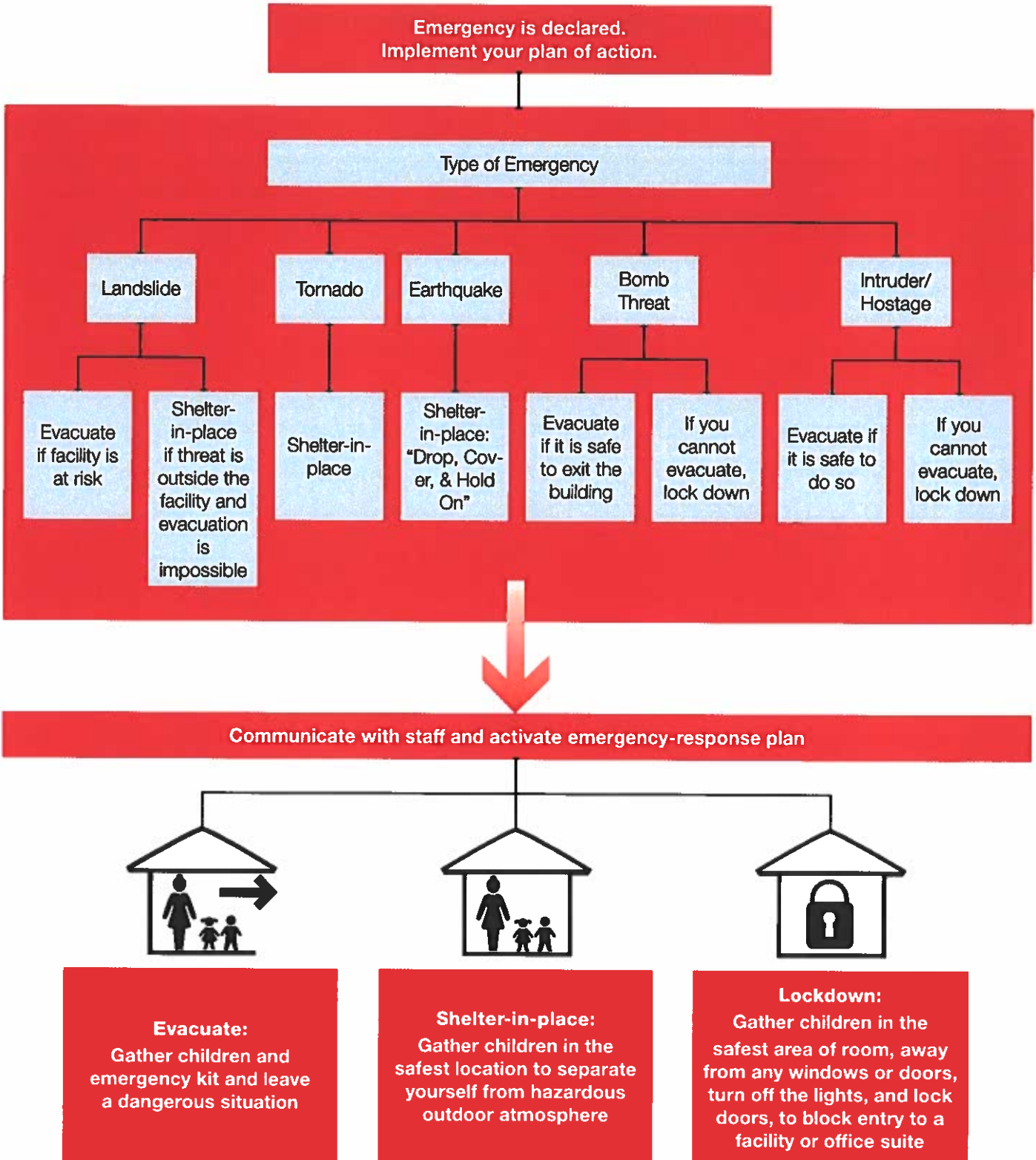


What Is the Appropriate Response? Standard Response Plan Chart

Use this diagram to help determine your response for different types of emergencies. Go to the Resources and Key Terms section of this manual for more information about types of emergencies and ways to respond.



Evacuation Procedure Checklist for Centers

Use this checklist when practicing your evacuation response. Emergency situations that may require evacuation include fire, explosion, gas leak, and hurricane.

TYPE OF EMERGENCY: _____

- Emergency is declared.
Alert staff about emergency and to begin evacuation procedure. Call emergency services (911).

- Staff gather children to evacuate; count heads. Grab the emergency kit.

- Evacuate as practiced using planned route. If blocked, use secondary evacuation route.

- Gather children at designated meeting place. Staff members take attendance to ensure all children and adults are safely evacuated. If a child or adult is missing, alert first responders.

- Calm the children. Communicate necessary information to families. Ensure children and adults are drinking water and eating.

- Wait for all clear before returning to building.



Children who can walk hold walking rope and follow the teacher or designated staff person to evacuation spot.

Infants and toddlers are moved in evacuation cribs.

Cribs can also be used to evacuate children with special health care needs or disabilities, as needed.

Shelter-in-Place Procedure Checklist for Centers

Use this checklist when practicing your shelter-in-place response. Emergency shelter-in-place situations may include tornadoes, earthquakes, severe weather, landslides, or debris flow. See the Health Pandemic section for information on shelter-in-place during health pandemics.

TYPE OF EMERGENCY: _____

- Emergency is declared.
Alert staff about emergency and begin shelter-in-place procedure.

- Count heads, grab emergency preparedness kit, and guide children to shelter.

- Implement shelter-in-place procedures as practiced.

- Communicate with staff members to ensure all children and adults are safely sheltered.
If a child or adult is missing, alert first responders.

- Wait for all clear from first responders before leaving shelter and resuming daily activities or begin evacuation procedures if the building is now longer structurally safe.



Instruct children to assume safe position for the event, such as tornado safe position (sit on floor and protect head) or earthquake safe position (drop, cover, and hold on).

Lockdown Checklist for Centers

Use this checklist when practicing your lockdown response. Emergency lockdown procedures may include a bomb threat, intruder (potential violence), or weapon on site.

TYPE OF EMERGENCY: _____

- Emergency is declared. Alert staff of emergency and that they should begin lockdown procedure. Call 911

If you are able to evacuate children safely, initiate evacuation procedures. If not, begin lockdown procedure.

- Each staff member is responsible for the child(ren) in their care at that moment

- Close and lock door from inside room. Direct children to sit in designated safe area. Grab emergency kit.



If in a room that does not lock when alert occurs, stay in the room and out of sight.

- Teachers calm children and help them stay quiet. Remember to take attendance periodically.

- Communicate with first responders and with staff members to ensure all children and staff members are in safe locations.

- Wait for all clear from first responders before resuming daily activities.

Practice, Review, Revise Worksheet

This worksheet can be used with practice drills to ensure you are documenting drills, reviewing your procedures, and revising them if necessary.

Practice

Date of emergency drill: _____

Procedure: Shelter-in-place Evacuation Lockdown

Participants:

Children: _____

Child care staff members: _____

Administrators (Head Start): _____

Families: _____

Health department officials: _____

Fire department: _____

Police department: _____

Other community partners or first responders: _____

Review

Three things that worked well during this drill:

1. _____

2. _____

3. _____

Three ways to improve next time:

1. _____

2. _____

3. _____

Revise

Were you able to quickly access and secure your emergency kit? Was it fully stocked and usable if this was an actual emergency and not a drill?

Practice, Review, Revise Worksheet *continued*

Did you maintain communication with staff members, parents/guardians, and first responders throughout the drill?

If this had been an actual emergency, what letter grade (A, B, C, D, or F) would you give your center, program, or family child care home? What would it take to move up one letter grade? What would it take to move up to an A?

Other comments:
