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Tennessee Department of Human Services

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**P R E P A R I N G**

# **CHILD CARE PROGRAMS FOR EMERGENCIES:**

**A SIX STEP APPROACH**

## **CHECKLIST**

*Each and every situation must be assessed on an individual basis and determinations made based on protecting the health, safety, and well-being of the children in care.*





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# INTRODUCTION

## Are You Prepared to Have Children in Your Care for Up to 72 Hours Following a Disaster?

- \_\_\_ Recognize that it could take as long as 72 hours (3 days) before help reaches those who need aid.

Child care disaster plan contains the following elements:

- \_\_\_ Preparation and education of staff and children prior to the event.
- \_\_\_ An early warning system.
- \_\_\_ A written evacuation plan, including a transportation plan.
- \_\_\_ A written plan for safety/survival until help arrives.
- \_\_\_ A written plan to notify parents of an emergency.
- \_\_\_ A written plan to reunite children and their parents.
- \_\_\_ A written plan to reopen the facility

The Tennessee Emergency Management Agency (TEMA) estimates that, in the event of a disaster, it could take as long as 72 hours (3 days) before response resources are able to be completely mobilized.

It could take as long as 72 hours (3 days) before help reaches those who need aid.

The State requires all licensed child care facilities to have a written multi-hazard plan for:

1. Evacuating and moving children to a safe location
2. Notifying parents of a emergency and reuniting them with their children
3. Taking care of children with special needs





# STEP ONE

Medical Center  
→ Main Entrance  
→ CHILDREN'S EMERGENCY

## Prepare and Educate

### Supplies

The following supplies are on hand for emergencies:

- first aid kit
- blankets for all staff and children
- water (for 72 hours)
- food (for 72 hours, nonperishable)
- formula for infants (bottles, nipples)
- diapers, various sizes
- paper supplies
- portable radio (fresh batteries or hand-crank)
- gloves
- shovels
- flashlight (fresh batteries or hand-crank)
- manual can opener
- auxiliary generator or bottled gas
- pocket/utility knife
- tarp
- duct tape
- face masks
- map of area and compass
- red cloth (flag for children to follow)
- auxiliary generator or bottled gas
- developmentally appropriate ideas/activities to engage, encourage, and entertain children
- comfort bag for children - parents have prepared a large zip-lock baggie with their child's name on it.

Included in the comfort bag:

- Change of clothes to fit the next 12 months.
- Food for 1/2 day that will not spoil.
- Any special medication.
- Something to hold (book, toy, pacifier, picture of family).

*Update every 6-12 months*

In compiling information about potential hazards, it might be helpful to interview police, fire, rescue, local public health, and emergency management personnel in your area.



“Go Bags” containing essential supplies should be gathered into ready-to-go backpacks. Child-specific information on index cards or two-sided sheets (including emergency contact information for children) and media and emergency services contact information should be included

These packs should be available to all staff and taken on each drill when leaving your usual location, even if staying within the building.



Update Comfort Bags every 6-12 months.



## Education

- \_\_\_ Staff attends an annual workshop to discuss disaster preparedness and develop items needed for a response.
- \_\_\_ The child care director/owner reviewed the emergency response plan and made needed changes annually.
- \_\_\_ New staff oriented to the disaster preparedness plan promptly as they are hired.
- \_\_\_ All staff are familiar with hazards to which the child care is particularly or historically vulnerable.

Interviewed about potential hazards:

- \_\_\_ police
- \_\_\_ fire
- \_\_\_ rescue
- \_\_\_ local public health
- \_\_\_ emergency management

A plan of the facility has been mapped which details:

- \_\_\_ location and purpose of each room with exits (both doors and windows) clearly marked
- \_\_\_ location of main shut-off valves for utilities
- \_\_\_ location of electrical master power switch
- \_\_\_ location of heating/air conditioning equipment and switches
- \_\_\_ location of storage area for hazardous materials
- \_\_\_ location of fire extinguishers and permanent fire suppression equipment such as hoses
- \_\_\_ first aid equipment
- \_\_\_ outside sewer, power, or natural gas lines
- \_\_\_ meeting place following an evacuation
- \_\_\_ transportation pick-up location
- \_\_\_ Assessment is made of the ongoing monthly evacuation drills.
- \_\_\_ Staff has discussed the posted evacuation plan and posted emergency numbers.
- \_\_\_ Community resources engaged to train and educate children and staff.

## Responsibility

- \_\_\_ Chain of command in the event of a disaster is established and clearly communicated.
- \_\_\_ The most qualified person is given command.
- \_\_\_ Second-in-charge if the designated person is unavailable or incapacitated is established.
- \_\_\_ Specific duties and responsibilities of every staff person are clearly communicated.
- \_\_\_ Staff understands that they are expected to stay with the children in an emergency event.
- \_\_\_ Staff understands that they are expected to remain with the children until the children are returned to their parents or a person designated on their emergency form.

## Safety

- \_\_\_ Every adult on the premises knows how to shut off the electricity, gas, water, etc.
- \_\_\_ Every adult on the premises regularly *practices* how to shut off the electricity, gas, water, etc.
- \_\_\_ Every adult on the premises knows the location of the telephone.
- \_\_\_ Every adult on the premises knows where the emergency numbers and the parents' numbers are posted.

## Sheltering in Place

- \_\_\_ Plan is in place for keeping all children and staff safely and comfortably in the facility in the event that it is not safe to leave or if directed to stay.
- \_\_\_ An alternate source of heat has been identified.
- \_\_\_ An alternate method of toileting has been identified and prepared.
- \_\_\_ Sleeping materials (blankets, pillows) for all staff and children are on hand.

## Medications

- \_\_\_ A 72 hour supply of prescribed medications is available for children with chronic health needs.
- \_\_\_ A 72 hour supply of prescribed medications is available for staff with chronic health needs.
- \_\_\_ A first aid kit is available.
- \_\_\_ Every staff person knows where the first aid kit is and knows how to use it.

## Evacuation

- \_\_\_ Evacuation of the building is practiced during monthly drills.
- \_\_\_ Special health and developmental needs of children and staff are planned for.
- \_\_\_ Evacuation of children who are not yet walking and for those who may have a disability which would require specific assistance is practiced.

## Transportation

- \_\_\_ An "on-foot" transportation from the neighborhood plan has been prepared.
- \_\_\_ Education and practice of the "on-foot" transportation plan has occurred.
- \_\_\_ A "by-motor-vehicle" transportation from the neighborhood plan has been prepared.
- \_\_\_ Education and practice of the "by-motor-vehicle" transportation plan has occurred.
- \_\_\_ Functional needs of children and staff have been considered for both plans above.

## Injury

- \_\_\_ All staff members are trained in first aid.
- \_\_\_ A "sick bay" area has been designated.
- \_\_\_ A temporary morgue has been designated.



Some good first aid manuals are available as "apps" for mobile devices.





# STEP TWO

## EMPLOY EARLY WARNING SYSTEMS

Child care maintains:

- weather radio
- public telephone land line service
- back-up notification system
- cellular phone
- radio (hand-crank or battery operated)
- warning signal (e.g., a bell or electronic alert tone)
- back-up power
- back-up plan (e.g., designated message carriers)

### Social Media

Don't forget that social media such as Facebook™, Twitter™, YouTube™, or services such as Skype may be useful in a disaster!

The National Weather Service provides continuous weather information through special frequencies on weather radios. These frequencies are also found on many multi-band portable radios. Weather radios are available at modest prices. Weather radios are available which have Specific Area Message Encoding (SAME) capability, so users can program locations for which they prefer to receive alerts.





# STEP THREE



## DEVELOP EVACUATION PLANS

Child care maintains in the director's office **and** in a Go Bag in a central location which is readily accessible to any adult in the facility:

- \_\_\_ Emergency call-up roster of all caregivers and auxiliary staff
- \_\_\_ Emergency contact information local emergency support agencies and personnel
- \_\_\_ Contact numbers of all drivers (primary and alternate)
- \_\_\_ Two written plans are in place for evacuation of the child care
  - \_\_\_ motor vehicle evacuation plan
  - \_\_\_ evacuation by foot plan
- \_\_\_ Prearranged relocation site
  - \_\_\_ parents notified in advance of the probable relocation site or sites
- \_\_\_ method established for posting on the door of the facility a description of where children have been taken, the route, and the mode of transportation
- \_\_\_ Plan is in place for the notification of parents via the news media
  - \_\_\_ press
  - \_\_\_ radio
  - \_\_\_ local television stations
- \_\_\_ Child care maintains emergency information on each child.
- \_\_\_ Person identified and given the responsibility of ensuring that the emergency information sheets are evacuated with the children.

The emergency information sheets contain the following information for each child:

• Side 1

- \_\_\_ name of child
- \_\_\_ name of parent(s) and emergency contacts
- \_\_\_ home address
- \_\_\_ home phone number
- \_\_\_ place of employment of each parent and emergency contact
- \_\_\_ work (or emergency) phone number of each parent and emergency contact



An emergency call-up roster of all caregivers and auxiliary staff, as well as local emergency support agencies and personnel, should be kept in the Go Bag in the director's office.

During evacuation by foot, staff should be aware of dangers such as downed power lines, swollen creeks, missing manhole covers, etc.



- \_\_\_\_\_ name and phone number of child's health care provider
- \_\_\_\_\_ medical information such as allergies, special needs of child, medication required by child, etc.

• Side 2

- \_\_\_\_\_ “profile” of the child (contains personal information about the child’s like, needs, etc. which will allow an emergency caregiver information to help support the child)



# STEP FOUR



## DEVELOP A PLAN FOR SAFETY/SURVIVAL UNTIL HELP ARRIVES

### Planning Checklist for Specific Hazards

#### Utility Failure (water, electric, gas, sewer, telephone):

Plan is in place for:

- Contacting the appropriate utility department (most have 24 hour emergency numbers).
- Shutting off main valves or switches.
- Removing the children to a temporary shelter if the utility failure will be long-term.
- Procuring auxiliary generators, bottled gas, drinking water, temporary portable toilets, etc., along with clear instructions on how to safely use them.

#### Injury or Illness of Child or Caregiver

Procedure is in place for determining:

- Who is injured?
- Where are they located?
- What assistance is needed?

Procedure is in place for requesting outside assistance:

- ambulance
- rescue
- fire department
- law enforcement
- poison control
- public health
- Responsibility for making calls to the above is designated.
- Procedure for notification of family of parents or staff is in place.

Mass Injury Situations:

- There is an alternate method(s) for requesting outside assistance if phones are inoperable.
- Procedures are in place to locate the injured.
- Procedures are in place for removing the injured to a safe environment.
- Procedures are in place for dealing with children with special health needs who may need individualized aid.





\_\_\_ Persons identified who are trained in CPR and first aid.

Location determined for:

- \_\_\_ first aid area
- \_\_\_ temporary morgue
- \_\_\_ emergency check-in station where parents can be reunited with children

### **Fires and Explosions**

- \_\_\_ A fire alarm signal and an alternate, back-up signal are selected and exercised
- \_\_\_ An all-clear signal is selected and exercised.
- \_\_\_ Two evacuation routes from each room are determined
- \_\_\_ Evacuation routes are posted in each room.
- \_\_\_ A meeting area in an outside location is established.
- \_\_\_ Procedure is in place to check all restrooms, closets, storage areas, etc., to ensure that every child is evacuated.
- \_\_\_ Procedure is in place for evacuating children with special health needs.

Procedure is in place for requesting outside assistance:

- \_\_\_ fire department
  - \_\_\_ ambulance
  - \_\_\_ rescue
  - \_\_\_ law enforcement
  - \_\_\_ Person responsible for making the above calls has been determined.
  - \_\_\_ Procedure is in place for shutting off utilities (gas, electric, water) if necessary.
  - \_\_\_ Procedure is in place for moving to a temporary shelter (your regular transportation, walking, school buses, rescue personnel, etc.).
  - \_\_\_ Procedure is in place for handling the injured and dead.
  - \_\_\_ Procedure is in place for establishing a command post.
  - \_\_\_ Check-in station(s) where parents can pick up their children is established.
  - \_\_\_ Monthly fire drills are conducted.
  - \_\_\_ All staff know the location of fire extinguishers and have training in their use.
  - \_\_\_ All staff have training in the use of fire extinguishers.
  - \_\_\_ Fire extinguishers should be maintained annually.
  - \_\_\_ Plan is in place for how to evacuate a large crowd or assembly (such as an open house or training event).
  - \_\_\_ Plan is in place to safeguard records.
  - \_\_\_ lock them in a fire-proof receptacle
- (or)
- \_\_\_ remove them to a safe place.

## Hazardous Materials Incidents

(Hazardous materials are those which might cause injury if inhaled or touched. A train derailling, a truck overturning, or a warehouse catching on fire can potentially release hazardous materials.)

- \_\_\_ A notification system is in place for a hazardous materials accidents in the area.
- \_\_\_ Procedures are in place to move to a room with few windows or doors (NOT the basement as fumes may settle there).
- \_\_\_ Procedures are in place to take radio(s) to alternate locations.
- \_\_\_ Procedures are in place to close all windows and doors.
- \_\_\_ Procedures are in place to shut of HVAC system.
- \_\_\_ Procedures are in place to place wet towels or thick tape over gaps around windows and doors.
- \_\_\_ Procedures are in place to keep children and staff away from windows in case of explosion.
- \_\_\_ Procedures are in place to turn off air conditioners, heaters, or fans and to close fireplace dampers.
- \_\_\_ Procedures are in place to check all restrooms, closets, storage areas, etc., to ensure that every child is in a safe place.
- \_\_\_ Procedures are in place for assisting children with functional needs.
- \_\_\_ Plan is in place to shelter-in-place unless instructed to evacuate by emergency personnel.
- \_\_\_ Plan is in place for moving to a temporary shelter in the event an evacuation is necessary.
- \_\_\_ Plan is in place for transportation by vehicle.
- \_\_\_ Plan is in place for walking routes.

## Law Enforcement Emergencies

(child abuse, child abduction, riots, protests, strikes, shots fired, crimes, spouse abuse, terrorist attack, etc.)

- \_\_\_ Procedures are in place to notify law enforcement (*Dial 911*) in the event of riots, protests, strikes, shots fired, crimes, child abuse, spouse abuse, terrorist attack, etc. (*Exception: in the event of suspected child abuse, notifying the Department of Human Services is an acceptable alternative.*)

If in your power, isolate or localize the incident.

- \_\_\_ Procedures are in place to move children to a safe location in child care.
- \_\_\_ Procedures are in place to move to a temporary shelter and to seek a police escort if necessary.
- \_\_\_ Plan is in place to safeguard records
- \_\_\_ lock them in a fire-proof receptacle
- (or)
- \_\_\_ remove them to a safe place.



Some good first aid manuals can be purchased as “apps” for mobile devices.

Plan to safeguard your records (lock them in a fire-proof receptacle or remove them to a safe place). Maintain a copy of your records at a secure, off-site location.





### Bats

If a child was sleeping in a room where a bat is found, you should try to safely capture the bat and have it tested for rabies. The same precautions should be used if you see a bat in a room with an unattended child, or if you see a bat near a mentally impaired person.

If a bat is indoors, especially if there might have been contact with a person, do not attempt to scare the bat away. Instead, confine the bat to a room by closing all doors and windows leading out of the room. Contact an animal control or public health agency for assistance in capturing the bat.



## Bomb Threats

- \_\_\_ A procedure is posted for handling a bomb threat caller. (Record the exact wording of the threat. Ask where the bomb is located.)
- \_\_\_ A plan is in place to notify law enforcement - *Dial 911*.
- \_\_\_ Procedures are in place for evacuating the building without unduly alarming the children.
- \_\_\_ An evacuation site in the immediate neighborhood is pre-determined so that the children can be taken there on foot.
- \_\_\_ Procedures are in place for staff and children to not return to the building until given permission by law enforcement personnel.
- \_\_\_ Procedures are in place for evacuating children with special health needs who may require extra assistance.
- \_\_\_ Procedures are in place for how to notify media and parents.
- \_\_\_ Procedures are in place for law enforcement personnel (not caregivers) to search the building.
- \_\_\_ A bomb threat handout is kept near the telephone to fill it out if a threat is received.

## Animal Encounters

- \_\_\_ Procedures are in place to notify appropriate authorities when stray animals are in the vicinity of the child care.
- \_\_\_ Procedures are in place keep children and staff away from stray or wild animals, whether or not they appear diseased.
- \_\_\_ Procedures are in place to keep children inside while a stray or wild animal is in the vicinity.
- \_\_\_ Procedures are in place to bring children inside if they are outside when the animal appears and until the animal leaves or is captured. *Staff should not attempt to capture the animal themselves.*
- \_\_\_ Procedures are in place to follow basic first aid procedures if a bite or scratch occurs until professional medical attention can be given.
- \_\_\_ Procedures are in place to consult a physician and local public health if any contact with a bat or contact with wild or stray animal saliva occurs.

## Earthquakes

### A. For During an Earthquake:

- \_\_\_ Procedures are in place to keep children inside (if they are inside) until the earthquake is over.
- \_\_\_ Children and staff are taught how to drop and cover their heads.
- \_\_\_ Children and staff are taught to get under tables and cover their heads.
- \_\_\_ Procedures are in place to keep children outside if children are outside.
- \_\_\_ Children and staff are taught to avoid being under trees, near the fences (brick and metal), buildings, or power poles.
- \_\_\_ Children and staff are taught that fallen electrical lines can make metal fences live (dangerous) if the electric lines touch them.

### B. For After the Quake:



- \_\_\_ Procedures are in place to prepare for aftershocks.
- \_\_\_ Procedures are in place to take roll immediately.
- \_\_\_ Children and staff are taught to NOT TURN ON OR OFF ANY light switches.
- \_\_\_ Procedures are in place to make an assessment of safety.
- \_\_\_ Procedures are in place to check for injuries and to apply first aid.
- \_\_\_ Procedures are in place to check for damage to building. If building is unsafe, evacuate immediately. (If the damage to the building is not too severe, remain indoors.)
- \_\_\_ Procedures are in place to turn off utilities (if required).
- \_\_\_ Procedures are in place to clean-up of broken glass, turned-over shelves, etc., as quickly as possible to prevent further injuries from glass and debris.
- \_\_\_ Procedures are in place to post a notice on the door if evacuation occurs, so parents who come to the child care will know where their children have been taken, when, and how.
- \_\_\_ Procedures are in place for staff to stay with the children until parents, or the person designated on the emergency form arrives.
- \_\_\_ Procedures are in place to protect records by locking them in a fire-proof receptacle or removing them to a safe place.

## Severe Weather

- \_\_\_ Procedures are in place to receive warning of severe weather conditions (telephone, weather radio, radio, tone-activated receiver, etc.).
- \_\_\_ Procedures are in place to share weather information with staff without alarming children.
- \_\_\_ Shelter locations inside the building are identified.
- \_\_\_ Children and staff are taught shelter locations inside the building.
- \_\_\_ Staff is taught to not hesitate to move to shelter locations when severe weather threatens.
- \_\_\_ Staff is taught to immediately move children inside if children are outside.
- \_\_\_ Children and staff are taught to keep away from windows.
- \_\_\_ Staff is taught to evacuate auditoriums, gymnasiums, and other structures with wide, free-span roofs.
- \_\_\_ Staff is taught to evacuate mobile homes in tornado or high wind conditions.
- \_\_\_ Procedures are posted in each room so staff knows what to do and where to go.
- \_\_\_ At least two evacuation routes are established for each room.
- \_\_\_ Children and staff are taught to how to crouch and protect their heads and neck.
- \_\_\_ Procedures are in place to check outdoors, restrooms, closets, storage rooms, etc., to ensure that every child is in a safe place.
- \_\_\_ Procedures are in place to assist children with special health needs.
- \_\_\_ An all-clear signal for staff is developed.
- \_\_\_ Procedures are in place to safeguard records.
- \_\_\_ Tornado/severe weather drills are practiced periodically.

Check with local health department or other agencies (USDA, FDA, [foodsafety.gov](http://foodsafety.gov)) for food safety issues after long term power outage. Find out what is safe to keep in the refrigerator or freezer and what needs to be thrown away.





## Floods and Flash Floods

Contact the Tennessee Emergency Management Agency (TEMA), the Federal Emergency Management Agency (FEMA) (800-358-9616), or visit their National Flood Insurance Program (FEMA-NFIP) web site: <http://www.fema.gov/business/nfip/>, to determine if your child care is in a flood plain. Copies of FEMA flood maps may be ordered [online](#).

- \_\_\_ It has been determined if the child care is in a flood plain.
- \_\_\_ Procedures are in place for receiving warning of flooding.
- \_\_\_ Procedures are in place to alert staff without alarming children.
- \_\_\_ Procedures are in place to store drinking water in clean bathtubs and in various containers in case of water service interruption.
- \_\_\_ Procedures are in place to follow evacuation plan AND to go to higher ground if facility needs to be evacuated.
- \_\_\_ Staff and other drivers are taught to not drive through flooded areas.
- \_\_\_ Staff is taught to abandon a vehicle immediately if it stalls while crossing water.
- \_\_\_ Staff is taught to not attempt to walk through water that is above the children's knees.
- \_\_\_ Plans are in place for children with special health needs who may need assistance evacuating.
- \_\_\_ Procedures are in place to move or protect furniture, equipment, supplies, etc. in child care by moving items to higher areas or out of danger area entirely.
- \_\_\_ Staff is taught to not use fresh food that has come in contact with flood waters.
- \_\_\_ Procedures are in place to boil drinking water before using.
- \_\_\_ Staff is taught to not handle live electrical equipment in wet areas.
- \_\_\_ Procedures are in place to use flashlights, not lanterns or torches, to examine buildings.
- \_\_\_ Procedures are in place to turn off utilities if necessary.

## Severe Heat Waves

- \_\_\_ Procedures are in place for receiving warnings of extreme weather conditions (telephone, weather radio, radio, tone-activated receiver, etc.).
- \_\_\_ Procedures are in place to decide ahead of time when and if the facility will be closed.
- \_\_\_ Procedures are in place to protect the safety of children with special health needs who may be adversely affected by the heat.
- \_\_\_ Procedures are in place to reduce activity levels of children and staff.
- \_\_\_ Procedures are in place to provide adequate fluids and drinking water.
- \_\_\_ Children and staff are taught to drink lots of water and other fluids.
- \_\_\_ Children and staff are instructed to stay inside during the hottest part of the day.
- \_\_\_ Procedures are in place to prevent over-exposure to the sun.



# STEP FIVE

## A PLAN TO REUNITE CHILDREN AND THEIR PARENTS

- \_\_\_ Procedures are in place for staff to remain with children at the center/home until the parent or the designated person(s) on the emergency form arrives to pick up the children.
- \_\_\_ A safe, accessible area has been selected as a "command post"
- \_\_\_ Procedures are in place for parents to be directed to the command post to sign out their children.
- \_\_\_ Procedures are in place to require individuals to produce valid identification prior to a child being released to their care.
- \_\_\_ Procedures are in place for a caregiver to accompany children if transported for emergency medical treatment

For reuniting children with parents in the event of an evacuation of the child care:

- \_\_\_ Procedures are in place to post a notice at the childcare informing the parents of the evacuation, where the children have been taken, the route, and the mode of transportation.
- \_\_\_ Procedures are in place to contact the press, radio, and local television stations.

Checklist of information to provide:

- \_\_\_ the nature of the emergency (what, when where, how, why),
- \_\_\_ the condition of the children in general,
- \_\_\_ the present location of the children,
- \_\_\_ where and how the children can be picked up by their parents.
- \_\_\_ Procedures are in place to ensure that caregivers will stay with the children until they have been safely released to their parents or to a person designated on the emergency form.
- \_\_\_ Procedures are in place to ensure that if a child is injured and taken for medical treatment, a caregiver shall accompany the child and remain with the child until a parent or person designated on the emergency form arrives to assume responsibility.



The American Red Cross maintains a Safe and Well Website used to assist with reunification of separated families:  
<https://disastersafe.redcross.org>



# STEP SIX

## DEVELOP A PLAN TO REOPEN THE CHILDCARE

- \_\_\_ Procedures are in place to ensure that after a disaster, etc., the owner, operator, or director of the child will notify the licensing office as to their status of operation.
- \_\_\_ Procedures are in place to determine that the child care has NO structural damage
- \_\_\_ Procedures are in place to determine that the child care has FULL electrical service
- \_\_\_ Procedures are in place to determine that the child care has the water and sewage (or septic system) are working properly.
- \_\_\_ Procedures are in place to determine that the child care has location and surrounding area has been cleared for access by the Emergency Management Team.

*If the child care facility/home has NO structural damage and NO electricity; however, the water and sewage/septic tank are working properly, the program may operate if lighting needs are met using either batteries or a generator.*

- \_\_\_ Procedures are in place to ensure that generators, if used, are located outdoors away from windows and doors.
- \_\_\_ Procedures are in place to ensure that generators are inaccessible to children.
- \_\_\_ Procedures are in place to ensure that, under NO circumstances, are candles, open flames, gas or fuel lanterns to be used.
- \_\_\_ Procedures are in place to ensure that, if the child care sustains damage, regardless of the extent, on-site inspections will be conducted PRIOR to opening.

### Things to Think About and Remember

- A.** If water service is disrupted, water used for drinking/cooking must be purchased (bottled water). Safe water can often be obtained by melting ice.

Water used for hand washing, cleaning, etc., must have 8 drops of bleach added to each gallon of water. Mix well and let sit for 30 minutes before use. Water may also be vigorously boiled for one minute before use. Consult with your local health department for additional requirements or information.



Programs may be allowed to reopen even if outdoor areas are not useable; however, approval by the licensing authority is required to reopen. Children must be kept out of that play area completely and may use temporary fencing/barriers to prohibit access.



- B.** Provisions must be made for the child care to be kept cool and comfortable when children are in care.  
  
Fans may be appropriate; however, they must have safety features and kept out of the reach of children.
- C.** If flooding has occurred within the child care, clean up must occur before allowing children in, including the disposal or sanitization of any toys and equipment.
- D.** Consultation with the local health department is critical with regard to sewage contamination and septic tank capacity, damage, and stress created by excessive rains, flooding, and standing water.
- E.** Outdoor areas must be safe for play and free from debris. Do not allow children to play near downed power lines or flooded areas.
- F.** For food preparation in the absence of electrical power, pre-packaged foods that do not require refrigeration should be used and made available. Consult with your local health department on alternate meal planning and safe storage of foods.
- G.** Regardless of circumstances, staff-to-child ratios must be maintained to provide appropriate supervision particularly with these additional distractions.
- H.** Children may be accepted on a temporary basis; however, the licensed capacity may NEVER be exceeded. Enrollment information is required and contact numbers are critical. Complete medical record requirements may be waived temporarily until the emergency situation has passed.

If children are to be moved to alternate sites, child care providers are responsible for notifying the local licensing authority for confirmation that the site is appropriate, as well as informing the parents. Both licensing staff and the provider should work with their local Child Care Resource and Referral agency to help get the message out, to confirm location changes, and to ensure all children are provided care.

## Useful Websites

### Federal Emergency Management Agency

[www.fema.gov](http://www.fema.gov)  
<http://www.ready.gov/>  
<http://www.ready.gov/kids/home.html>

### Tennessee Emergency Management Agency

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

### Ready Classroom from Discovery Education

<http://readyclassroom.discoveryeducation.com/#/map>

### Red Cross

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

### Tennessee Department of Health

[www.tn.gov/health](http://www.tn.gov/health)

## 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 into your child care**

**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 that 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**



Tennessee Department of Human Services  
400 Deaderick Street  
Nashville, Tennessee 37243-1403  
Ph: 615--313-4700  
Fx: 615-523-9956

<http://www.tn.gov/humanserv>

Produced in cooperation with the  
Tennessee Department of Health's  
Emergency Preparedness Program

<http://www.tn.gov/health>

