Resource Guide: Emergency Preparedness and Response Resources for Child Care Programs

Natural disasters and emergencies can be emotionally devastating and cause property damage that can be costly to repair. Child care programs are not immune to these risks and should plan and prepare for any event (minor as well as catastrophic) that may disrupt the day-to-day operations of their child care businesses. Emergency plans help ensure child care programs and staff are prepared to react in a manner that protects the safety of children and staff when an emergency occurs. Emergency plans also establish mechanisms to help programs during the recovery phase and get businesses "up and running" as soon as possible, which promotes continuity of care and reduces the risks of clientele and income loss.

This guide provides resources to help child care programs begin the process of developing an emergency plan or begin the process of updating their current plans. It is divided into three sections:

- Before a Disaster or Emergency: Plan and Prepare;
- During a Disaster or Emergency: Put your Plan into Action; and
- After a Disaster or Emergency: Recovery Phase.

Information in each section is presented through a question-answer format with links to additional resources. This resource guide also provides selected examples of state documents (e.g., emergency planning guides, templates, and checklists) that providers may find useful when developing/updating their emergency plans. Additional information about emergency preparedness resources for child care providers is available on the Office of Child Care Web site at http://www.acf.hhs.gov/programs/occ/resource/emergency-preparedness-and-response-resources-for-child-care-providers.

Before a Disaster or Emergency: Plan and Prepare

Is your child care program in an area impacted by hazards?

Regardless of where your child care program is located, it is vulnerable to natural disasters and/or emergencies. What type of hazards you need to prepare for depends on the region of the United States in which you live or work. Identifying the hazards that may affect your program can help you plan accordingly. The Emergency Management Agency in your State may provide more information about your area's risks. Contact information for these agencies is available at http://www.fema.gov/regional-operations/state-offices-and-agencies-emergency-management.

The Centers for Disease Control and Prevention (CDC), the Federal Emergency Management Agency (FEMA), and the American Red Cross also provide information about how to prepare for different hazards, such as natural disasters and terrorist attacks. Below are links to their Web sites with more information:

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- CDC, http://emergency.cdc.gov/disasters/;
- FEMA, http://www.ready.gov/be-informed; and
- The American Red Cross, http://www.redcross.org/prepare/disaster-safety-library.

Can your child care facility withstand a disaster or emergency?

The internal and external structure of your child care facility can also create potentially dangerous situations during a disaster or emergency. Evaluate the internal and external structure of your facility and fix and/or address any issues you find. Surveying your facility can help you reduce harm during a disaster or emergency from unstable fixtures, furniture, or other objects. You may also want to check your facilities' electrical, gas, and heating/cooling systems to ensure they are in working condition. Evaluating your facilities' landscape can also help reduce the spread of fires between grass, trees, and other vegetation, especially in wildfire-prone areas.

The following tools may help you conduct hazard analysis:

- "Community Hazard Risk Assessment Worksheet", in the *Head Start Emergency Preparedness Manual* (2009), by Amanda Schwartz, Office of Head Start Emergency Preparedness Work Group Lead for the Office of Head Start, Administration for Children and Families, U.S. Department of Health and Human Services. http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep
- "Hazard Analysis Checklist and Mitigation Planning Checklist", in the *Y.I.K.E.S.—Your Inventory for Keeping Everyone Safe: Planning Guide for Emergency Response Planning in Child Care* (n.d.), by the Maine Department of Health and Human Services. http://mainegov-images.informe.org/dhhs/ocfs/ec/occhs/yikesplanning.pdf
- "Nonstructural Safety Checklist", in *Protecting Our Kids from Disasters: Nonstructural Mitigation for Child Care Centers* (n.d.), by the Institute for Business and Home Safety. http://www.jocoem.org/documents/Plan_Templates/childcare.pdf

You will also want to periodically survey the structure (internally and externally) of your child care facility as it naturally ages, wear and tear occurs, and as your surroundings may change.

What to include in your child care emergency plan?

The purpose of an emergency plan is to specify how you and your staff will protect children during a disaster or emergency. It should detail the steps that will be taken for different events that may threaten the safety of children and staff. Therefore, the specifics of what to include in your plan depends on what hazards affect your area. The licensing agency and/or the emergency management agency in your State may provide specifics of what your emergency plan needs to address. Below are links with contact information for these agencies:

- Emergency Management Agencies, http://www.fema.gov/regional-operations/state-offices-and-agencies-emergency-management
- Licensing Agencies, http://nrckids.org/STATES/states.htm

In general, an emergency plan should address the following:

- The events for which the emergency plan will be activated.

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- How and when the facility will use the evacuation scenarios (e.g., shelter-in-place, lockdown, and/or evacuation).

- The shelter sites (on-site and off-site) that the facility will use.

- If you care for children with special needs, the procedures for assisting these children during an emergency or evacuation (e.g., child may need to be carried or lifted or you may need to have alternate ways of alerting children).

- How the facility will communicate with parents and/or conduct parent-child reunification.

- Staff responsibilities related to evacuation, attendance, communicating with parents, etc.

- Parent responsibilities related to providing updated contact information and emergency numbers, persons authorized to pick up children, etc.

- The reasons for facility closures, including early dismissal, and how parents and staff will be notified. Also, reasons the facility will stay open late (e.g., parents cannot pick up their children).

While your emergency plan should be detailed enough to address all possible events, it should not be so complex that parents and staff will have difficulty remembering the necessary steps when a disaster or emergency arises. Also, since it is impossible to foresee every event that may occur, your emergency plan should be broad enough to cover widely varied situations.

The following resources can help you develop/update your emergency plan.

State Guides

- *Emergency Planning Guide* (January 2011) by the New York State Office of Child and Family Services. http://www.ocfs.state.ny.us/main/Forms/Day_Care/LRP/LDSS-4438DCC%20Emergency%20Planning%20Guide.pdf

- *Emergency Plan Guidelines for Child Care Providers* (September 2011), by South Carolina Department of Social Services. http://childcare.sc.gov/main/docs/EmergencyPlanGuidelines.pdf

- "Child Care Facilities Emergency Planning Guide" (December 2010), in the *Child Care Planning Tool Kit*, by the Pennsylvania Emergency Management Agency. http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4625&&PageID=480221&level=2&css=L2&mode=2

- *Draft: Emergency Preparedness Planning Guide for Child Care Centers* (April 2006) by the Illinois Emergency Medical Services for Children. http://www.chtc.org/dl/handouts/20061114/20061114-2.pdf

- *Y.I.K.E.S.—Your Inventory for Keeping Everyone Safe: Planning Guide for Emergency Response Planning in Child Care* (n.d.) by the Maine Department of Health and Human Services. http://mainegov-images.informe.org/dhhs/ocfs/ec/occhs/yikesplanning.pdf

- *Emergency Care Guidelines* (n.d.), by the Connecticut Department of Public Health, the Emergency Management and Homeland Security Division, within the Department of Emergency Services and Public Protection, and the Child Safety and Crisis Response Committee. http://www.ct.gov/dph/lib/dph/daycare/pdf/dph_Emer_guide_eng.pdf and in Spanish at http://www.ct.gov/dph/lib/dph/daycare/pdf/dph_Emer_guide_spa.pdf

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Templates

- *Child Care Emergency Plan Template* (March 2012) by South Carolina Department of Social Services. http://childcare.sc.gov/main/docs/EmergencyPlanTemplate.pdf

- *Emergency Plan: Child Care Center and Family Child Care Facility* (November 2010), by the West Virginia Department of Health and Human Resources. http://www.wvdhhr.org/bcf/ece/earlycare/disPlanDocs/ECECC32DisasterPlanningFormChildCareCentersandFacilities11910.pdf

- *Emergency Plan: Family Child Care Homes* (November 2010), by the West Virginia Department of Health and Human Resources. http://www.wvdhhr.org/bcf/ece/earlycare/disPlanDocs/ECECC32DisasterPlanningFormFamilyChildCare11910.pdf

- *Emergency Plan Template* (December 2004), by the North Carolina Department of Health and Human Services. http://ncchildcare.dhhs.state.nc.us/pdf_forms/evacuation_childcare_providers.pdf

- *Louisiana Model Daycare Emergency Plan* (August 2001), by Louisiana Homeland Security and Emergency Preparedness. http://www.ohsep.louisiana.gov/plans/modeldaycareemergpln.htm

Head Start Emergency Preparedness Resources

- *Head Start Emergency Preparedness Manual* (2009), by Amanda Schwartz, Office of Head Start Emergency Preparedness Work Group Lead for the Office of Head Start, Administration for Children and Families, U.S. Department of Health and Human Services. http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep

- *Head Start Disaster Preparedness Workbook* (2004), by the University of California, Los Angeles' (UCLA) Center for Public Health and Disasters. http://www.cphd.ucla.edu/headstartwb.html

When developing/updating your emergency plan, you may also want to consider the following questions:

- Are your child care records portable or can you access them from off site? Do you have backups of your records? If they are Web-based, do you have a way of accessing them if you lose electricity and/or Internet connection?

- Do you have partners in your community (e.g., Head Start, Pre-K, Family, Friend, and Neighbor (FFN) care, faith-based care, and/or center/ Family Child Care) you can reach out to? Do you have procedures in place to collaborate with them to meet child care needs and/or share supplies/resources?

What to include in an evacuation plan?

In some instances, staying inside your facility (e.g., safe-place, lockdown, or shelter-in-place) may be safer for children and staff than trying to evacuate. However, monitoring the TV, Internet, and/or radio will help you determine when you need to evacuate your child care facility. When developing your evacuation plan, consider the type of disaster/emergency and type of protection you will need.

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Your evacuation plan should specify how you will move children from one location to another (on-site and off-site) if their safety is threatened. The plan should go into detail on how children will be protected, accounted for, and how staff will notify parents.

As stated earlier, the specifics of what to include in your plan depends on what hazards affect your area. In general, your evacuation plan should address the following:

- Who will decide when to evacuate or stay in the facility? In addition, who will decide when it is safe to return to the facility?

- How staff will be informed about evacuation decisions?

- The specific evacuation routes and identified safe areas.

> Schools, community partners, or businesses can provide emergency shelter and/or other essential services during a disaster or emergency. If you have not done so, develop collaborative relationships with these entities in your area.

- Who will be responsible for moving children to the safe areas?

- How staff will inform and reunite parents with their children?

The following resources can help you develop an evacuation plan for your child care facility:

- *Be Prepared: A Guide for Disaster Emergency Evacuation Preparation: Emergency Evacuation Plan* (June 2012), by the Arizona Department of Health Services.
  http://www.azdhs.gov/als/childcare/documents/preparedness/emergency-evacuation-plan.pdf

- *Evacuation Planning Form for Child Care Emergency/Disaster Preparedness* (August 2012), by the Commonwealth of Kentucky Cabinet for Health and Family Services.
  http://www.kentuckypartnership.org/Info/ecpro/emergency.aspx

- *Get Out Alive! Disaster Preparedness and Emergency Evacuation Plan* (July 2009), by the Alaska Department of Health and Social Services. http://dhss.alaska.gov/dpa/Documents/e-forms/pdf/cc/cc10.pdf

What to include in your emergency supply kits?

During a disaster or emergency, staff cannot waste time searching for emergency supplies. These must be assembled ahead of time and accessible at all times. Do not wait until the last minute to assign staff responsibility and/or to assemble your supplies.

The following checklists are available to help you prepare your emergency supply kits:

- "Emergency Supply Checklist" in the *Hurricane Preparedness Plans* (November 2011), by the Texas Department of Family and Protective Services.
  http://www.dfps.state.tx.us/documents/Child_Care/2011-11-14-Hurricane_Preparedness.doc

- *Be Prepared: A Disaster Emergency Evacuation Preparedness Kit* (n.d.), by the Arizona Department of Health Services. http://www.azdhs.gov/als/childcare/documents/preparedness/disaster-kit-brochure.pdf

You may also want to consider the following:

- Who is responsible for preparing/maintaining the emergency supply kits?

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- Are your emergency supplies/materials portable? How will you store and carry them? Who is responsible for carrying kits during an emergency?

- Are important documents (e.g., children's records, family contact information, parent authorization forms, etc.) included in your emergency kits? Who is responsible for keeping them current?

- Should you include important business documents (e.g., license, staff information, lease, etc.) in your emergency kits?

- If you care for children with special needs who require medication and/or special equipment, are you including these, including instructions on how to use them, in your kits?

- Do you have supplies for short-term (a few minutes) and long-term (72 hours) emergencies?

- How will you communicate to parents, emergency personnel, and/or other staff within your program? Are communication devices portable? Do you have a backup mode of communication if you discover the one you planned to use does not work effectively?

- Are you including materials to entertain children?

Once you have prepared your emergency supply kits, check them at least once every six months to replace supplies that have expired.

Do staff members have the necessary trainings?

Offering trainings to new staff and/or ongoing trainings to seasoned staff can ensure they are prepared to handle different situations that might arise during a disaster or emergency. The licensing agency in your State may also require that you and your staff complete certain trainings related to emergency preparedness, such as CPR and/or First Aid. In addition, you may want to take advantage of any emergency preparedness trainings offered by the licensing agency, child care assistance agency, the child care resource and referral agency, and/or the emergency management agency in your State. Below are links with contact information for these agencies:

- Child Care Assistance Agencies, http://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts

- Child Care Resource and Referral Agencies, http://childcareaware.org/parents-and-guardians/childcarefinder#section=searchbyzip

- Emergency Management Agencies, http://www.fema.gov/regional-operations/state-offices-and-agencies-emergency-management

- Licensing Agencies, http://nrckids.org/STATES/states.htm

The following are links to selected online trainings related to emergency preparedness:

- American Red Cross Trainings, http://www.redcross.org/take-a-class

- FEMA's Independent Study Program:

  - IS-36: Multihazard Planning for Childcare, http://training.fema.gov/EMIWeb/IS/is36.asp;

  - IS-366 Planning for the Needs of Children in Disasters, http://training.fema.gov/EMIWeb/IS/is366.asp

When determining whether staff members have the necessary trainings, consider the following questions:

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- Do all staff members know how to use fire extinguishers properly?
- If you have a back-up generator, do at least two staff members know how to operate it?[*]
- Do at least two staff members know how to shut off the water, heating/cooling, and electrical systems in your facility?
- If you care for children with special needs, are staff trained on their unique needs when removing children from harm?

Do you practice what is in your emergency plan?

If emergency plans are not used or put into practice, they are useless. Make time to put into practice what is in your emergency plan. Schedule monthly drills or practice sessions of different emergency scenarios and modify plans accordingly. Monthly drills/practice sessions also help ensure staff know their responsibilities and respond according to your plan in an event of a disaster or emergency. State licensing regulations may require certain drills to be done within a monthly, quarterly, or yearly basis. As a best practice, you may want to exceed these requirements.

You may also want to rehearse evacuation procedures with children and inform parents about these procedures so they know where to go and/or who to contact when a disaster or emergency occurs. After your drills/practice sessions, schedule time for staff and parent debrief sessions. Debrief sessions can help staff and parents talk about what works and what needs improvement.

The following resources may help you keep track of your drills:

- *Fire & Disaster Drill Log* (April 2010), by the Utah Department of Health. http://health.utah.gov/licensing/forms/All/Fire&DisasterDrillLog.pdf
- *Child Care Learning Center: Fire/Tornado Drill Documentation Form* (n.d.), by the Georgia Department of Early Care and Learning. http://decal.ga.gov/documents/attachments/FireandTornadoDrillForm_Center.pdf
- *Family Day Care Home: Fire Drill Documentation Form* (n.d.), by the Georgia Department of Early Care and Learning. http://decal.ga.gov/documents/attachments/FireDrillLog.pdf

During emergencies, people react on instinct. Therefore, the more your child care program (e.g., staff, parents, children) practices, the more likely it is that everyone involved will react according to the plan when it is put into action.

Do you have a plan to protect your child care business?

Disasters and emergencies can cause damage to your child care facility that is costly to repair. This damage can put your business at risk of income and clientele loss. These risks can affect your ability to pay your staff and your facility bills, which can have implications for your facility's ability to remain open.

Relying solely on your insurance may not be the best option since it may not cover all the damages. For example, liability insurance does not cover damage sustained from a disaster or emergency. This type of insurance covers your program in the event of bodily injury/death in your facility. Liability insurance also

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[*] Back-up generators should never be kept inside your facility and a licensed electrician should install the generator.

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provides legal defense for any third party lawsuits for medical bills, injuries, and loss of income because of the injury/death. Comprehensive insurance, on the other hand, may cover damages sustained from a disaster or emergency, but your premium is subject to your location (area you live/work). Some areas are considered high risk for certain disasters and your premium may be higher.[†]

Also, replacing clients can be time consuming. It can also be costly (e.g., advertising). If your budget is already being stretched to cover repairs, you may not have enough to invest in advertising your program and finding new clients.

A contingency plan or contingency fund can help you strategize how you will pay for repairs, pay staff, and continue to operate your business after a disaster or emergency. Having a plan ensures you are not caught off guard when a disaster/emergency strikes your area, which can make a big difference in the recovery of your business.

The following resources provide more information about developing contingency plans and funds.

- *Saving for a Rainy Day* (September 2002), by Jenny C. McCune, Bankrate.com. http://www.bankrate.com/brm/news/biz/Cashflow_banking/20020918a.asp?prodtype=biz

- *What Is a Business Contingency Plan?* (n.d.), by Victoria Duff, Houston Chronicle. http://smallbusiness.chron.com/business-contingency-plan-1081.html

> - A **contingency plan** is a plan of action that responds to an unexpected event that threatens the operation of a business.
> - A **contingency fund** is money (either through savings, credit, or loans) that is available to use in an event of an emergency.

Additional resources

Web sites

- Business Planning, Flu.gov, http://www.flu.gov/planning-preparedness/business/index.html#

- Emergency Preparedness, U.S. Small Business Administration, http://www.sba.gov/prepare

- Prepare Your Workplace , the American Red Cross, http://www.redcross.org/prepare/location/workplace
    - Ready Rating Resource Center offers forms and materials to help in emergency planning, http://www.readyrating.org/ReadyRatingToolbox/ResourceCenter/tabid/614/agentType/ViewType/ResourceTypeID/2/Type1/Plan/Default.aspx

- Preparedness Planning for Your Business, Ready.gov, http://www.ready.gov/business

- Protect Your Property or Business from Disaster, FEMA, http://www.fema.gov/protect-your-property-or-business-disaster

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[†] Insurance is a standard consideration for any business and you may want to contact your insurance provider to learn more about what is covered in your plan.

Publication

- *Disaster Preparedness Continuity of Organizational Operations Plan* (n.d.), by the National Afterschool Association. http://www.naaweb.org/downloads/Disaster%20Planning%20toolkit.pdf

Do program staff have emergency plans for their families?

Similar to child care programs, staff who have emergency plans for their families are better prepared for disasters or emergencies. This preparation is especially important in the event a disaster or emergency occurs while children are in care. Emergency plans for their families will ease some of the anxieties about their families' safety and well-being. Unless you have policies about releasing nonessential staff and/or circumstances in which staff can leave, staff should not leave the program and/or abandon children in their care to tend to their families during a disaster or emergency. Staff should also be made aware of this employment expectation when they are hired.

The following resources can help staff develop emergency plans for their families:

Publication

- *My Emergency Preparedness Stockpile Checklist* (n.d.), by the American Public Health Association. http://www.getreadyforflu.org/clocksstocks/stockpilingchecklist.pdf or in Spanish at http://www.getreadyforflu.org/clocksstocks/StockpilingListSp.pdf

Web sites

- Are You Ready?, Ready.gov, http://www.ready.gov/are-you-ready-guide or in Spanish, http://www.ready.gov/translations/spanish/
- Be Red Cross Ready, American Red Cross, http://arcbrcr.org/#SITE
- Safety & Prevention: How to Prepare for Emergencies, Healthychildren.org, http://www.healthychildren.org/English/safety-prevention/at-home/Pages/How-to-Prepare-for-Disasters.aspx?nfstatus=401&nftoken=00000000-0000-0000-0000-000000000000&nfstatusdescription=ERROR%3a+No+local+token

During a Disaster or Emergency: Put your Plan into Action

When there are warnings (due to severe weather or other disasters), it is best not to operate your child care program. When considering policies around opening/closing your facility, consider the following questions:

- How will you determine when to close your facility? Will you use your local school system's closing procedures?
- How soon in advance will you inform parents?
- Who will call parents, staff, and/or local news to inform them of the closing?
- How will you receive weather and/or emergency updates?

If children are in your care when warnings are issued make sure you monitor the TV, Internet, and/or radio for official instructions. You will also need to make decisions about closing early. However, in some instances closing early may pose more danger to children and families than staying open. Monitor the TV, Internet, and/or radio to determine the best course of action.

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Alert systems

- The Public Safety and Homeland Security Bureau offers the **Emergency Alert System** (EAS), which is a public warning system used by the President to address the public during national emergencies. State and local authorities also use this system to provide emergency information (e.g., AMBER alerts and weather information) in specific areas. More information is available at http://transition.fcc.gov/pshs/services/eas/.

> A decision tree is a useful tool to help you decide when you need to evacuate your facility. The *Head Start Emergency Preparedness Manual* discusses what a decision tree is and how to create one in "Chapter III: Impact Phase". This resource is available at http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep.

- The Department of Homeland Security offers the **National Terrorism Advisory System** (NTAS), which provides timely, detailed information about terrorist threats to the public. More information is available at http://www.dhs.gov/national-terrorism-advisory-system.

- The National Oceanic and Atmospheric Administration (NOAA), National Weather Service provides local and regional weather forecasts and is the government's official voice for issuing warnings during life-threatening weather situations. More information about the National Weather Service is available at http://www.weather.gov/.

  - **NOAA Weather Radio All Hazards** (NWR), operated by the National Weather Service, is a nationwide network of radio stations that broadcast weather information and warnings 24 hours a day, 7 days a week. NOAA radios are particularly useful in rural areas or areas without sirens alerting of approaching storms. More information is available at http://www.nws.noaa.gov/nwr/.

  - The National Weather Service operates the **West Coast and Alaska Tsunami Warning Center** (WCATWC) and the **Pacific Tsunami Warning Center** (PTWC). The WCATWC is the regional warning center for Alaska, British Columbia, Washington, Oregon, and California. The PTWS serves as the regional warning center for Hawaii and as a national/international warning center for tsunamis that pose a Pacific-wide threat. More information is available at http://www.tsunami.gov/index.php.

- There are also mobile apps (applications) that provide real-time weather alerts. You may want to visit your App Store for more information.

  - The American Red Cross offers various mobile apps at http://www.redcross.org/prepare/mobile-apps.

  - FEMA offers a mobile app and text message services at http://www.fema.gov/mobile.

After a Disaster or Emergency: Recovery Phase

The recovery phase and how long your program is in recovery mode depends on the nature of the disaster/emergency and the damage your facility sustained. It could take anywhere from a few days to a few years, in extreme cases. However, comprehensive emergency planning can make the recovery process easier and smoother. The goals of the recovery phase are to:

- Rebuild your facility and restore services as quickly as possible;

- Meet the needs (physical, health, and emotional) of children, families, and staff; and

- Provide a supportive and caring environment that brings normalcy back into children's lives.

When working on your emergency plan, think about what issues you may encounter and/or what resources you will need after a disaster or emergency. In other words, what will your children, families, staff, and facility need to recover from a disaster or emergency? The *Head Start Emergency Preparedness Manual* provides two worksheets that can help you identify how an emergency might affect your program, the resources available in your community, and areas where additional resources are needed. The Needs Analysis Worksheet and Head Start Systems and Services Needs Analysis are available in the Appendix B section of the manual at http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep.

When planning for the recovery phase, consider the following questions:

- If your primary care site is destroyed or severely damaged, do you have a secondary site? Will you transport children to the secondary site? Will this site need to meet licensing regulations?

- If families are displaced, do you have procedures in place to share immunization records, birth certificates, and other documentation with other child care providers or schools?

- What communication systems will be in place to update families about your facility's status and/or to get updates from families and staff?

> Local transportation companies may be willing to help with the transportation of children to secondary sites. You may want to consider developing a relationship with these companies to determine if this is a possibility.

- Do you have a plan in place if you or your staff are displaced? How will you replace staff? Do you have support networks in place for yourself, staff, and families?

Are there resources available to help rebuild your facility and restore services?

After a disaster or emergency, a local building inspector should come out to your facility to determine if it is safe to use. The inspector may also help you determine what else needs to be done (e.g., repairs, clean up) to prevent injuries or health risks. You may also need to assess the damages (internally and externally) to your child care facility. Damage assessments are useful when applying for disaster assistance, which you should do regardless of whether you have insurance. Damage assessments are also helpful in making claims to your insurance company. However, you should not rely solely on your insurance to cover damages. Depending on the type of insurance and coverage, it may be inadequate when it comes to paying for damage caused by a disaster/emergency.

The following resources provide information to help you rebuild your facility and restore services:

Clean up

- Public Service Announcements for Disasters, the CDC, http://emergency.cdc.gov/disasters/psa/

Damage assessment

- *Child Care Initial Rapid Damage Assessment* (n.d.), by the Texas Department of Family and Protective Services.

http://www.naccrra.org/sites/default/files/default_site_pages/2012/child_care_initial_rapid_damage_assessment_092011.doc

Financial assistance

- DisasterAssistance.gov, http://www.disasterassistance.gov/disaster-assistance
- FEMA, http://www.fema.gov/apply-assistance
- U.S. Small Business Administration Disaster Assistance, http://www.sba.gov/about-offices-content/1/2462
    - Disaster Recovery: Guide to SBA's Disaster Assistance Programs, http://www.sba.gov/sba-learning-center/training/364021

Restore services

- Depending on the licensing regulations in your State, you may need to contact the licensing agency immediately following a disaster/emergency to report your facility status. You may also need to meet certain licensing requirements to restore services in your facility. Contact the licensing agency for more information about your responsibilities pertaining to the licensing status of your facility. Contact information for all state licensing agencies is available at http://nrckids.org/STATES/states.htm.
- If you are a paid provider through the child care assistance program, you may need to contact the child care assistance agency to reinstate payments. If you are not, you may be eligible to care for children from families receiving child care assistance to help meet the increase in demand. Contact the child care assistance agency for more information. Contact information for all agencies is available at http://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts.

Are there resources available to meet the needs of children, family, and staff?

The aftermath of an emergency or disaster can be equally as devastating as the disaster/emergency itself. Communities may be so devastated that access to basic resources (e.g., water, food, shelter, and clothing) may be limited. Families may also need to apply for disaster assistance or other assistance programs to help supplement any losses they have experienced.

The following are resources that provide information about disaster assistance for families:

- DisasterAssistace.gov, http://www.disasterassistance.gov/
- Red Cross: Recovering After a Disaster or Emergency, http://www.redcross.org/find-help/disaster-recovery

Are there resources available to help children and families cope with trauma?

After an emergency or disaster, child care programs may be in the best position to help children, parents, and staff overcome any trauma they have experienced. Trauma may be from the direct exposure to the event or through secondary exposure via television and/or radio. Signs of trauma may be different for children and adults. In children, it may include depression, sleep disturbances, regression of toileting skills, clinginess, and/or hostility. For adults, it may include feelings of

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helplessness and inadequacy, chest pains, headaches, sleep disturbances, changes in appetite, and/or substance abuse.

Child care programs can provide safe and secure environments that help create stability in children's lives during times of chaos and unpredictability. In addition, program staff can provide opportunities for children to talk and share their feelings. Staff should listen to children's concerns and provide honest, developmentally appropriate answers about the event. Program staff should also seek professional consultation and intervention services.

The following are selected resources to assist child care providers with helping children overcome traumatic events. Additional resources are available in the Resources for Child Care Providers section of the Office of Child Care Web site at http://www.acf.hhs.gov/programs/occ/resource/emergency-preparedness-and-response-resources-for-child-care-providers.

Publications

- *Ten Tips to Help Kids Cope with Disasters* (May 2012), by Save the Children.
  http://www.savethechildren.org/site/apps/nlnet/content2.aspx?c=8rKLIXMGIpI4E&b=6248025&ct=11770351&notoc=1

- *Early Childhood Trauma* (August 2010) by the Zero to Six Collaborative Group, National Child Traumatic Stress Network, funded by Substance Abuse and Mental Health Services Administration (SAMHSA), within the HHS.
  http://www.nctsn.org/sites/default/files/assets/pdfs/nctsn_earlychildhoodtrauma_08-2010final.pdf

- *Children as Victims of Natural Disasters* (June 2008) by Judith Myers-Walls, Child Development and Family Studies, Purdue University.
  http://www.ces.purdue.edu/cfs/topics/HD/resources/ChildrenVictimsNaturalDisasters.pdf

- *What Happened to My World? Helping Children Cope with Natural Disaster and Catastrophe* (2005), by Jim Greenman, Bright Horizons Family Solutions.
  http://www.brighthorizons.com/talktochildren/docs/What_Happened_to_MY_World.pdf

Parents and staff may also need support. Provide informational materials about trauma, signs of emotional distress, and coping strategies. Also, provide information about mental health resources available in the community. The following are selected resources to share with parents and staff about recovering after a disaster/emergency:

- Disaster Distress Hotline, SAMHSA, http://disasterdistress.samhsa.gov/disasters/hurricanes-and-tropical-storms.aspx

- Coping With a Disaster or Traumatic Event, CDC, http://emergency.cdc.gov/mentalhealth/

What needs to be revised in your emergency plan? What are the lessons learned?

Evaluate how your emergency plan worked when responding to the emergency event. Be honest. Review all the steps in your emergency plan to determine how well it worked for children, parents, staff, and emergency personnel. Make changes to your emergency plan based on this information.

The Office of Head Start created the Practice-Review-Revise Cycle to help programs practice their plans, review for needed changes, and revise accordingly. Programs should:

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- **Practice** their emergency plans (from impact to recovery) for all the disaster/emergency situations identified. If local governments in your area practice community-wide drills, you may want to develop relationships with these entities to ensure that your program participates in the drills. You may also want to involve children, parents, staff, volunteers, and other key stakeholders in the community in these practice simulations.

- **Review** what happened in the practice simulations. Programs may want to bring together a working team of staff, families, and community partners to help them identify any gaps in the emergency plan.

- **Revise** the emergency plan based on the working team's findings in the review phase. Once revisions are made, the program will want to share the updated emergency plan with staff, families, and other community partners.

More information is available in the *Head Start Emergency Preparedness Manual* Chapter VI: Practice-Review-Revise Cycle at http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep.

Additional Resources

The following are links to additional resources that may help you in developing/updating your emergency plan:

Publications and Toolkits

- *Disaster Scams* (August 2009), by the Consumer Protection Division, Office of Attorney General. http://www.ag.nd.gov/Brochures/FactSheet/DisasterScams.pdf

- *Earthquake Preparedness: What Every Child Care Provider Needs to Know* (April 2006), by FEMA. http://www.fema.gov/library/viewRecord.do?id=1520

- *Emergency & Disaster Planning for Children with Special Health Care Needs* (March 2008), by the Texas Department of State Health Services. http://www.dshs.state.tx.us/preparedness/e-prep_public.shtm#special

- *Emergency Financial First Aid Kit* (Revised December 2010), by FEMA in partnership with Operation Hope and Citizen Corps. http://www.citizencorps.gov/downloads/pdf/ready/EFFAK_2010_FEMA.pdf

- *Emergency Preparedness Glossary* (n.d.), by the Arizona Department of Health Services. http://www.azdhs.gov/als/childcare/documents/preparedness/emergency-preparedness-glossary.pdf

- *Emergency Preparedness Youth Activities* (n.d.), by the Ready in 3 Program, sponsored by the Missouri Department of Health and Senior Services. http://health.mo.gov/emergencies/readyin3/pdf/youthactivities.pdf

- *Here for Each Other – Helping Families After an Emergency: A Resource for Parents and Caregivers* (2012), by the Sesame Workshop. http://www.sesameworkshop.org/assets/1192/src/HereForEachOther_vEng2012Modified.pdf

- *Homeowner's Handbook to Prepare for Natural Hazards* (June 2007), by Dennis J. Hwang and Darren K. Okimoto, published by the Sea Grant College Program, University of Hawaii. http://seagrant.soest.hawaii.edu/sites/seagrant.soest.hawaii.edu/files/publications/web_homeownershandbook_0.pdf

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- *Practical Information on Crisis Planning: A Guide for Schools and Communities* (January 2007), by the U.S. Department of Education.
  http://www2.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf
- *Preparing for the Flu: A Communication Toolkit for Child Care and Early Childhood Programs* (n.d.), by the CDC. http://www.cdc.gov/h1n1flu/childcare/toolkit/pdf/childcare_toolkit.pdf
- *Recovery After Disaster: The Family Financial Toolkit* (n.d.), by the University of Minnesota.
  http://www.extension.umn.edu/family/tough-times/disaster-recovery/family-financial-toolkit/index.html
- *Returning Home After a Hurricane or Flood* (n.d.), by the American Red Cross.
  http://www.redcross.org/images/MEDIA_CustomProductCatalog/m14240163_ReturningHomeChecklist.pdf

Web sites

- Children & Disasters, American Academy of Pediatrics, http://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/Children-and-Disasters/Pages/default.aspx?nfstatus=401&nftoken=00000000-0000-0000-0000-000000000000&nfstatusdescription=ERROR%3a+No+local+token
- Crisis and Disaster Resources for Caregivers, Child Care Aware of America, http://www.naccrra.org/programs-services/crisis-and-disaster-resources/crisis-and-disaster-resources-for-caregivers
- FEMA Resources in other languages, http://www.fema.gov/all-languages
- Helping Youth and Children Recover From Traumatic Events, Readiness and Emergency Management for Schools Technical Assistance Center, http://rems.ed.gov/HelpingYouthandChildrenRecoverFromTraumaticEvents.aspx
- Let's Get Ready! Planning Together for Emergencies, by the Sesame Workshop, http://www.sesamestreet.org/parents/topicsandactivities/toolkits/ready
- Violence Prevention, Children, Youth and Families Education and Research Network (CYFERnet), http://www.cyfernet.org/pagelist.php?c=1145

Videos and Trainings

- Child Care Emergency / Disaster Preparedness Technical Assistance Guide, by the Kentucky Cabinet of Health and Family Services, http://training.chfs.ky.gov/Child_Care_Preparedness/html/index.html
- Child Care Emergency Preparedness, by Save the Children, http://uscenter.savethechildren.org/SitePages/Child%20Care%20Emergency%20Preparedness.aspx
- Disabilities: Emergency Preparedness Training, by the CDC, http://www.cdc.gov/Features/emergencypreparedness/index.html
- Emergency Planning for Students with Disabilities and Special Needs, by the Readiness and Emergency Management for Schools Technical Assistance Center, http://www.rems.ed.gov/PageDispaly.aspx?page=training_webinars_past&w_id=1#webinar_01
- How to Use a Portable Fire Extinguisher Training Video, by the Fire Equipment Manufacturers' Association, http://femalifesafety.com/mediacenterVideos.html

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- Ready in 3 for Child Care Providers, by the Ready in 3 Program, sponsored by the Missouri Department of Health and Senior Services, http://www.youtube.com/watch?v=k7AaI2uJxe8&feature=youtu.be
- Sesame Street Gets Through a Storm, by the Sesame Workshop, http://www.sesamestreet.org/parents/theshow/episodes/the-hurricane
- The ABC's of Portable Fire Extinguishers, Selection, Use & Maintenance, by the Fire and Life Safety, a program of the South Carolina Department of Social Services, http://www.fireextinguishertraining.com/

*The Child Care State Systems Specialist Network does not endorse any non-Federal organization, publication, or resource.

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