



Minor Avenue Children's House

**214 Minor Avenue North
206-682-2791**

Crisis / Disaster Response Handbook

The purpose of this handbook is to give child care center personnel step-by-step procedures on how to respond to disaster/crisis situations during the first 30 minutes. Following the listed instructions in sequential order will help to prioritize notification of emergency response personnel and to limit escalation and injury during the initial impact of the situation. In this document, "Director" means the center director or the person-in-charge at the time of the incident or disaster. "Parent" means the child's parent or legal guardian.

This hand book was written by Snohomish County Department of Emergency Management, reviewed and edited by Snohomish Health District Partners in Child Care program, and individualized by the child care center.

This policy was last reviewed and updated on: May 6, 2010

Our center address is: **214 Minor Avenue North
Seattle, WA 98109**

Our center phone number is: **206-682-2791**

Our nearest cross streets are: **Minor Avenue and John Street**

Snohomish County Depart. Of Emergency Management
3509 109th Street SW
Everett, WA. 98204
425-423-7635

Snohomish Health District
3020 Rucker Ave. Ste 204
Everett, WA. 98204
425-339-5230

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Emergency Phone Numbers

Police		911
Fire / Medics		911
Seattle Children's Hospital		206-987-2000
Swedish Hospital First Hill Campus:		206-386-6000
Poison control		800-222-1222
Health Nurse –Robin Kenepah, PHN		206-263-8512
Seattle Electric		206-633-3896
Puget Sound Energy (Gas)		888-225-5773
Seattle Public Utilities (Water)		206-233-7421
Child Care Manger:		
Haggard Nelson Child Care Resources		206-523-1391
Insurance Agency:		
American Business & Personal Insurance Inc.		206-361-0600
Children's World Montessori – Suzanne Haggard		
Policy # CCP30013685		
KIRO Radio –710 am		206-421-5476
Center Cell Phone		206-682-2791
Director's Cell Phone:	Stephanie Rose	253-961-9070
Out of Area Contact:	Lynne Haggard	310-545-4623
	Carson Thoreen	617-792-0341
Child Protective Service		800-562-5624
Child Care Licensor:	Celestine McClary	206-760-2497

Evacuation Information

Primary Evacuation Site:

Cascade Playground

Secondary Evacuation Site:

**Cascade People's Center (Thomas and Pontius)
309 Pontius Avenue N.
Seattle, WA 98109
206-587-0320**

Children will walk, use strollers, cribs.

Supplies will be transported by cart or car if necessary.

Nearest payphone: Seattle Center, 2nd Ave N & Thomas Street

Missing Child – Code Pink

Notify Director immediately – search facility again

Call 911

- provide name and age of child
 - description of clothing
 - time and location last seen
 - have photo available for police upon arrival
- * Director will notify parents of missing child and attempt to confirmation that the child is with family; if not – inform parents of situation and steps taken
- * Director will report incident to licensor and Child Protective Services
- * Director will complete a written incident report at the earliest opportunity. Blank Reports can be found in the – in file cabinet of Director’s Office.
- * CPS will complete an investigation if deemed necessary

Kidnapping

Call 911

- provide name and age of child
 - description of clothing
 - time and location last seen
 - physical description of suspect – including clothing
 - vehicle information and direction of travel
 - have photo available for police upon arrival
- Notify Director immediately**
- * Director will notify parents of missing child and attempt to confirm that child is with family; if not – inform parents of situation and steps taken
- * Director will report incident to licensor and Child Protective Services
- * Director will complete a written incident report at the earliest opportunity. Blank Reports can be found in the – in file cabinet of Director’s Office.
- * CPS will complete an investigation if deemed necessary

Child Abuse

- Report abuse or suspected abuse to the Director and prepare the following information
 - Date and time of calls to Child Protective Services and Division of Child Care and Early Learning (licensor)
 - Child's Name
 - Child's age / birth date
 - Address
 - Name and Address of Parents and other children in the home
 - Any statements made by the child (do not interview)
 - The nature and extent of the injury or injuries, neglect and or sexual abuse
 - Any evidence of previous incidences of abuse or neglect including nature and extent
 - Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity of the perpetrator or perpetrators
 - Report incident to Child Protective Services
 - CPS will complete an investigation if deemed necessary

Fire Alarm / Emergency

- Activate Fire Alarm – if not sounding
- Evacuate children, visitors, and staff: drop and crawl to avoid smoke and close doors behind you
- Take the following items with you:
 - Sign – in / out sheets
 - Emergency Back Pack and Cards
 - Cell Phone
 - Disaster Supplies
- Call 911 – from outside the building
- Take attendance
- Director will check area of concern and use fire extinguisher if safe to do so
- Staff will search building for missing persons – if safe to do so
- Have the following information ready for Emergency Personnel
 - Number of Children in care, staff, volunteers and visitors
 - Knowledge of anyone remaining in the building
 - Floor plan and internal systems information
- If determined that the building is unsafe, evacuate children to secondary site
- Director will notify parents of evacuation and alternative site location
- Director will report incident to licensor
- Director will complete incident report
- All parents will be notified of incident

Power Outage

- Staff will try to locate the problem and activate alternate lighting systems; flashlights and batteries are located: **In each classroom backpack as well as in emergency supplies in the store room.**
- Call 911 if concerned about fire or safety hazards.
- Unplug all electrical equipment; turn off all but one light
- Security will call Seattle City Light
- Notify parents if power outage is prolonged
- Report incident to licensor
- Director will complete incident report
- All parents will be notified of incident
- The center must close if power is not restored **within two hours.**

Storms & Snow

- Minor Avenue Children's House will make every effort to maintain a regular schedule in event of snow. However, the Center will open **two hours late** when Seattle Public Schools close due to unsafe conditions.
- Parents are encouraged to call the center to ensure that adequate staffing is available to maintain legal staff / child ratios and to operate the center.
- Announcements of closures will air on most radio and television stations and schedule changes will be announced on the center's answering machine by 6.00 a.m.
- If the center must close during operating hours due to snow or storm, parents will be notified by phone.
- If weather conditions prevent a parent or legal guardian from reaching the center to collect a child, the center staff will care for the child (maintaining proper child: staff ratios) until such time as the parent, legal guardian, or emergency contact person can safely claim the child. The disaster supplies will be used if necessary.
- If the above named persons cannot claim the child within 72 hours of the center closing, the director will contact police to transport the child to a Child Protective Services site.
- Director will complete incident report
- Report incident to licensor

Field Trip Incident

Before leaving for a field trip, make sure to compile the following information:

- Child list by assigned supervisor
- Map of intended route
- Emergency Information for Children and Adults
- List of contact phone numbers
- Parent permission slips
- First Aid Kit

If an incident occurs on the field trip:

- Attend to any medical needs
- Call 911 if emergency medical treatment or police are required
- Contact center and provide update and actions being taken; center should consider sending additional personnel to the scene, hospital or to appropriate location
- Director will contact parents and give update of actions being taken; provide meeting location address, phone number and other information
- Teacher and Director will complete incident report
- Report incident to licenser
- Director will call insurance company (if needed)

Gas Leak

If odor is detected:

- **Do Not** activate fire alarm system or any other electrical equipment
- Notify Center Director
- Evacuate children in care, visitors and staff
- Notify HNCR office: 206-523-1391
- **Call 911 from outside the building**
- Take attendance
- Alert Director to any missing persons
- Move Children to a designated location no less than 1 block from site
- Director will notify parents immediately if evacuation looks to be long term or if child are moved to alternate site location.
- Director will complete a written incident report at the earliest opportunity.
- All parents will be notified of incident.

Earthquake

In the event of ground movement the following procedures should be carried out:

- Staff “drop, cover and hold.” Direct all children to “**DROP, COVER, AND HOLD**” and remain that way until the earth stops moving – stay away from windows, bookcases and filing cabinets. Be safe - Hold onto the table, desk, chair, you are using as a cover; if it moves, move with it. Keep talking to children until it is safe to move.
- If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms.
- If outside, “drop, cover, and hold” keeping away from glass, bricks and power lines.

When earthquake stops the following procedures should be carried out:

- Teachers and staff check themselves and children for any injuries.
- Check evacuation routes for damage
- Evacuate children and staff and close doors behind you.
- Gather at Cascade Playground
 - Take the following items with you:
 - Sign – in / out sheets
 - Emergency Back Pack and Cards
 - Cell Phone
 - Disaster Supplies (Including Tent)
- Staff will render first aid to those who need it
- Lead Teacher will take attendance outside and report to Director.
- Director will check utilities for disruption / damage
- Assistant Director will inspect exterior of building for earthquake damage and will notify Director of damage.

Appendix D – earthquake assessment

- Police, Director or Assistant Director will determine if building is safe for a rescue team to go into the building to locate anyone missing or injured
- Listen to KIRO – 710 AM for information on the surrounding area.
- Determine status of emergency supplies and equipment
- Call Center’s out of state contact with information on the center’s status (injuries, evacuation, children remaining in care, children who have been picked up)
- Police will determine if interior of building is safe for children to return and will notify Director of damage.
- If needed, decision will be made to move children to alternative location.
- Call parents with the center status information, if not possible call KIRO with status update.
- If parents cannot be contacted after 4 hours, the child’s out of state contact will be called if possible.
- Director will report incident to licensor
- Director will complete a written incident report at the earliest opportunity.
- All parents will be notified of incident.

External Hazardous Materials Accident

- Call 911 immediately; have staff initiate “Lock down” procedure.
- Notify HNCR main office at 206-523-1391
- **Provide the following information:**
 - Location and description of hazard
- Request shut down of fans, heating, cooling, and ventilation systems.
- Follow instructions as given from responding agency
- If evacuated, notify parents of move to alternate site location
- Director will report incident to licenser
- Director will complete a written incident report at the earliest opportunity.
- All parents will be notified of incident.

Internal Hazardous Materials Accident

- In the event a person comes into direct contact with a suspected hazardous material, follow safety precautions posted listed on the container. Call the hospital emergency room for additional instructions. Contact poison control center for common household product poisonings.
- Call 911 if additional assistance is needed
- Notify HNCR office at 206-523-1391
- Director will report incident to licenser
- Director will complete a written incident report at the earliest opportunity
- All parents will be notified of incident.

Bomb Threat

During bomb threat call:

- **DO NOT HANG UP – KEEP THE CONVERSATION GOING AND ATTEMPT TO GET THE FOLLOWING INFORMATION**
 - Where is the bomb?
 - What time will it go off?
 - What kind of bomb is it?
 - Who are you?
 - Why is this going to happen?
- **LISTEN FOR:**
 - Voice is it male or female
 - Speech impediment or accent
 - Background noises
 - Cell phone or landline
- **NOTE: TIME DATE**

Immediately after call:

- Notify Center Director
- Call 911
- Notify HNCR office at 206-523-1391
- Initiate a lockdown
- Director will confer with security and police
- Have floor plan available
- Do not move suspicious items
- If the decision is made to evacuate, follow procedure
- Director will notify parents if evacuated or moved to alternate location
- Director will report incident to licensor
- Director will complete a written incident report at the earliest opportunity.
- All parents will be notified of incident.

Emergency Lock down Procedures (Code Strong)

From time to time, schools and childcare centers have been faced with the threat of unauthorized individual entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around or are fearful for your safety or the safety of others, then you may be faced with an intruder situation.

There are key recommendations to implement regarding a lock down, including those conducted because of an intruder:

1. It is important that all members of the building's staff understand, support and participate in the Intruder Alert (Code STRONG) procedures.
2. It is important to practice the procedure in the facility several times per year, just as you practice fire drill.
3. Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown drills and events.
4. Notify all parents of alternative pick-up site in case of evacuation.

Director's Responsibilities:

- If a person comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911 and HNCR office at 206-523-1391
- If a weapon is present, DO NOT CONFRONT – give signal to call 911.
- If no weapon is present, confront the intruder in the following manner:
 - Approach the individual in a non-confrontational manner with the assistance of security.
 - Introduce yourself and person with you.
 - Allow security and code strong team to take over situation.
- Be available to police and other responding personnel as needed.

After incident:

- Apprise the staff of the situation and counsel with children. Resume normal activities as soon as possible.
- Director will report incident to licensor
- Director will complete a written incident report at the earliest opportunity.
- All parents will be notified of incident.

Teachers Responsibilities:

- Notify Director immediately.

Follow steps as needed:

- Move children to safe location
- Lock doors, close blinds and turn off lights
- Keep children away from windows
- Maintain a calm atmosphere in the room, be alert to emotional needs of children
- Keep children in the classroom until the all clear signal has been given
- Listen for announcements on the alarm system

Shelter – in – Place Procedure

Shelter-in-Place should be conducted when you are instructed to do so by emergency personnel or your radio or television; or if you see a vapor cloud. An announcement will be broadcast over the speaker system.

- Gather children inside the child care center
- Call 911 if you haven't already done so; Director should tune radio to KIRO 710 AM. Listen for emergency information from your local fire or police department.
- Director should contact maintenance person to turn off all fans, heating, cooling or ventilation systems including clothes dryers
- Close and lock windows and doors and close as many interior doors as possible.
- Close all non-essential rooms such as storage areas, laundry room, etc.
- Seal gaps around windows, doors, heating/air conditioning vents, bathrooms and kitchen exhaust fans, stove and dryer vents with pre-cut plastic sheeting, wax paper or aluminum foil and duct tape.
- Stay alert to speaker announcements
- If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses with damp cloths
- If you are told there is danger of explosion, close the window shades, blinds or curtains; to avoid injuries, keep children away from windows
- Director should stay in touch with responding agencies/emergency personnel
- Director and Emergency personnel will determine need for evacuation
- Advise parents not to pick children up from the childcare center until the incident is over. The presence of parents searching for their children will only cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place, you will not want to open the door to let parents in or out.
- Once incident is over; inform parents take down plastic, turn ventilation system back on
- Director will report incident to licensor
- Director will complete a written incident report at the earliest opportunity.

Crisis Response:

When a tragedy strikes, teachers and staff are torn between the need to deal with children's reactions at the same time they are coping with their own reactions. With some advanced planning, this process can be much smoother than when tragedy takes a childcare center by surprise.

Crisis: A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the childcare population and often involves serious injury or death. The psychological and emotional impact will be moderate to severe. Outside assistance may be needed.

- Director /Administrator will determine whether or not to maintain normal schedules or to set aside the normal schedule for an all out effort to deal with the crisis. Depending on the crisis, it may be necessary to close the center for the day.
- Director /Administrator will determine if parent notification becomes an item of priority or can wait for a letter to go home in the evening
- Identify high risk children, staff and parents likely to be most affected by the news (e.g. children of the teacher who is deceased/injured or parent whose children are in the same class as the deceased)
- Gather and inform closest friends of victim, provide support and information to them before a general announcement is made. If close friends or classmates are absent, assure that a supportive adult gives the news to them, ensuring that they do not get the initial information from media sources.
- Prepare a formal statement for initial announcement, include minimum details and note additional information will be forthcoming. Also prepare statements for telephone and media inquiries. Have someone who does not get overly emotional answer phones.
- Give teachers the facts about the tragedy and instructions on how to share the information with the children in their care as well as suggestions for assisting children to cope.
- Send a letter home to parents explaining the situation. Include specific factual information and information on how the child care center is handling the situation. Some parents will need to be contacted by phone, particularly if their child's reaction to the crisis is severe.
- Determine if additional community resources are needed to be on "stand by" to effectively manage the crisis. It is essential to minimize the number of "strangers" standing around.
- Facilitate a staff meeting and if possible a parent meeting to provide information related to the crisis. The following are some suggestions:
 - Assist with children's processing of information about the crisis
 - Provide counselors to work with children / staff
 - Provide support to parents
 - Provide helpful, factual information to parents

- Have an individual assist with answering phones, providing information and handling non-media inquiries
 - Maintain a record of offers of assistance and ensure that personnel respond
- Provide information as requested to police, hospital, or other agencies
- When appropriate, contact the friends/ family of the deceased to get information regarding funeral arrangements and pass on information to child care staff and parents who may wish to attend
- Director will report incident to licensor
- Director will report incident to Child Protective Services if necessary
- Arrange for a child care / community debriefing 48–72 hours after the event
- Director will complete a written incident report at the earliest opportunity

Consider

- Have a designated location for the use of media, family, friends and workers as needed
- Have transportation available to assist families
- Children and staff should be given permission to feel a range of emotions. Typically, individuals go through a sequence of emotional reactions following a crisis: High anxiety, denial, anger, remorse, grief and reconciliation

Suspicious Mail or Package

- Do not touch, smell, or taste unknown substances
- Cover substances with paper, trash can, clothes or other material
- Evacuate and seal off room
- Wash hands thoroughly
- Mark room as “**DANGEROUS**”
- Call 911
- Make a list of staff and children present in the room at the time of the incident to provide to local health authorities and the police
- Director will inform parents of incident
- Director will report incident to licensor
- Director will complete a written incident report at the earliest opportunity

Appendices

Appendix A: Sample Parent Letter

Date:

Dear Child Care Parents:

Attached please find a copy of our “Crisis/Disaster Response Handbook”. With the implementation of this handbook you can rest assured we will do everything we can to protect your child in the event of a crisis or disaster.

With any disaster or crisis, your cooperation is necessary for the following:

- Encourage and explain to your child why the best place for them is at the child care center.
- Explain that if you are unable to pick them up quickly, the child care staff will care for them until you or your emergency contact comes to get them.
- Please do not telephone the child care. Telephone lines will be needed for emergency communications for the first 4 hours.
- Listen to KIRO 710 AM radio for updates.
- Provide an emergency/comfort kit for your child.
- Include an out-of-state contact number with your kit.
- Provide a 72-hour supply of any medication or medical supplies/equipment that your child may need.

The child care staff will care for your child until you or your designee is able to reach them. Be sure to keep your child’s emergency release card updated. Children will only be released to those specified by you on their card. We will also utilize the phone numbers on the emergency release card should we need to re-locate to our alternate site.

If local telephone lines are unavailable, utilize your out-of-state contact number for information. If possible, we will call that number to give information on your child and to see if you have left any information for us.

Thank you for your attention to this matter. Please feel free to contact the child care if you have any questions regarding our crisis/disaster response handbook.

Keeping your children safe,

Center Director

Sample Parent Communication Form

Dear Parent or Family,

During a disaster, communication may become challenging. Often it is easier to contact an out-of-area phone number than a local or cell number. Our facility is establishing an out-of-area number to relay information throughout a disaster. Please put this number in a convenient and accessible place so that you are able to get information about your child should local calling become challenging. Our out-of-area contact is:

Name: _____

Phone #: _____

We encourage you to familiarize yourself with the disaster plans and policies established for our child care facility. If you have not already been given this information, it will be provided for you by:

Date: _____

Please sign and return the following portion

I have received information regarding your child care facility's out-of-area emergency contact.

I understand that your child care facility has established policies to respond appropriately to a disaster.

Signature: _____ Date: _____

Please provide the following information to our emergency records:

Child's name: _____

Child's out-of-area contact (100+ miles away): _____

Emergency contact (friend, family or loved-one): _____

Local Contact (the "nearest" acquaintance): _____

Appendix B: Disaster Supply Lists

Our Disaster Kits contain the following items:

- | | |
|---|--|
| <input type="checkbox"/> Batteries | <input type="checkbox"/> Flashlights |
| <input type="checkbox"/> Bleach, unscented | <input type="checkbox"/> Food (3 day supply) |
| <input type="checkbox"/> Books or games | |
| <input type="checkbox"/> Bucket | |
| <input type="checkbox"/> Can opener (manual) | <input type="checkbox"/> Gloves (heavy material/leather) |
| <input type="checkbox"/> Comfort kits for children | <input type="checkbox"/> Hand sanitizer |
| <input type="checkbox"/> Crowbar | <input type="checkbox"/> Lighter or matches |
| <input type="checkbox"/> Disaster plan (copy) | <input type="checkbox"/> Money, change and small bills |
| <input type="checkbox"/> Disposable diapers/wipes | <input type="checkbox"/> Office supplies (pen, paper, tape) |
| <input type="checkbox"/> First Aid Kit (for disasters) | <input type="checkbox"/> Paper towels |
| <input type="checkbox"/> Adhesive bandages | <input type="checkbox"/> Pet supplies (if appropriate) |
| <input type="checkbox"/> Acetaminophen (childrens) | <input type="checkbox"/> PineSol® or similar product |
| <input type="checkbox"/> Alcohol wipes | <input type="checkbox"/> Plastic garbage bags (large, one per child for rain protection) |
| <input type="checkbox"/> Bandages (roller gauze, elastic) | <input type="checkbox"/> Plastic garbage bags (medium for toilets) |
| <input type="checkbox"/> Butterfly adhesive strips | <input type="checkbox"/> Plastic kitchen supplies |
| <input type="checkbox"/> Cotton balls | <input type="checkbox"/> Pliers |
| <input type="checkbox"/> Eye drops (saline) | <input type="checkbox"/> Radio |
| <input type="checkbox"/> First Aid book | <input type="checkbox"/> Soap |
| <input type="checkbox"/> Gauze dressing | <input type="checkbox"/> Tarp or tent |
| <input type="checkbox"/> Gloves, disposable | <input type="checkbox"/> Toilet paper |
| <input type="checkbox"/> Medications or equipment for children/staff with special needs | <input type="checkbox"/> Water (3-day supply) |
| <input type="checkbox"/> Pocket CPR mask | <input type="checkbox"/> Whistle |
| <input type="checkbox"/> Safety pins | <input type="checkbox"/> Wrench |
| <input type="checkbox"/> Sanitary napkins | |
| <input type="checkbox"/> Scissors | |
| <input type="checkbox"/> Splints | |
| <input type="checkbox"/> Tape, 2" non-allergenic | |
| <input type="checkbox"/> Tissue | |
| <input type="checkbox"/> Thermometer | |
| <input type="checkbox"/> Tweezers | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Emergency information cards for children | |

Appendix C: Preparation Steps Taken by Center

This child care has taken these steps to prepare the child care home, children, staff, and parents for disasters (list steps here):

- The child care conducts fire drills on a monthly basis and records the dates as required by licensing.
- The child care has gathered a 72-hour preparedness kit and has included a 72-hour supply of any medications or supplies for those with special needs.
- The child care checks its emergency kits and emergency medication expiration dates on a regular basis. How often? _____
- For those with special needs or life-threatening health conditions, who require medication or supplies on a regular basis or on an as-needed basis, those medications or supplies are kept on-site and will be taken with if evacuation is required.
- We have at least one corded phone to use if there is no electricity and we have located our nearest payphone.
- The child care has designated an out-of-area contact. This contact is:

- _____

- _____

- _____

- _____

- _____

- _____

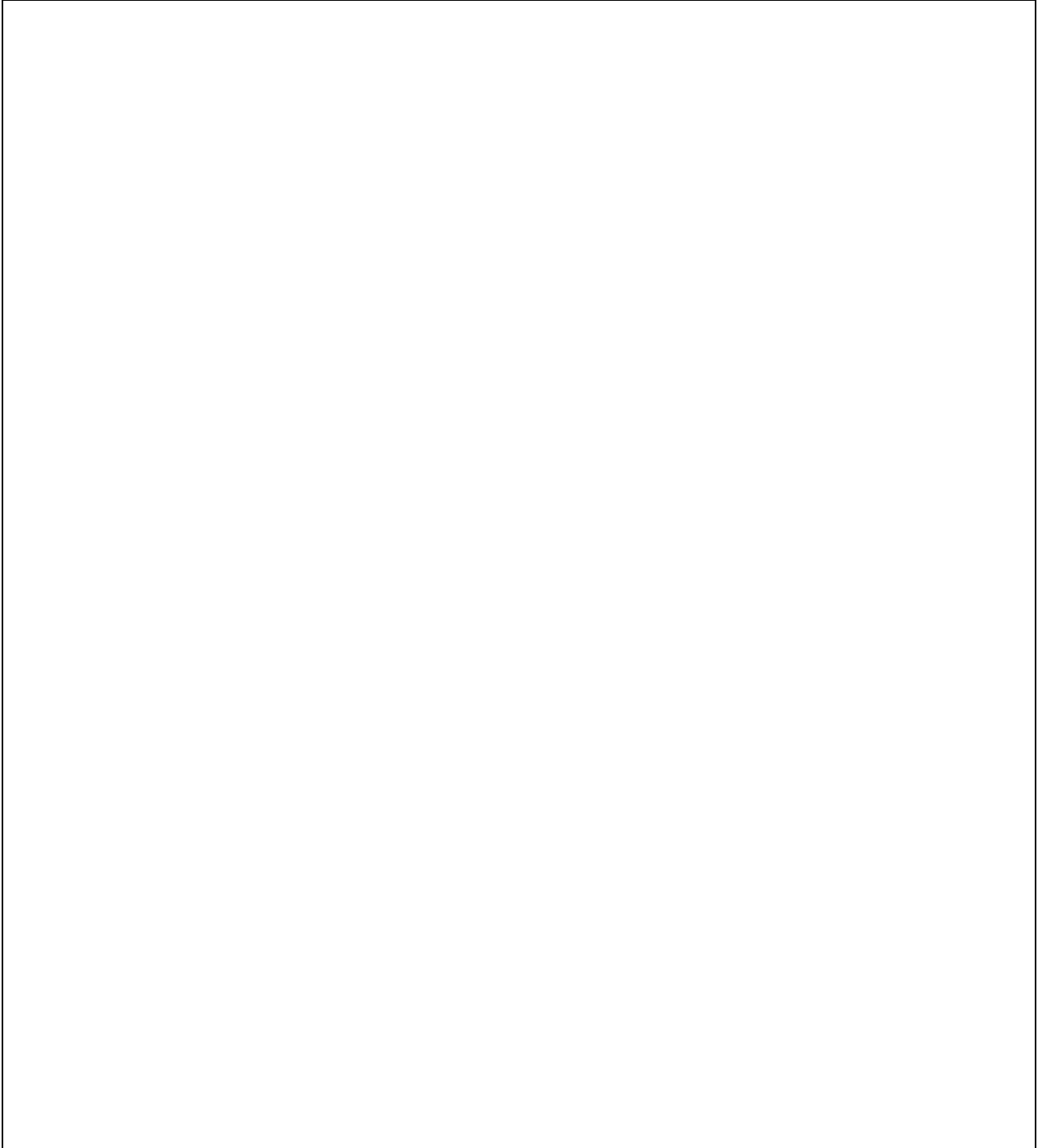
- _____

- _____

Appendix D: Post-Damage Assessment List

Following an earthquake or other major disaster, this list will be used to evaluate the school to determine whether or not it is safe to re-enter.

Draw a picture of your home or child care building. On this diagram, mark windows, doors, utilities, heating and air conditioning units, fire extinguishers, chemical storage facilities, closets, any existing cracks, trees, fences, gates, power lines, etc.



After a disaster, begin your assessment outside the building:

- Using the diagram on the previous page, walk around the outside of the building and mark on this map anything that is found to be out of place, such as new or enlarged cracks, broken windows, etc. Specific items outside of the building that we will check include:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

- Determine if the house is structurally safe to enter. If unsure, wait for assistance.
- If it is determined that it is safe to enter, send a trained adult into the house to check the interior, again using the diagram on the previous page. Begin by entering the building and going to the right of the entrance door, systematically check each room, including closets and bathrooms. Look for unsecured light fixtures, broken glass, overturned bookcases, chemicals, filing cabinets, water heaters, etc. Be cautious of live electrical wiring. Mark all findings on this map. Specific items that will be checked inside the building include:

- _____
- _____
- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____

- Using this information, determine if it is safe to move all staff and children back into the house. If unsure, wait for assistance before entering.
- If possible, send in someone to clean up prior to children re-entering the building.

Appendix E: Child Care Floor Plan and Internal Systems Information

Attach a copy of your child care floor plan here. Also list the security and utility systems in place at the child care and where the controls are located.

Appendix F: Sample Incident Report Forms

Attach a copy of your child care’s own incident report form or describe how you keep record of significant incidents that occur.

Also included in this section are a sample “Child Care Situation Report” form and a “Child Care Situation/Conversation Log”. Fill out the form completely and leave no blank spaces. If the information is unknown, state that in the blank.

Notes about the Child Care Situation Report

- This form should be used to periodically update responding agencies or other groups about the status and needs of your child care.
- This form could also be used for your files if you do not have your own incident report.
- In the message section, include the following information:
 - Kind of immediate assistance required
 - If you can hold out without assistance and for how long
 - Overall condition of the child care building and the children and staff
 - Names of outside agencies at the site and their actions

Notes about the Child Care Situation/Conversation Log:

- This form should be used to keep a running log of the activities taking place during any disaster or crisis response. It will become very important when multiple individuals are responding to the situation.
- A permanent log may be typed or rewritten at a later time for clarity and better understanding. If you do this, be sure to keep all original notes and records; **THEY ARE LEGAL DOCUMENTS.**
- The following is a sample of how this log can be used and what information to include:

Time	Situation	Response	Initials
1:30pm	Earthquake	House was evacuated	CD
1:45pm	Suzy’s mom came to child care upset and upset Suzy’s classmates.	Escorted Suzy’s mom away from Children to compose herself and then Let her take Suzy home.	CD
1:55pm	Water running out of bathroom	Sent Becky to shut off the water main	CD

Child Care Situation Response Form

To: _____ **From:** _____

Date: _____ **Time:** _____ **Location:** _____

Person in Charge at Site: _____

This message was sent via: 2-way Radio Radio Telephone Cell Phone Messenger

Description of the Incident/Situation:

Employee/Child Status:

	# Absent	# Injured	# Sent to Hospital	# Dead	# Missing	# Unaccounted for	# Released to Parents	# Being Supervised
Staff								
Children								
Others								

Structural Damage (Areas checked for damage/problems and location(s) of problems):

Checked (x)	Damage/Problem Area	Location of damage/problems
	Gas	
	Water	
	Fire	
	Electical	
	Communications	
	Heating/Cooling System	
	Main Building	
	Other:	

Message:

Appendix G: Helping Children Cope with Disaster

Disasters can be very frightening and traumatic, especially for young children. There are several things that you can do to help the children in your care cope with their feelings.

- Reassure the children that they will not be left alone and that you are there to protect them.
- Be aware of changes in a child's behavior but also know that some children may not outwardly show their distress.
- Keep to routines such as meals, activities, and naps, as much as possible.
- Avoid allowing young children to watch or listen to news coverage of the disaster.
- Give simple but truthful answers to children's questions and make sure children understand your answers. Don't give more information than the children can use and understand.
- Give children opportunities to express their feelings through activities such as play-acting, using dolls, storytelling, painting, or drawing.
- Be especially supportive of the children's feelings and need to be close. Give lots of hugs, smiles, and kind words.
- Reassure children that they are not responsible for the disaster. Listening to children's stories about disasters and feelings may help.
- If possible, take a moment away from the children and make sure you address your own fears and anxieties by talking with other adults.
- Seek professional assistance when needed. The Mental Health Checklist on the following two pages may help you in determining the need for additional assistance. Your own knowledge of the child and your instincts about the child's needs will also help you make a decision. When in doubt, call for professional help.

A couple of local resources for Children's Mental Health Information are:

In the event of a disaster or crisis, grief counseling may be provided through the Hospice/Carousel Program. The phone number is (425) 261-4777.

Mental Health Checklist

This checklist provided by FEMA can assist parents, teachers and child care providers in determining if a child is in need of professional counseling following a disaster or traumatic event. Add up the pluses and minutes to obtain a final score. If the child scores more than 35, it is suggested you seek a mental health consultation.

- 1) Has the child had more than one major stress within a year BEFORE this disaster such as a death, molestation, major illness or divorce? If yes, +5.
- 2) Does the child have a network of supportive, caring individuals who relate to him/her daily? If yes, -10.
- 3) Has the child had to move out of his/her house because of this disaster? If yes, +5.
- 4) Was there reliable housing within one week of the disaster with resumption of the usual household member living together? If yes, -10.
- 5) Is the child showing severe disobedience or delinquency? If yes, +5.

Has the child shown any of the following as a NEW behavior for more than three weeks after the disaster:

- 6) Nightly states of terror? +5
- 7) Waking from dreams confused or in a sweat? +5
- 8) Difficulty concentrating? +5
- 9) Extreme irritability? +5
- 10) Loss of previous abilities in toilet or speech? +5
- 11) Onset of stuttering or lisping? +5

Subtotal for this page _____

- 12) Persistent severe anxiety or phobias? +5
- 13) Obstinacy/stubbornness? +5
- 14) New or exaggerated fears? +5
- 15) Rituals or compulsions? +5
- 16) Severe clinging to adults? +5
- 17) Inability to fall asleep or stay asleep? +5
- 18) Startling at any reminder of the disaster? +5
- 19) Loss of ambition in the future? +5
- 20) Loss of pleasure in usual activities? +5
- 21) Loss of curiosity? +5
- 22) Persistent sadness or crying? +5
- 23) Persistent headaches or stomachaches? +5
- 24) Hypochondria? +5
- 25) Was anyone in the child's immediate family killed or severely injured in the disaster (including injury to the child)? If yes, +15.

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Subtotal for this page: _____

Total for both pages: _____

NOTE: Any child presenting a preoccupation with death, unusual accident proneness, or suicide threats should be referred for immediate consultations. It is also recommended that any child who has been seriously injured or who has lost a parents, sibling or caregiver to death have a psychological evaluation.