the listed instructions will help you to maintain a calm, safe environment for children and effectively handle an emergency during the initial impact of the situation.*

*Licensed family child care providers must have a written plan for evacuation in the event of fire or other emergency. All staff must practice an emergency evacuation drill at least quarterly. Licensed child care centers are required to have emergency plans written and posted in a place accessible to the public.*

*After reading this guide, put it somewhere that is easily accessible to you, so you will always be able to find it. For more information on how to prepare for emergencies, please visit [www.ct.gov/dph](http://www.ct.gov/dph) or [www.dph.state.ct.us/ready.htm](http://www.dph.state.ct.us/ready.htm) or [www.ct.gov/oec](http://www.ct.gov/oec)*

*Funding to produce this emergency response tool was provided by the State of CT Office of Early Childhood.*

## CALL 911 if...

- There is a medical emergency.
- You see a suspicious person or vehicle loitering in or near your home or facility.
- An unauthorized individual enters your home or facility.
- There is an assault on a child or staff person.
- An individual brings a weapon in your home or facility.
- There is an accidental death or homicide.
- You are concerned about a fire or safety hazard during a power outage.
- There is a hazardous material accident.
- You suspect a parent/guardian who arrives at your facility to pick-up a child may be under the influence of alcohol or drugs, and you are incapable of preventing their exit.
- There is any situation which puts a child in danger.

## PERSONAL EMERGENCY PREPAREDNESS

Emergencies can range from inconvenient to devastating. However, you can take some simple preparedness steps to minimize their impact on you and your own family. Being prepared means being ready for any kind of emergency, be it hurricane, extreme heat, winter storms and extreme cold, a utility disruption or manmade disaster.

*Ready* is a national public service advertising campaign designed to educate and empower Americans to prepare for and respond to emergencies including natural disasters and potential terrorist attacks. The goal of the campaign is to get the public involved and ultimately to increase the level of basic preparedness across the nation. To learn more about the *Ready* campaign, to increase your awareness about the importance of preparing for emergencies including natural disasters and potential terrorist attacks, and to take action to prepare yourself and your family, visit [www.Ready.gov](http://www.Ready.gov)

# Emergency Care

# Guidelines





## SEVERE WEATHER

Weather forecasts often provide us with ample warning of approaching storms, blizzards, hurricanes and flooding. The best defense for severe weather is preparation. It is best not to operate child care during very bad weather, but if caught during a storm:

1. Be sure to have adequate supplies
2. Monitor TV, radio and Internet for OFFICIAL instructions on actions to take
3. SHELTER IN PLACE (see below) or EVACUATE (See Hazardous Materials & Evacuation)

## SHELTER IN PLACE

Emergencies may require you to Shelter in Place (use of any room or interior space for the purpose of providing temporary shelter from a hazard). If this is the case, the following procedures should be followed:

1. Gather all children inside
2. Close and lock all windows and doors; locked windows seal better
3. If there is a danger of explosion, close blinds, shades or curtains and keep children away from windows
4. Turn off heating, cooling, fans or ventilation systems - anything that can ignite and cause a spark
5. Do not allow anyone to enter or leave the building until emergency personnel determine the area is "all clear"
6. Notify parents/guardians not to pick children up until incident is over

The following is a list of recommended supplies to always have available in the event you must shelter children in your facility or to take with you to an alternate facility to which you are being evacuated:

- Emergency contact and medical information for all children enrolled
- Emergency contact information for all staff
- 1 Gallon of water per child
- Disposable cups
- One or more changes of clothing for each child
- Disposable diapers and pull-ups
- Wet wipes and tissues
- Powdered or canned infant formula for each infant
- Powdered or canned milk
- Non-perishable food items
- Non-electric can opener
- Supplies of critical medications for children and staff (insulin, epi-pens, etc)
- Disposable cups, plates, eating utensils
- Hand sanitizer and cleaning wipes
- Baby food
- Books and other materials to keep children occupied
- Battery operated radio with extra batteries
- Flashlights with long life batteries
- First aid kit
- A cell phone
- Wrench or pliers to turn off utilities if directed
- Garbage bags
- Blankets

# Natural Disasters & Shelter in Place



## HAZARDOUS MATERIAL

If a hazardous material is released inside your child care facility:

1. EVACUATE (see below)
2. Call 911 once safe

Upon notification of a hazardous material release outside of your facility:

1. Monitor TV, radio and Internet for OFFICIAL State or Local government instructions
2. EVACUATE (see below) or SHELTER IN PLACE (see Natural Disasters & Shelter in Place) as directed

## FIRE, SMOKE OR EXPLOSION

If a fire, smoke or explosion occurs in your child care facility:

1. EVACUATE (see below)
  - a. Drop and crawl if necessary to avoid smoke
2. Call 911 once safe

## GAS LEAK

If a gas odor is detected in your child care facility:

1. EVACUATE (see below)
2. Call 911 once safe

## SUSPICIOUS MAIL OR PACKAGE

Should you receive any suspicious mail or packages at your child care facility:

1. Do not touch, smell or taste unknown substance
2. Do not handle or open suspicious mail or packages
3. EVACUATE (see below)
4. Call 911 when safe

## EVACUATION

Emergencies may require for you to evacuate (remove) children from your facility as quickly as possible.

If this is the case, the following steps should be followed:

- |   |   |
|---|---|
| 1. Make a quick assessment of the situation and of any injuries to children or staff        | 7. Keep everyone calm for an orderly exit   |
| 2. Make sure the evacuation route is clear of obstructions                                  | 8. If possible, one adult should lead and one follow the children out of the building |
| 3. Take attendance sheet, children's emergency medical and contact information and supplies | 9. Re-assemble outside at a predetermined site  |
| 4. Take a cell phone  | 10. If safe to return, re-assemble children inside and take attendance                |
| 5. If possible and time allows, have children take jackets/coats                            | 11. Notify parents immediately of evacuation and any alternate site location          |
| 6. Assemble all the children to ensure all are accounted for                                |   |

Long term evacuations may result in children needing to be sheltered in place. If this action is required, refer to the SHELTER IN PLACE page (see Natural Disasters & Shelter in Place)





## FIELD TRIP INCIDENT

1. Before leaving on a field trip, have the following information:
  - a. Child list by assigned vehicle
  - b. Supervisor/chaperone list by assigned vehicle
  - c. Map of intended route
  - d. Child's emergency and medical information and supplies
  - e. Name and license number of vehicles and drivers
  - f. List of important phone numbers including child emergency contacts and chaperone cell numbers
  - g. First aid kit
2. Attend to any medical needs if there are injuries or complaints of pain
3. Call 911 if medical treatment or police are required
4. Contact parents/guardians, give update and steps being taken; indicate meeting locations or pick-up times at the child care facility

**PANDEMIC:** An influenza (flu) pandemic is a global disease outbreak that occurs when a new flu virus appears that can spread easily from person to person. Child care programs can help protect the health of their staff and the children and families they serve. Interruptions in child care services during a flu pandemic may cause conflicts for working parents that could result in high absenteeism in workplaces. Some of that absenteeism could be expected to affect personnel and workplaces that are critical to the emergency response system.

### Persons with flu symptoms should

- Stay at home
- Cover nose and mouth when coughing or sneezing
- Wash hands with soap and water or use alcohol-based hand sanitizers frequently
- Try to maintain spatial separation of at least three feet from others if possible

### Hand, Cough and Sneeze Hygiene:

- When sneezing or coughing, cover the nose and mouth with a tissue or upper arm if a tissue is not available
- Dispose of used tissues in a wastebasket and wash hands after coughing, sneezing, or blowing nose
- Use warm water and soap or alcohol-based hand sanitizers to clean hands
- Wash hands before eating or touching eyes, nose, or mouth

### Social distancing

In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures such as day care and school closure, telecommuting or staggered shifts for the workforce, and cancellation of public gatherings may be effective in reducing transmission risks.

More information on pandemic flu for child care providers is available at [www.pandemicflu.gov](http://www.pandemicflu.gov)

# Facility Emergencies



## DRIVE BY SHOOTING/SNIPER ATTACK

1. Upon hearing shots, yell to children to “drop to the ground” or “drop to the floor”
2. If outside, tell children to “run into the building” as soon as it is safe
3. SHELTER IN PLACE (See Natural Disasters & Shelter in Place)
4. Call 911

## MISSING CHILD

If a child is discovered missing from your child care facility:

1. Check with staff and friends of the child to determine if they know of the child's whereabouts
2. Call 911 immediately and provide the following information:
  - a. Child's name and age
  - b. Child's address
  - c. Physical and clothing description, including any distinguishing marks such as scars or birthmarks
  - d. Medical status, if appropriate
  - e. Time and location child was last seen
  - f. Person with whom the child was last seen
3. Notify parents of missing child and attempt confirmation that the child is not with family; if not, advise parents of situation and steps taken
4. Have the child's information and photo, if possible, available for police
5. Report incident to Connecticut Office of Early Childhood (1-800-282-6063) and Department of Children and Families (1-800-842-2288)
6. Complete a written incident report at the earliest opportunity

## KIDNAPPING OR UNAUTHORIZED REMOVAL OF CHILD

Be aware of custodial issues or concerns involving the child and pay attention to times when abduction may be likely.

If a child is kidnapped or removed without authorization from your facility:

1. Call 911 immediately and provide the following information:
  - a. Child's name and age
  - b. Address
  - c. Physical and clothing description, including any distinguishing marks such as scars or birthmarks
  - d. Medical status if appropriate
  - e. Time and location child was last seen
  - f. Physical and clothing description of the suspect
  - g. Vehicle description and direction of travel
2. Notify parents of missing child and advise parents of situation and steps taken
3. Have the child's information and photo, if possible, available for police
4. Report incident to Connecticut Office of Early Childhood (1-800-282-6063) and Department of Children and Families (1-800-842-2288)

# Violence & Missing Child



## CHILD ABUSE

Licensed providers are mandated by law to report any suspicion that a child is being abused, neglected or is at risk.

1. Call the Department of Children and Families (DCF) (open 24 hours a day) at 1-800-842-2288 or your law enforcement agency within 12 hours of suspecting that a child has been abused, neglected or placed at imminent risk or serious harm.
2. You may ask for your name to be kept confidential.
3. You may be asked for the following information when reporting:
  - a. Name of the child
  - b. Age and birth date of child
  - c. Address of the child
  - d. Phone number of the child
  - e. Name of parents or guardians
  - f. Address of parents or guardians
  - g. Phone number of parents or guardians
  - h. Information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
  - i. Exact description of what the reporter has observed
  - j. Time and date of incident
  - k. Information about previous injuries, if any
  - l. Circumstances under which reporter learned of abuse
  - m. Name of any person suspected of causing injury
  - n. Any information reporter believes would be helpful
  - o. Any action taken to help or treat the child
4. Within 48 hours of making a verbal report, submit a written report (DCF-136) to DCF
5. Document all phone calls to DCF and keep a copy of all DCF-136 forms