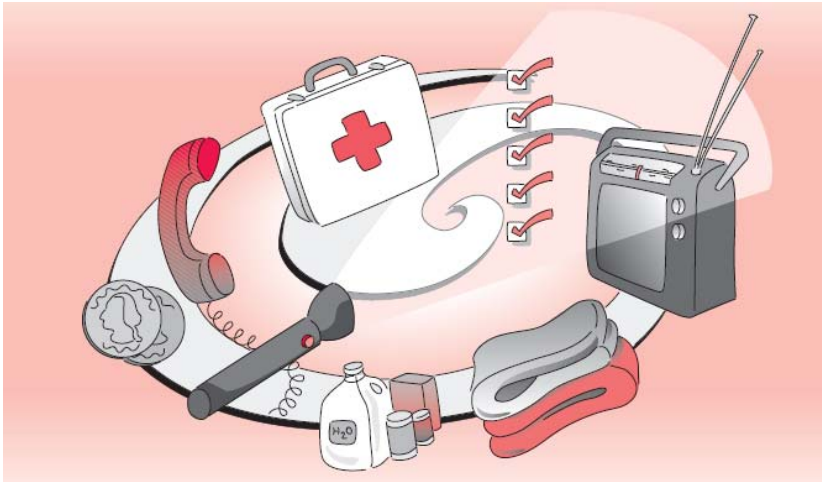


# Shasta County Family Child Care Emergency Plan Workbook



\_\_\_\_\_  
Program Name

\_\_\_\_\_  
Date Prepared

\_\_\_\_\_  
Next Review Due

\_\_\_\_\_  
Review Done Date

\_\_\_\_\_  
Reviewers Names

\_\_\_\_\_  
Next Review Due

\_\_\_\_\_  
Review Done Date

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Reviewers Names

\_\_\_\_\_  
Next Review Due

\_\_\_\_\_  
Review Done Date

\_\_\_\_\_  
Reviewers Names

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- Once this workbook is filled out, it should be reviewed and updated as necessary every 6 months. An easy way to remember this is to review the book when you change your clocks every spring and fall. Licensed child care providers in California are required to hold fire drills every six months.

Adapted from Contra Costa Health Services.

The Family Child Care Emergency Plan is based on a design by the Office of Emergency Preparedness Group at Group Health Cooperative of Puget Sound, et al, the Kewaunee County Public Health Department and Kewaunee County Emergency Management; and Jackson County, Ore.

# 1. Find out what could happen to you

Below are some of the emergencies or disasters likely to happen in your area. List how each disaster might affect your child care program.\*

**Wildfire:** \_\_\_\_\_  
\_\_\_\_\_

**Flood:** \_\_\_\_\_  
\_\_\_\_\_

**House fire:** \_\_\_\_\_  
\_\_\_\_\_

**Severe winter weather:** \_\_\_\_\_  
\_\_\_\_\_

**Earthquake:** \_\_\_\_\_  
\_\_\_\_\_

**Hazardous material spill:** \_\_\_\_\_  
\_\_\_\_\_

**Pandemic flu:** \_\_\_\_\_  
\_\_\_\_\_

**Other emergencies or disasters (i.e. police activity, intruder alert, etc.):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Remember that all licensed family child care providers in California are required to report any unusual incident at their facility (i.e. evacuation, or injury to a child), to Licensing as part of Reporting Requirements, Regulation Section 102416.2.**

Licensed child care providers need to call their local community care licensing office to report unusual incidents. In Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity and Yuba Counties, contact the Chico Regional Office of Community Care Licensing (530) 895-5033. Providers outside these counties should contact their local licensing office. Office phone and addresses can be obtained through the licensing website: [www.cclid.ca.gov](http://www.cclid.ca.gov)

## 2. Determine your planning needs

Make a list of people besides the children in your care that you would be responsible for in a disaster (i.e. your own children, other family members, relatives, neighbors, pets, etc.)

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Where will you take pets during a disaster? \_\_\_\_\_

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Do places you frequently take your children have disaster plans, such as libraries, community centers, your children's schools?

**Y N** School      **Y N** Library      **Y N** \_\_\_\_\_      **Y N** \_\_\_\_\_

Do you have a way to transport everyone in your care if you needed to? If not, who can you call for help? \_\_\_\_\_

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Review the checklists in this plan. Think about things you may need to keep on hand in case of an emergency. Make a plan to get these items:

Add a few items to your grocery list each month

Talk to the parents of the children you care for and ask them to help with supplies for their children

Decide if you will be open for business during certain types of disasters.

**Y N** What if you have to evacuate?

Comments: \_\_\_\_\_

**Y N** What if you have no power or water?

Comments: \_\_\_\_\_

**Y N** During a wildfire?

Comments: \_\_\_\_\_

**Y N** During a flood?

Comments: \_\_\_\_\_

Talk to the parents of the children you care for about your decisions.

### 3. Create a Disaster Plan

Child care providers in California are required to have a disaster plan as part of licensing requirements. Use this form to help create yours. Ask a friend or relative who does not live in the area to be your “out-of-area” contact. Long distance phone calls may go through when local lines and cell networks are down or jammed. Provide this on your wallet cards (see page 15) and give one to each of the parents of the children you care for. They can use this out-of-area contact to get information if they aren’t able to get through to you. For more information on Family Disaster Preparedness and Plans, visit <http://www.redcross.org>.

#### Out-of-area Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

- Choose a code word to use with children if you must send someone else pick them up: \_\_\_\_\_. Be sure to quiz them frequently.
- Develop a fire escape plan for your home. Conduct fire drills monthly. Test smoke detectors yearly.
- Develop a safe room plan for your home. Conduct safe room drills monthly.
- Learn how to shut off utilities. Develop a plan for who will shut off utilities during a disaster. Be sure any special tools are stored in an easy to reach location.
- Replace items in your emergency kits every 6 months, or as needed.
- Conduct a home hazard hunt. In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break, or cause a fire is a potential hazard.
  - Repair defective electrical wiring and leaky gas connections.
  - Fasten shelves securely.
  - Place large, heavy objects on lower shelves.
  - Hang pictures and mirrors away from beds.
  - Brace overhead light fixtures.
  - Secure water heater.
  - Strap to wall studs.
  - Repair cracks in ceilings or foundations.
  - Store weed killers, pesticides, and flammable products away from heat sources.
  - Place oily polishing rags or waste in covered metal cans.
  - Clean and repair chimneys, flue pipes, vent connectors, and gas vents.

## 4. Evacuation:

Pick two places to go if you have to evacuate your home. Write this information on your wallet cards (see page 15) and emergency phone list.

1. One close by your home in case of a fire:

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2. Outside your neighborhood in case you have to evacuate:

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Be sure to talk to the parents of the children you care for about these locations. Also let them know that depending on the disaster, you may have to use a different location. Decide how you will notify parents if this happens.

- Choose a location to leave a note if you have to evacuate.
- Review the evacuation supplies checklist. Add items you would need to take with you.
- For each child prepare a waterproof information tag to safety pin to the child's clothing. You can use a small resealable plastic bag. Include:
  - ✓ Child's Name
  - ✓ Birthdate
  - ✓ Allergies
  - ✓ Any serious medical or other conditions or medications
  - ✓ Parent's name
  - ✓ Parent's contact number
  - ✓ Your name
  - ✓ Your contact number

Your method of transportation (your own vehicle, neighbor, other resources)

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If you can't take your pets with you, where will you take them?

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## 5. Shelter-in-place

Depending on the disaster, you may need to stay in your home instead of evacuating.

- Choose a room (maybe your safe room) for sheltering in place.
- Build a kit of supplies you will need. Many checklists are available including one in this book and also online at [www.redcross.org](http://www.redcross.org). Choose supplies that work for you in your situation.
- Add supplies to your monthly shopping list a few at a time.
- Talk to parents of the children in your care about making an emergency kit. You may ask them to provide any special supplies their child may need. For example, if a parent normally supplies diapers for their child, ask for a few extra to put in your kit. As the child grows, take the smaller diapers out and add larger ones. Also, include any medications that they would normally take at home.

### Shelter-in-Place Instructions

The following Shelter-in-Place procedures are recommended as the best first response after a Shelter-in-Place order has been issued:

#### Shelter

- Go inside your home or the nearest building
- Bring in pets, if possible
- Officials at the Fire Department, Public Health and the Office of Emergency Services agree that in the case of chemical accident, people who shelter indoors are much safer than people who remain outside and are possibly exposed to chemicals



#### Shut

- Close doors and windows
- Use window and door locks to create a better seal
- Make sure your vents and fireplace flue are closed

#### Listen

- Turn on your radio and television for information and further instructions
- The Emergency Alert System Radio Stations for Shasta County are KSHA 104.3 FM or KQMS 1400 AM, and they will have ongoing status reports and information
- Avoid using the telephone unless you have a life-threatening emergency
- Visit Shasta County websites for emergency and health information (See Emergency Resource Information)



# EMERGENCY SUPPLY KIT CHECKLIST

## Food:

- 3-day to 2-week supply of food
- Canned Food (fruit, meat, vegetables)
- Healthy Snacks
- Canned or dried juice mixes
- Powdered or canned milk
- High energy food (peanut butter, jelly, unsalted nuts and trail mix)
- Crackers, cereals, pasta and rice
- Manual can opener, cooking / eating utensils, basic food seasonings

## Water:

- 3-day to 2-week supply of properly stored water for each family member and pet (one gallon of water per person, per day)
- Store water tightly in clean plastic containers such as soft drink bottles.
- Pot for boiling water
- Unscented household bleach, water purification tablet, or filter system
- Replace every six months

## First Aid Supplies:

- Medication for a fever (Tylenol, Ibuprofen, etc)
- Antacid and Anti-diarrhea medication
- Laxative
- Cough & cold medicine
- Prescription medications (10 day supply)
- Antihistamine (Benadryl, etc)
- Rubbing Alcohol
- Hydrogen Peroxide
- Activated charcoal (use if advised by Poison Control)
- Eye wash
- Lotion for itching / rash
- (Calamine, Benadryl, etc)
- Hypoallergenic adhesive tape
- Safety razor blade
- Sterile adhesive bandages (various sizes)
- 2-inch sterile gauze pads (8-12)
- 3-inch sterile gauze pads (8-12)
- Triangular bandages (3)
- 2 & 3-inch sterile roller bandages
- Surgical gloves
- Scissors
- Tweezers
- Needle (sewing type)
- Antiseptic spray
- Non-breakable thermometer
- Wooden applicator sticks
- First Aid Guide
- Assorted sizes of safety pins
- Soap/ alcohol gel/ hand sanitizer
- Surgical masks
- Sun screen
- Insect repellent with DEET, Picaridin or oil of lemon eucalyptus

## Sanitation:

- Toilet paper, towelettes
- Feminine supplies
- Plastic garbage bags & ties
- Plastic bucket with lid
- Household bleach (unscented)
- Personal hygiene items
- Soap
- Hand Sanitizer

### How to make an emergency toilet

Place a plastic garbage bag inside a five gallon plastic bucket. Place a small amount of bleach in the plastic bag, after each use. Cover tightly. After several uses, change to a new bag. Bags should then be placed in another bag, until they can be properly disposed of.

### Tools & Other Supplies:

- Battery powered radio
- Flashlights
- Extra batteries
- Candles and safe candle holder
- Matches
- Money
- Important papers (insurance info, vaccination records, ID, birth and marriage certificates)
- Fire extinguisher
- Trash bags
- Extra eye glasses
- Cook stove with fuel
- Heavy gloves
- Change of clothes for each person
- Sturdy shoes for each person
- Hat and Wind/Water Resistant Jacket for each person
- Blankets
- Axe, shovel, broom
- Pliers, wrench, pry bar
- Utility knife
- Whistle
- Map of area (for identifying evacuation routes or shelter locations)
- Compass
- Paper and pencil
- Duct tape

### For Baby:

- Formula
- Diapers
- Wipes
- Powdered milk
- Bottles
- Baby food
- Hat and jacket
- Carrier

### For Children:

- Toys
- Games
- Books
- Coloring books
- A special stuffed animal or comfort toy

### For Pets:

- Food
- Water
- Bowls
- Extra leash & collar
- Vaccination records
- Picture of your pet
- Medications
- Toys
- Vet's name and phone number

Remember to have an emergency plan for your pet. If your pets can't go with you to a shelter, be sure to plan for them to go somewhere else.

## 7. Put your plan into action



- Post your emergency phone list near the phone
- Teach children how and when to call 9-1-1
- Keep at least one regular (not cordless) phone on hand in case of a power outage
- Show responsible family members or children in your care how and when to shut off water, gas heating/cooling systems and electricity main switches.
- Maintain a roster of all children in your care and emergency contact information for them
- Make an inventory or videotape of valuable items including a description and serial numbers. Be sure a copy of this is located someplace other than your home in case of a fire, such as a safety deposit box of relative's house
- Check for adequate insurance coverage
- Complete a neighborhood resources inventory
- Keep enough gas in your car to evacuate

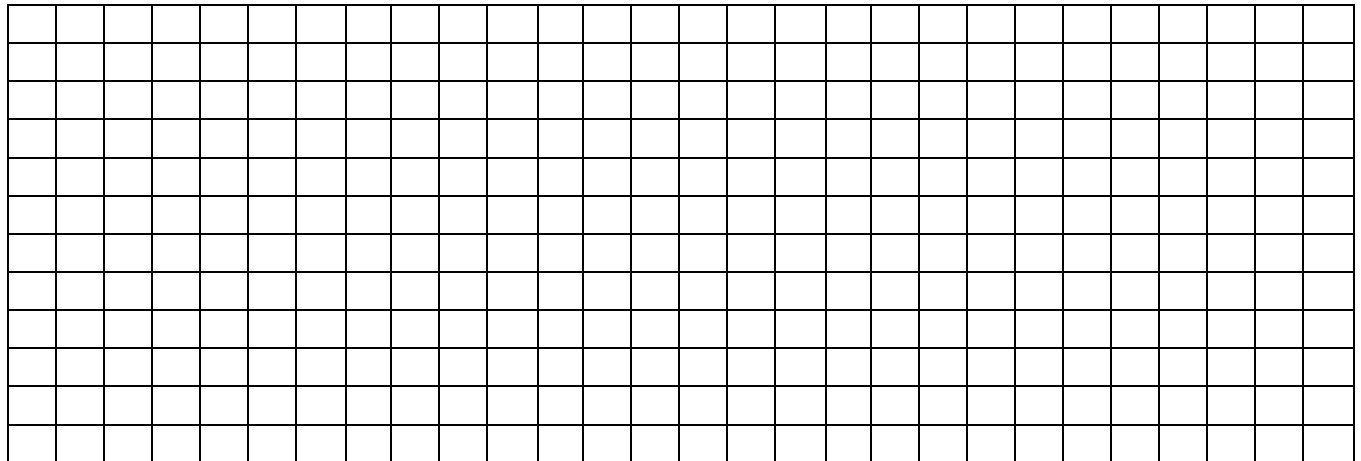
## 8. Talk to parents about your plan

Talking with the parents of the children you care for about disaster planning is vital to a good disaster plan. It is important that parents be included in the planning process, and that your plan works for them, as well as you. Sharing your plan will give parents a sense of security.

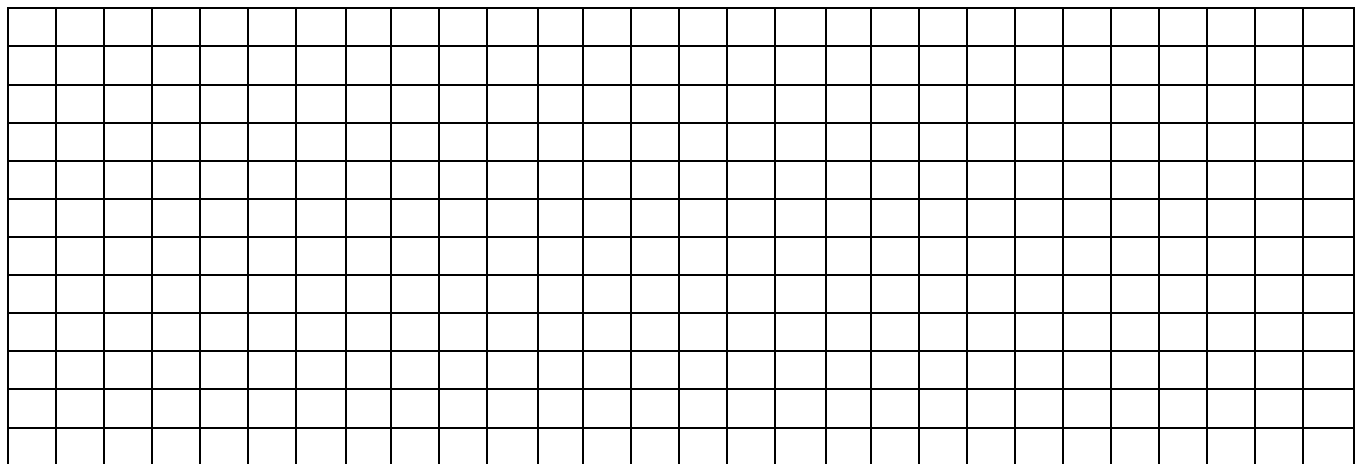
- Make a wallet card for each parent. Consider laminating the card. Be sure to update the card as information changes. The wallet card template is at the end of this plan.
- Agree on a location outside your home where you would leave a note if you had to evacuate. The location should be easily accessible, yet should not make it obvious that you are not home. Place the note in a plastic bag to protect it from bad weather.
- Agree on a method for you to notify parents of a disaster and your response. Some parents may not be able to receive phone calls at work, while others may. Come up with a plan that works for each parent.
- Talk to parents about your emergency supply kit. Ask for their help adding supplies to the kit for their child.

# 9. Complete a Facility Sketch/Home Emergency Diagram









Child care providers also are required to provide a Facility Sketch as part of the licensing application process. Sketch the floor plan of your home and establish two exit routes from each bedroom. Use the symbols on the bottom of the page to label your sketch with the safe spots for each type of disaster, and emergency equipment and supplies. If there are additional floors in your house, use a blank piece of paper and clip it in this binder.



**Floor One**



**Floor Two**

- |                                 |   |                     |   |               |   |
|---------------------------------|---|---------------------|---|---------------|---|
| Normal Exit Route               |  | Fire Extinguisher   |  | First Aid Kit |  |
| Alternate Route                 |  | Collapsible Ladder  |  |               |   |
| Outside Reunion Location        |  | Disaster Supply Kit |  |               |   |
| Shelter in place/safe room spot |  |                     |   |               |   |



# 11. Emergency Information Resources

## FOR EMERGENCIES ONLY CALL 9-1-1

**For Fire, Ambulance, Paramedics, Police, Sheriff, Highway Patrol, Search and Rescue.**  
An emergency is a situation when human life or property are threatened and demands immediate attention.

**Non-emergency Sheriff's Dispatch: (530) 245-6540**

**Shasta County Sheriff's Office, [www.sheriff.co.shasta.ca.us/disaster](http://www.sheriff.co.shasta.ca.us/disaster)**

Information on emergency preparedness and Shasta County Emergency Operations Plan.

### Emergency Alert Radio Stations for Shasta County:

104.3 FM

KSHA



1400 AM

KQMS

### Shasta County Health and Human Services Agency, Public Health

**SCPH website: [www.shastapublichealth.net](http://www.shastapublichealth.net)**

Has information about health emergencies, including West Nile virus and avian flu, communicable diseases, pandemic and seasonal flu. During a health emergency, information about communicable diseases, symptoms, treatment and prevention would be posted.

### California Poison Control System, *Anytime, Anyplace in California*, 1-800-222-1222

Calls are handled quickly, accurately, professionally and free-of-charge all over the state 24 hours a day, seven days a week, [www.calpoison.org](http://www.calpoison.org)

### Other Resources

**American Red Cross Preparedness Information, [www.redcross.org](http://www.redcross.org)**

An emergency preparedness website with downloadable material to help prepare for natural and man-made disasters. Information for parents and educators to help children cope with fears and anxieties related to disasters. American Red Cross Shasta Area Chapter, (530) 244-8000, [www.shastaredcross.org](http://www.shastaredcross.org) offers emergency preparedness kits and training.

### Norcalbt.com

California Office of Emergency Services far Northern California website with public health, bioterrorism, and disaster preparedness information, [www.norcalbt.com](http://www.norcalbt.com)

### Be Prepared California

California Department of Public Health emergency preparedness website with information on disaster preparedness, response, and resources, [www.bepreparedcalifornia.ca.gov](http://www.bepreparedcalifornia.ca.gov)

### Pandemicflu.gov

One-stop access to U.S. Government avian and pandemic flu information. Managed by the U.S. Department of Health and Human Services, [www.pandemicflu.gov](http://www.pandemicflu.gov)

**Centers for Disease Control and Prevention, [www.cdc.gov](http://www.cdc.gov)**

1-800-CDC-INFO (1-800-232-4636) or 1-888-232-6348 TTY in English and Spanish.

# 12. Wallet Cards

Make copies of the page as needed. Fill out the cards, cut them out and fold them in half. Laminate the cards or have a store laminate them for you.

<b>Child Care Provider:</b> Name: _____ Phone #: _____ Alt #: _____ <b>Out of area contact:</b> Name: _____ Phone #: _____ Alt #: _____ City: _____ State: _____ <b>Evacuation message location</b> _____ _____	<b>Evacuation location #1</b> Location name: _____ Phone #: _____ Alt #: _____ Address: _____ <b>Evacuation location #2</b> Location name: _____ Phone #: _____ Alt #: _____ Address: _____ Code word: _____
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