

## **EMERGENCY PREPAREDNESS**

Since September 11, 2001, there has been a focus on having businesses, schools, and organizations develop an emergency response plan, highlighting how they will continue their essential business functions during an emergency. The plan should be comprehensive and cover how the organization will respond to “all hazards.” The basic elements of the plan should be universal, although they may need to be adapted to fit the needs of your individual organization.

In any type of emergency, the goal is to have a plan in place that will: minimize damage, ensure the safety of staff, children, and students, protect vital records/assets, allow for self-sufficiency for at least 72 hours, and provide for continuity of your critical business operations. In addition, each organization should develop an appendix to their plan on how they would handle a long term event that could result in a significant reduction of workforce, such as an influenza pandemic.

The importance of planning prior to an event cannot be stressed enough. It is essential to have a written plan that has been discussed and practiced with all employees and discussed with children and their families. This preparation will allow everyone to know their roles and responsibilities when an emergency occurs. In addition to the organization having an emergency response plan, it is necessary for employees to have individual and family preparedness plans. An organization is only as prepared as their workers are. With everyone prepared, your organization will be in a better position to manage any type of emergency.

There are a number of resources listed on pages 222-226 that are available to help you create your organization’s emergency plan.

Check with your local or state health department or childcare licensing groups, department of human services or department of education to see if they may be available to answer questions.

# EMERGENCY PREPAREDNESS PLANNING RESOURCES FOR CHILDCARE

## National Association of Child Care Resource & Referral Agencies (NACCRRA)

[www.naccrra.org/disaster](http://www.naccrra.org/disaster) (In search box type: Is Child Care Ready?)

- *Is Child Care Ready?: A Disaster-Planning Guide for Child Care Resource & Referral Agencies*

This guide is a practical toolkit for Child Care Resource & Referral (CCR&R) agencies to help child care programs – both in child care centers and providers' homes – keep children safe and their businesses open during and after natural disasters, terrorist attacks, chemical emergencies, and other catastrophes.

- *Disaster Preparation: A Training for Child Care Centers*  
This guide is designed to assist CCR&Rs and others in training child care centers on disaster preparedness. It includes specific activities for training individuals who direct and work in child care centers.
- *Disaster Preparation: A Training for Family Child Care Providers*  
This guide is intended to assist CCR&Rs and others in training family child care providers on disaster preparedness. It includes activities for training individuals who care for children in their homes.
- *Emergency Planning Forms*  
The user-friendly forms offer templates for child care providers and others to use to fully prepare for disasters.

## Emergency Response Planning for Child Care Providers Toolkit

[www.naccho.org/pubs/product1.cfm?Product\\_ID=161](http://www.naccho.org/pubs/product1.cfm?Product_ID=161) or

[www.montgomerycountymd.gov/content/hhs/phs/APC/childcaremanual.pdf](http://www.montgomerycountymd.gov/content/hhs/phs/APC/childcaremanual.pdf)

- This toolkit is designed to prepare childcare providers for emergency events and to assist in the recovery effort by helping children cope with the traumatic event. A train-the-trainer guide is included along with a CD that contains Microsoft PowerPoint presentations. You can download this toolkit for free or order hard copies for a fee on the NACCHO website. The Montgomery County web address will take you directly to the free PDF version.

## Emergency/Disaster Preparedness for Child Care Programs

[nrc.uchsc.edu/SPINOFF/EMERGENCY/Emergency.htm](http://nrc.uchsc.edu/SPINOFF/EMERGENCY/Emergency.htm)

- This template was adapted from *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care*. This template was a joint collaborative project of the American Academy of Pediatrics, the American Public Health Association, and National Resource Center for Health & Safety in Child Care.

## National Child Care Information Center (NCCIC)

[www.nccic.acf.hhs.gov/emergency/](http://www.nccic.acf.hhs.gov/emergency/)

- The NCCIC Child Care Resources for Disasters and Emergencies website brings together information and key resources about emergency preparedness, disaster response, and recovery that relate specifically to child care.

**Head Start Disaster Preparedness Workbook**

[www.cphd.ucla.edu/headstart.html](http://www.cphd.ucla.edu/headstart.html)

- This workbook is designed to guide Head Start programs through the development and implementation of comprehensive disaster plans. It is based on information obtained directly from Head Start personnel regarding their disaster preparedness and planning needs.

**Ready to Respond Emergency Preparedness Plan:**

[www.brighthorizons.com/talktochildren/docs/emergency\\_plan.doc](http://www.brighthorizons.com/talktochildren/docs/emergency_plan.doc)

- This plan covers medical emergencies, natural disasters, utility disruptions, fire emergencies, hazardous materials, bomb threats, violent situations, parent/guardian issues, hostage situations, and missing children.

**To Hold Safe – Framing a New Era of Disaster Child Care:**

[www.project-kid.org/hold\\_safe\\_rev\\_%202\\_07.pdf](http://www.project-kid.org/hold_safe_rev_%202_07.pdf)

- This paper draws upon the shared concerns, experiences, and vision of emerging child care leaders to propose a new framework that hinges on recognizing children's distinct needs, fostering resiliency, and providing a continuum of care.

**Day Care Planning Tool Kit:**

[www.pema.state.pa.us/pema/cwp/view.asp?A=566&Q=254999](http://www.pema.state.pa.us/pema/cwp/view.asp?A=566&Q=254999)

- This kit includes a three-part plan (Basic Plan, Checklists and Supporting Documents), a PowerPoint presentation to use in introducing the planning process and a Daycare Facilities Planning Guide that helps fill in the blanks to complete the plan.

# **EMERGENCY PREPAREDNESS PLANNING RESOURCES FOR SCHOOLS**

## **Checklists**

[www.pandemicflu.gov/plan/schoolchecklist.html](http://www.pandemicflu.gov/plan/schoolchecklist.html)  
[www.pandemicflu.gov/plan/school/collegeschecklist.html](http://www.pandemicflu.gov/plan/school/collegeschecklist.html)  
[www.pandemicflu.gov/plan/school/preschool.html](http://www.pandemicflu.gov/plan/school/preschool.html)  
[www.aap.org/family/frk/frkit.htm](http://www.aap.org/family/frk/frkit.htm)  
[www.ready.gov/america/\\_downloads/Ready\\_Brochure\\_Screen\\_EN\\_20040129.pdf](http://www.ready.gov/america/_downloads/Ready_Brochure_Screen_EN_20040129.pdf)

## **Practical Information on Crisis Planning: A Guide for Schools & Communities**

[www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf](http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf)

## **Emergency Planning and Procedures Guide for Schools**

[www.education.state.mn.us/mdeprod/groups/compliance/documents/manual/008374.pdf](http://www.education.state.mn.us/mdeprod/groups/compliance/documents/manual/008374.pdf)

## **Minnesota Department of Education Pandemic Preparedness Information**

[www.education.state.mn.us/mde/About\\_MDE/News\\_Center/Avian\\_Influenza\\_Pandemic\\_Preparation/index.html](http://www.education.state.mn.us/mde/About_MDE/News_Center/Avian_Influenza_Pandemic_Preparation/index.html)

## **MDH: School Pandemic Preparedness Information**

[www.health.state.mn.us/divs/idepc/diseases/flu/pandemic/schools.html](http://www.health.state.mn.us/divs/idepc/diseases/flu/pandemic/schools.html)

## **Practice Good Hygiene**

CDC [www.cdc.gov/germstopper/home\\_work\\_school.htm](http://www.cdc.gov/germstopper/home_work_school.htm)  
National Science Foundation [www.scrubclub.org/home.aspx](http://www.scrubclub.org/home.aspx)

## **Health Information Available in Different Languages**

ECHO [www.echominnesota.org/](http://www.echominnesota.org/)  
Washington State Dept of Health Fact Sheets [www.doh.wa.gov/phepr/factsheets.htm](http://www.doh.wa.gov/phepr/factsheets.htm)  
CDC [www.cdc.gov/flu/avian/index.htm](http://www.cdc.gov/flu/avian/index.htm)

## **Minnesota School Safety Center**

[www.education.state.mn.us/mdeprod/groups/SafeHealthy/documents/Memo/032111.pdf](http://www.education.state.mn.us/mdeprod/groups/SafeHealthy/documents/Memo/032111.pdf)

## INDIVIDUAL AND FAMILY EMERGENCY PREPAREDNESS

These sites are comprehensive and contain in-depth information on emergency planning for individuals, families with children, senior citizens, and persons with special needs, and those with pets. Many sites have several brochures that can be downloaded.

[www.codeready.org](http://www.codeready.org)  
[www.ready.gov](http://www.ready.gov)  
[www.pandemicflu.gov](http://www.pandemicflu.gov)  
[www.readyminnesota.org](http://www.readyminnesota.org)  
[www.fema.gov](http://www.fema.gov)  
[www.prepare.org](http://www.prepare.org)  
[www.redcross.org](http://www.redcross.org)

### Additional Information to Prepare Children

The American Academy of Pediatrics has addressed emergency preparedness for children. The following are highlighted materials from the Academy's website:

Four Steps to Prepare Your Family for Disasters: Contains a section on what to tell children.  
[www.aap.org/disasters/](http://www.aap.org/disasters/)

Family Readiness kit with information on different types of disasters and a readiness guide.  
[www.aap.org/family/frk/frkit.htm](http://www.aap.org/family/frk/frkit.htm)

Emergency Preparedness for Children with Special Health Care Needs.  
[www.aap.org/advocacy/emergprep.htm](http://www.aap.org/advocacy/emergprep.htm)

Emergency Information Form for Children with Special Needs.  
[www.aap.org/advocacy/eif.doc](http://www.aap.org/advocacy/eif.doc)

The Minnesota Department of Health has a link to a comprehensive planning document for families of children with special needs.  
[www.health.state.mn.us/divs/fh/mcshn/disasterplan.htm](http://www.health.state.mn.us/divs/fh/mcshn/disasterplan.htm)

### Additional Information for Seniors

A 12 page brochure, entitled Emergency Readiness for Older Adults and Caregivers. This website is available in large print on the internet with a very helpful section done by seniors for seniors.  
[www.prepare.org/seniors/seniors.htm](http://www.prepare.org/seniors/seniors.htm)

### Additional Information for Special Populations

PrepareNow.org  
[www.preparenow.org/purpose.html](http://www.preparenow.org/purpose.html)

National Council on Disabilities  
[www.ncd.gov/](http://www.ncd.gov/)

### **Pandemic Flu Websites**

U.S. Government  
[www.pandemicflu.gov/](http://www.pandemicflu.gov/)

U.S. Department of Health and Human Services  
[www.hhs.gov/pandemicflu/plan/](http://www.hhs.gov/pandemicflu/plan/)

World Health Organization (WHO)  
[www.who.int/csr/disease/influenza/pandemic/en/](http://www.who.int/csr/disease/influenza/pandemic/en/)

Center for Infectious Disease Research and Policy University of Minnesota  
[www.cidrap.umn.edu/cidrap/content/influenza/panflu/index.html](http://www.cidrap.umn.edu/cidrap/content/influenza/panflu/index.html)

### **Avian Flu (Bird Flu) Websites**

Center for Disease Control and Prevention (CDC)  
[www.cdc.gov/flu/avian/index.htm](http://www.cdc.gov/flu/avian/index.htm)

U.S. Department of Agriculture (USDA)  
[www.usda.gov/wps/portal/usdahome?navtype=SU&navid=AVIAN\\_INFLUENZA](http://www.usda.gov/wps/portal/usdahome?navtype=SU&navid=AVIAN_INFLUENZA)

U.S. Geological Survey National Wildlife Health Center  
[www.nwhc.usgs.gov/disease\\_information/avian\\_influenza/index.jsp](http://www.nwhc.usgs.gov/disease_information/avian_influenza/index.jsp)

World Health Organization (WHO)  
[www.who.int/csr/disease/avian\\_influenza/en/index.html](http://www.who.int/csr/disease/avian_influenza/en/index.html)

### **Information Available in Different Languages**

ECHO (Emergency & Community Health Outreach)  
[www.echominnesota.org/](http://www.echominnesota.org/)

Washington State Department of Health Fact Sheets  
[www.doh.wa.gov/phepr/factsheets.htm](http://www.doh.wa.gov/phepr/factsheets.htm)

Center for Disease Control and Prevention  
[www.cdc.gov/flu/avian/index.htm](http://www.cdc.gov/flu/avian/index.htm)

Minnesota Department of Health  
[www.health.state.mn.us/divs/idepc/refugee/topics/panfluchecklist.html](http://www.health.state.mn.us/divs/idepc/refugee/topics/panfluchecklist.html)

### **Volunteer Opportunities**

Medical Reserve Corps  
[www.medicalreservecorps.gov](http://www.medicalreservecorps.gov)

Community Emergency Response Teams  
[www.citizencorps.gov/cert/](http://www.citizencorps.gov/cert/)