

# Emergency Preparedness Workbook

## License Exempt Child Care Providers



**NEBRASKA**

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



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## We Were Prepared. Are You?

It was just like any other day. The children had completed lunch and were outside playing in the backyard. The wind picked up and the sand in the sand pit began to swirl. One child, who had been playing in the sand pit, cried out because sand had gotten in her eyes. As I rushed over to console her and wipe her eyes, the large raindrops began to fall. I remember thinking what a beautiful day it had been and I felt confused by how quickly it had changed.

I could feel the temperature change, the wind pick up, the rain coming fast and hard. I called out, "Shelter! Shelter!" to the kids. Just as we practiced every month, the children came quickly to the back door of the house. We bustled inside. The children knew what to do. We gathered into the bathroom just off the playroom. I grabbed my 'to-go file' from my desk with all the information for each child. I contacted each child's family and let them know we were safe in the shelter room.

All of us huddled in the small bathroom. We could hear the sirens now, going off in the neighborhood. One of the little boys began to cry as another child put his arm around him and said, "Don't worry, we'll be ok. We are safe here in the shelter room." The radio was where I kept it, under the sink, to the back of the cabinet. The batteries were good, and I had some extra batteries in a box next to the radio. I used ear buds so the children could not hear the announcements and become more anxious.

A game, a song, and some storytelling kept the children calm and their minds off of what was possibly happening outside. We could hear the rain, the wind and something hit the house. The children jumped, then laughed at each other for jumping. Although the storm lasted for a short time, it felt as if it would never end.

I heard on the radio the worst of the storm had passed. I gave the children the 'all clear' and they moved out of the bathroom cautiously. We looked around inside and found no damage, but going outside found the source of the thump on the house. A tree branch had fallen, hitting the house and now laid across the driveway, narrowly missing the van. There was some damage to the house and I would need to get someone to remove the tree. Thankfully, I had recently met with my insurance company and I knew I was covered.

The children and I had an adventure that day, and because we had practiced drills and had supplies ready, we were prepared. Are you?

*- Authored by a Child Care Provider*

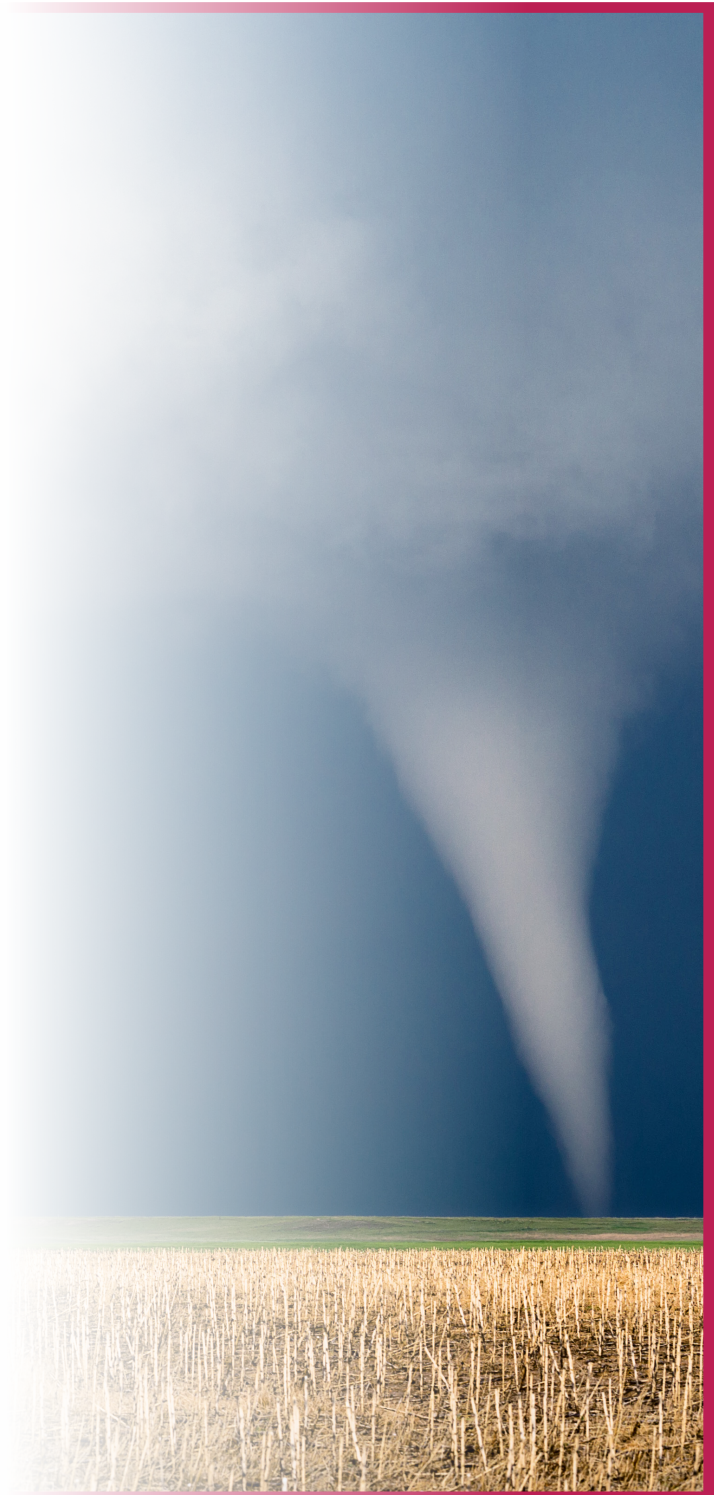


# Why Do We Need an Emergency Preparedness Plan for Child Care?

The Child Care and Development Block Grant Reauthorization states that each Lead Agency shall require child care providers to design, implement and enforce rules to protect the health and safety of children. These requirements must be applicable to child care providers whose assistance is provided by federal funding (Nebraska's Child Care Subsidy Program).

Emergency Preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility, home, or nearby), shall include the following:

- procedures for evacuation
- relocation
- shelter-in-place
- lockdown
- staff emergency preparedness training and practice drills
- communication and reunification with families
- continuity of operations
- accommodation of infants and toddlers
- accommodation of children with disabilities
- accommodation of children with chronic medical conditions



## What Types of Emergencies Could You Experience?

There are multiple types of emergencies that can take place in your area. What types of emergencies have taken place in your region? Below is a list of possible emergencies that could take place. When creating your Emergency Preparedness Plan, use this list to assist you in creating plans that are specific to the emergencies that could occur in your area.

Types of Emergency	Yes	No	Maybe
Tornado			
Earthquake			
Hurricane			
Flooding			
Tsunami			
Thunderstorm			
House Fire/Wildfire			
Active Shooter/Violent Intruder			
Blackout/Power Outage			
Extreme Heat			
Winter Storm/Extreme Cold			
Landslide/Mudslide			
Volcanic Eruption			
Pandemic Flu			
Other			







# What is an Emergency Plan?

The emergency plan *should be*:

- Specific to your child care program.
- Relevant to natural, technological and man-made disasters that may occur in the location of your child care program.
- Able to be implemented during the program's hours of operation.
- Coordinated with your Resource Developer and emergency officials.
- Reviewed, exercised and signed by the owner at least once every 12 months.

The emergency plan *should include*:

- The child care program's address and major crossroads for the location of the program.
- A sketch showing the safest way to exit each area of the home, a secondary exit, a prearranged location for meeting outside of the home and the safest area in the home for responding to emergencies that require shelter-in-place or lockdown actions.
- Procedures for responding to each type of emergency that are likely to occur in your area.
- A temporary relocation site near the home, in the neighborhood or area, and outside of the immediate area.
- Contact information and multiple ways to reach the alternate sites.
- Procedures for shutting off the utilities, including the locations for utility shut-off for gas, electric and water, as well as the phone numbers of the utility companies.
- Procedures for securing essential documents, including emergency contact forms and special health care supplies.
- Methods for internal and external communication with parents/guardians. This information should be provided to parents/guardians prior to an emergency and updated as needed.
- Procedures for accommodating all children/family members with special needs during emergency actions; including evacuation, lockdown, lock out, and sheltering-in-place.

The emergency plan *should identify*:

- Procedures accounting for all children in the home at the time of the emergency. This should also include a procedure if a child is missing or cannot be accounted for.
- Procedures ensuring adequate supervision of children during an emergency situation, including while at an emergency relocation site.
- The route, plan, and methods for transporting children to a relocation site away from the provider's home, if necessary.
- Procedures for reviewing the plan annually.
- Procedures for identifying conditions and criteria when the emergency plan may be required.
- Procedures for reunification or release with a signature form to an appropriate family member or guardian.

The plan **MUST** be made available for immediate review by parents/guardians and the Department during business hours.

# Emergency Preparedness Plan Checklist

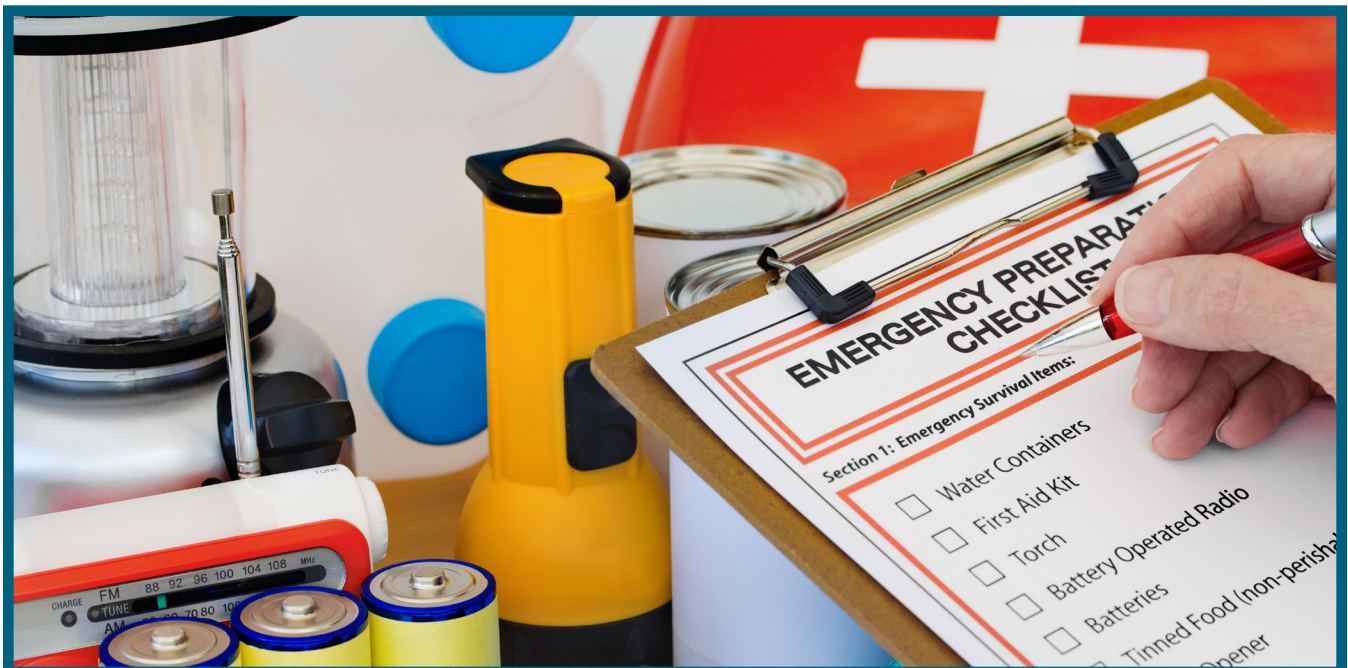
Each License Exempt Provider **MUST** develop and maintain a written emergency plan that includes policies and procedures to help ensure children's safety and protection during an emergency. Complete the following checklist to ensure your Emergency Preparedness Plan contains everything you will need.

**Requirements:** Complete the following forms at the back of this workbook to meet all procedures required in your Child Care Subsidy Agreement.

- Procedure and diagram for evacuation
- Procedure and diagram for relocation
- Procedure and diagram for shelter-in-place
- Procedure and diagram for lockdown
- Procedure for communication and reunification with families
- Procedure for continuity of operations
- Procedure for accommodations of infants and toddlers
- Procedure for accommodations of children with disabilities
- Procedure for accommodations of children with chronic medical conditions
- Procedure for completing fire drills as required
- Procedure for completing tornado drills as required

**Suggestions:** Complete the following forms at the back of this workbook to be better prepared in the event of a disaster or emergency situation.

- Create an emergency 'to-go' kit
- Create an emergency equipment and supplies kit
- Program record keeping
- Procedures for shutting off utilities, including gas, electric and water



# Communication

A communication plan is necessary in each required emergency plan that you create. As you work to create each of the required plans, keep the following information in mind:

The provider must develop and implement plans and procedures, as well as backup plans and procedures for communicating with families before, during, and after emergencies.

The communication plan **MUST**:

- Have a plan for communicating with parents/guardians when an emergency has occurred.
- Keep parents/guardians informed of the emergency plan and what will occur to reunite children with their families after an evacuation or disaster.
- Keep parent/guardians informed of the plan in advance for any evacuation or relocation sites where their child might be if evacuation is required.
- Keep parents/guardians informed if shelter-in-place is necessary as soon as the children's health and safety have been ensured.
- Provide a written incident/injury report to the parents/guardians in the event that a child is injured or something occurs during evacuation or lockdown.



You should keep the following items in mind when completing your communication plans:

- How will you alert children about an emergency?
- Who will call emergency services? Using what device?
- If cell or phone service and/or power is out, how will you contact emergency services or parents/guardians?
- How will you communicate necessary information to parents/guardians? Text message, social media, email?
- Cell phones fail and batteries can die. What are ways that you can ensure you communicate with parents/guardians and emergency officials?
- Purchasing a rechargeable portable charging device can prevent your cell phone battery from dying during an emergency.

# Create Your Emergency Plan

The provider must be prepared for any possible scenarios in which evacuation, relocation, shelter-in-place or lockdown is necessary in a disaster situation.

All providers are required to be certified in Pediatric First Aid including rescue breathing and Cardiopulmonary Resuscitation (CPR). A provider with certification in Pediatric First Aid/CPR is required to be in the home when children are in care.

The Emergency Plan **MUST INCLUDE:**

- Procedure to ensure the safety of children with Special Needs
  - Providers should have a plan for keeping children and family members with special needs and chronic medical conditions safe during emergencies.
    - This information should be updated whenever a child with special needs is enrolled or an individual's needs change.
    - Have a plan for making special medications or equipment available when needed by individuals with special needs or medical conditions during an emergency.
    - Receive training on how to protect the health and safety of children who have special needs and medical conditions in the household during an emergency.

## Evacuation Procedure:

- A plan for evacuating all children from the home, including a way to evacuate the children to a safe site or alternate location.
  - Post a floor plan which includes the primary route to evacuate the home, location of fire extinguishers, smoke detectors, first aid kits and exterior assembly locations.
  - Have a clearly written plan stating where all children will assemble a safe distance from the home.
  - Take a head count to ensure all children have evacuated the home safely.
  - Have a way to provide first aid or give medications as needed.
  - Have a way to communicate necessary information to parents/guardians and emergency officials.
- Some suggestions to keep in mind include:
  - A secondary route to evacuate the home.
  - The location of the optional 'to-go' kit in the home.
  - Is an interior safe room available?
- Complete the Evacuation Procedure Form on the next page.

Notes:

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# Evacuation Procedure

If we need to evacuate the premises due to an emergency, the following procedures will be followed:

Evacuation Routes/Exits	First (i.e. doors):	Second (i.e. windows):
Grab 'To-Go' File from (optional):	(i.e. desk, file cabinet)	Person Responsible:
Grab First Aid Kit from (optional):	(i.e. cabinet in hallway, desk)	Person Responsible:
Infants/Toddlers	Method of removing from home through doorway (i.e. portable play yards on wheels, strollers, wagons)	Method of removing from home through window (i.e. sling, harness, two person hand-off)
Preschool/School Age	Method of removing from home	Method of removing from home
First Evacuation Site – Neighborhood	Name: Address: Phone:	Method of transportation (i.e. walk, vehicle)
Second Evacuation Site – Neighborhood	Name: Address: Phone:	Method of transportation (i.e. walk, vehicle)

Parent/Guardian Contact List  
Completed/Updated and in the optional 'to-go' file

Authorized Persons List  
Completed/Updated and in the optional 'to-go' file

\_\_\_\_\_  
Date Last Updated

\_\_\_\_\_  
Signature

REQUIRED

## Relocation Procedure:

- A plan to relocate all the children from the home to a safe site or alternate location.
  - Have a clearly written plan for gaining access to evacuation sites if an alternate location is necessary.
  - Take a head count to ensure all children have evacuated the home safely.
  - Post a message on the front door of the home or your answering machine informing others that the program has been relocated. It may be necessary to identify the evacuation site by "Site A or B" if there are security concerns for the children or families.
  - Have a way to provide first aid or give medications as needed.
  - Have a way to communicate necessary information to parents/guardians and emergency officials.
- Some suggestions to keep in mind include:
  - A secondary route to evacuate the home.
  - The location of the optional 'to-go' kit in the home.
- Complete the Relocation Procedure Form on the next page.

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# Relocation Procedure

If we need to evacuate the premises due to an emergency, the following procedures will be followed:

Evacuation Routes/Exits	First (i.e. doors):	Second (i.e. windows):
Grab 'To-Go' File from (optional):	(i.e. desk, file cabinet)	Person Responsible:
Grab First Aid Kit from (optional):	(i.e. cabinet in hallway, desk)	Person Responsible:
Infants/Toddlers	Method of removing from home through doorway (i.e. portable play yards on wheels, strollers, wagons)	Method of removing from home through window (i.e. sling, harness, two person hand-off)
Preschool/School Age	Method of removing from home	Method of removing from home
First Evacuation Site – Neighborhood	Name: Address: Phone:	Method of transportation (i.e. walk, vehicle)
Second Evacuation Site – Neighborhood	Name: Address: Phone:	Method of transportation (i.e. walk, vehicle)

Parent/Guardian Contact List  
Completed/Updated and in the optional 'to-go' file

Authorized Persons List  
Completed/Updated and in the optional 'to-go' file

\_\_\_\_\_  
Date Last Updated

\_\_\_\_\_  
Signature

REQUIRED

## Shelter-In-Place Procedure:

- A plan for shelter-in-place and keeping children inside the home at the instruction of local authorities or when necessary. Examples include a tornado or winter storm.
  - In the event that shelter-in-place is necessary, keep parents/guardians informed as soon as the children’s health and safety have been ensured by reaching out via telephone or email.
  - Be prepared to seal windows, doors and vents. Turn off heating and air conditioning systems if necessary.
  - Take a head count to ensure all children have taken shelter in the home safely.
  - Have a method to communicate warnings and alerts when shelter-in-place is required and when it is safe to move about, leave and/or reopen the home.
  - Have a way to provide first aid or give medications as needed.
  - Have a way to communicate necessary information to parents/guardians and emergency officials.
- Some suggestions to keep in mind include:
  - A secondary area to shelter-in-place if your primary area is not safe.
  - The location of the optional ‘to-go’ kit in the home.
  - Is an interior safe room available?
- Complete the Shelter-In-Place Procedure Form on the next page.

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# Shelter-In-Place Procedure

If we need to stay in the building due to an emergency, the following procedures will be followed:

Location 1: (marked on floor plan)

Location 2: (marked on floor plan)

Procedures for Shelter-In-Place: Describe your procedures (who, what, where, when)

Shelter-In-Place for children with disabilities or chronic medical conditions:

*Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.*

## Notifications

Emergency responders will be notified when:

Parents/Guardians will be notified when:

Emergency Kit for Shelter-In-Place Situations: Describe your emergency kit

Date Last Updated

Signature

**REQUIRED**

## Lockdown Procedure:

- A plan to lock down and keep children inside the home at the instruction of local authorities or whenever necessary. Examples include an active shooter or chemical spill.
  - In the event that lockdown is necessary, keep parents/guardians informed as soon as the children's health and safety have been ensured by reaching out via telephone or email.
  - Take a head count to ensure all children have locked down safely.
  - Be prepared to seal windows, doors, and vents. Turn off heating and air conditioning systems if necessary.
  - Have a method to communicate warnings and alerts when lockdown is required and when it is safe to move about, leave and/or reopen the home.
  - In compliance with local fire codes, have a system for immediately locking all doors and windows when lockdown is required.
  - Have a way to provide first aid or give medications as needed.
  - Have a way to communicate necessary information to emergency officials.
- Complete the Lockdown Procedure Form on the next page.

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# Lockdown Procedure

If we need to stay in the including due to an emergency, the following procedures will be followed:

Location 1: (marked on floor plan)

Location 2: (marked on floor plan)

Procedures for Shelter-In-Place: Describe your procedures (who, what, where, when)

Shelter-In-Place for children with disabilities or chronic medical conditions:

*Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.*

## Notifications

Emergency responders will be notified when:

Parents/Guardians will be notified when:

Emergency Kit for Shelter-In-Place Situations: Describe your emergency kit

\_\_\_\_\_  
Date Last Updated

\_\_\_\_\_  
Signature

**REQUIRED**

## Implement Practice Drills:

- Implement a practice evacuation and relocation drill, shelter-in-place drill and lockdown drill.
  - The drills should simulate the type of emergency most likely to occur in your area (for example, tornadoes, fires, winter storms, etc.)
  - Keep a record of all the practice drills you complete and include the type of drill, date and time, number of children, problems that occurred and action steps to address problems.
  - If the provider offers evening or weekend care, a drill should be held during these hours.
  - All children, visitors and family members should participate or evacuate the home during these simulated drills.
  - It is recommended that you practice fire drills once every month, however you are required to complete at least one drill per year.
  - It is recommended that tornado drills should be conducted four times per year during the months of March through September, however you are required to have at least one drill per year.
- Keep track of the dates that you complete the required drills. Your Resource Developer will review these drills with you when you complete the required checklist.
- There are Fire Drill and Tornado Drill Forms on page 39 and 41 that you can utilize in your home to keep track of the practice drills you complete. Keep this information available with your Emergency Plan for review by your Resource Developer.



## Continuity of Operations

In the event of any emergency, the DHHS Operations Disaster Team will identify the needs of families currently receiving subsidy services, establish processes to prevent disruption in services and implement procedures to process new applications for families needing assistance as a result of the emergency.

The Child Care Subsidy Eligibility Program has procedures in place to make quick changes to the parents' child care authorization. In the event that families need to make changes to their child care authorization due to an emergency, the parents would need to call ACCESSNebraska.

The Child Care Subsidy Eligibility Program has procedures in place to address emergency situations in which families who receive subsidized child care are required to adjust their hours and/or wages.



In the event of an emergency, there would be no changes to our current payment processes. The providers are not expected to have any delay in their payments during an emergency and procedures are in place to be followed to ensure timeliness of payment. Families and/or providers will be responsible to notify DHHS of any address changes.

DHHS may offer a Natural Disaster Recovery grant to providers who are affected by a natural disaster, including License Exempt Subsidy Providers. For the most updated information on grant opportunities, check out our website at <http://dhhs.ne.gov/Pages/Child-Care-Grants.aspx>.





## **SUGGESTED EMERGENCY PLAN TOOLS**





## How to Build a 'To-Go' File

A 'to-go' file is a great way to maintain records of information that may be needed in the event of an emergency and can be taken with the provider.



The following information ***should be included*** in your 'to-go' file:

- Information on each child's health, allergies and medications.
- Include copies of sign-in/sign-out forms, medication administration forms and incident/injury forms.
- Include a copy of medical permission forms and permission to administer medications for all children.
- Collect and maintain emergency contact information for each child, including emergency contacts that are not out of the area, if available.
- Maintain a list of agencies and organizations to contact for help during an emergency.
  - Emergency numbers should include:
    - 9-1-1
    - Medical Care
    - Police/Sheriff
    - Fire
    - Rescue
    - Local and state emergency management
    - Television and radio stations
    - Child Protective Services
    - Poison Control
    - Local American Red Cross chapter

There are forms found at the back of this workbook to use to create your 'to-go' file. You can also print extra copies of these forms from the DHHS Child Care website.

## How to Build an Emergency Kit

It is recommended that all providers store a minimum of three days of food, water, and supplies in the event of an emergency.

The following is a guide of *recommended* items to have on hand in your home for emergency situations:

- Have a working cellphone and an alternative means of communication, such as a ham radio or other similar device.
- Maintain a first aid kit in your home and vehicle.

### First aid kit supplies:

- Thermometer
- Soap
- Band-Aids
- Scissors
- Gauze pads and rolls
- Single use gloves



- First aid kits should be in a closed container and easily accessible to adults, but not children.
- Maintain a working, battery-operated flashlight on each floor of the home. Additional batteries should be kept on hand. Alternative power sources may also be necessary for medical equipment. Consider purchasing a small generator or another power source to ensure you are able to continue operating in the event of an emergency.
- Maintain a three-day emergency supply of disposable bottles, nipples and formula if infants are enrolled.
- Maintain a three-day emergency supply of drinking water and non-perishable food.
- Request parents/guardians provide at least a three-day supply of each child's medications for use during emergencies.
- Have an emergency kit to use during evacuations, shelter-in-place, or lockdowns.

## The emergency kit could include:

- Disposable diapers
- Wet wipes and tissues
- Blankets
- First aid kit
- Radio with extra batteries
- Pain/fever reduction medications
- Emergency cash
- Bottled drinking water
- Disposable cups
- Concentrated formula
- Baby food
- Non-perishable food
- Can opener
- Extra set of program-essential paperwork
- Alternate site information
- Special needs information
- Assistant contact information
- Medical permission forms
- Copy of individual records for each child enrolled
- Special equipment required for any child in care



## Program Records

The provider should take the necessary actions to ensure the records, documents and computer files needed to operate after an emergency will be available. The provider should:

- Keep a copy of all important records and papers in a waterproof, fireproof, portable container.
- Make copies of all important documents, operating manuals, inventories and other important documents and store them at an offsite location.
- Keep the program's inventory of equipment and supplies current and send an electronic copy or a printed copy to a remote site.
- Keep a copy of computer and internet log-on codes and passwords at a remote site.



## Review and Revise the Plan

Once a disaster or emergency has ended, the provider should evaluate the events that occurred in the disaster. The provider should:

- Review their Emergency Plan after the emergency has ended.
- Reflect upon the emergency and provide feedback on what worked and what did not work during the emergency.
- Were the planned procedures followed?
- Is there another way to complete the procedures that will work better in the future?
- Update and revise the Emergency Plan accordingly.

The provider should review the plan annually, prior to your Resource Developer completing your Child Care Subsidy Renewal. Review of the Emergency Plan is required at every renewal.



# RESOURCES



## Helpful Websites

### **American Red Cross:**

<https://www.redcross.org/>

Emergency Preparedness, First Aid Kits and supplies, Training supplies, etc.

### **Child Care Aware of America Emergency Preparedness:**

<https://usa.childcareaware.org/advocacy-public-policy/crisis-and-disaster-resources/>

Free webinars, tools and resources available on Emergency Preparedness.

### **FEMA (Federal Emergency Management Agency):**

[www.fema.gov](http://www.fema.gov)

Helping people before, during and after disasters.

### **Iloveguys:**

<http://iloveguys.org/>

### **National Disaster Hotline:**

<https://www.samhsa.gov/find-help/disaster-distress-helpline>

Provides crisis counseling and support to people experiencing emotional distress related to natural or human-caused disasters.

### **Nebraska Child Care Resource & Referral:**

<http://www.education.ne.gov/OEC/ectc.html>

Provides information about possible trainings that may be in your area specific to Emergency Preparedness.

### **Nebraska Department of Health and Human Services:**

<http://dhhs.ne.gov/Pages/default.aspx>

[http://dhhs.ne.gov/Children\\_Family\\_Services/AccessNebraska/Pages/accessnebraska\\_index.aspx](http://dhhs.ne.gov/Children_Family_Services/AccessNebraska/Pages/accessnebraska_index.aspx)

### **Nebraska Severe Weather:**

[https://www.weather.gov/media/oax/SWAW2018\\_NEIA.pdf](https://www.weather.gov/media/oax/SWAW2018_NEIA.pdf)

Find information related to weather in your area. Be "Weather Ready" - Know your Risk, Take Action, Be a Force of Nature.

**NEMA (Nebraska Emergency Management Agency):**

<https://nema.nebraska.gov>

Our mission is to coordinate, support and serve Nebraska through effective, collaborative partnerships committed to saving lives and reducing the impact of disasters.

**Save the Children:**

<https://www.savethechildren.org>

Save the Children believes every child deserves a future. In the U.S. and around the world, we give children a healthy start in life, the opportunity to learn and protections from harm. We do whatever it takes for children – every day and in times of crisis – transform their lives and the future we share.

**Stanley Floor Plan:**

<https://www.stanleytools.com/explore/stanley-mobile-apps/stanley-smart-connect>

Use the app to make a floor plan of your home.

**What Happened to My World:**

<https://www.brighthorizons.com/talking-to-children>

Helping children cope with natural disaster and catastrophe.





## **ADDITIONAL COPIES OF REQUIRED FORMS**

These forms are also available on the Child Care Subsidy Provider website. Ask your Resource Developer for more information about the available resources.



# Shelter-In-Place Procedure

If we need to stay in the building due to an emergency, the following procedures will be followed:

Location 1: (marked on floor plan)

Location 2: (marked on floor plan)

Procedures for Shelter-In-Place: Describe your procedures (who, what, where, when)

Shelter-In-Place for children with disabilities or chronic medical conditions:

*Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.*

## Notifications

Emergency responders will be notified when:

Parents/Guardians will be notified when:

Emergency Kit for Shelter-In-Place Situations: Describe your emergency kit

Date Last Updated

Signature

**REQUIRED**



# Lockdown Procedure

If we need to stay in the building due to an emergency, the following procedures will be followed:

Location 1: (marked on floor plan)

Location 2: (marked on floor plan)

Procedures for Shelter-In-Place: Describe your procedures (who, what, where, when)

Shelter-In-Place for children with disabilities or chronic medical conditions:

*Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.*

## Notifications

Emergency responders will be notified when:

Parents/Guardians will be notified when:

Emergency Kit for Shelter-In-Place Situations: Describe your emergency kit

Date Last Updated

Signature

**REQUIRED**



# Evacuation Procedure

If we need to evacuate the premises due to an emergency, the following procedures will be followed:

Evacuation Routes/Exits	First (i.e. doors):	Second (i.e. windows):
Grab 'To-Go' File from (optional):	(i.e. desk, file cabinet)	Person Responsible:
Grab First Aid Kit from (optional):	(i.e. cabinet in hallway, desk)	Person Responsible:
Infants/Toddlers	Method of removing from home through doorway (i.e. portable play yards on wheels, strollers, wagons)	Method of removing from home through window (i.e. sling, harness, two person hand-off)
Preschool/School Age	Method of removing from home	Method of removing from home
First Evacuation Site – Neighborhood	Name: Address: Phone:	Method of transportation (i.e. walk, vehicle)
Second Evacuation Site – Neighborhood	Name: Address: Phone:	Method of transportation (i.e. walk, vehicle)

Parent/Guardian Contact List  
Completed/Updated and in the optional 'to-go' file

Authorized Persons List  
Completed/Updated and in the optional 'to-go' file

\_\_\_\_\_  
Date Last Updated

\_\_\_\_\_  
Signature

**REQUIRED**





# Relocation Procedure

If we need to evacuate the premises due to an emergency, the following procedures will be followed:

Evacuation Routes/Exits	First (i.e. doors):	Second (i.e. windows):
Grab 'To-Go' File from (optional):	(i.e. desk, file cabinet)	Person Responsible:
Grab First Aid Kit from (optional):	(i.e. cabinet in hallway, desk)	Person Responsible:
Infants/Toddlers	Method of removing from home through doorway (i.e. portable play yards on wheels, strollers, wagons)	Method of removing from home through window (i.e. sling, harness, two person hand-off)
Preschool/School Age	Method of removing from home	Method of removing from home
First Evacuation Site – Neighborhood	Name: Address: Phone:	Method of transportation (i.e. walk, vehicle)
Second Evacuation Site – Neighborhood	Name: Address: Phone:	Method of transportation (i.e. walk, vehicle)

Parent/Guardian Contact List  
Completed/Updated and in the optional 'to-go' file

Authorized Persons List  
Completed/Updated and in the optional 'to-go' file

\_\_\_\_\_  
Date Last Updated

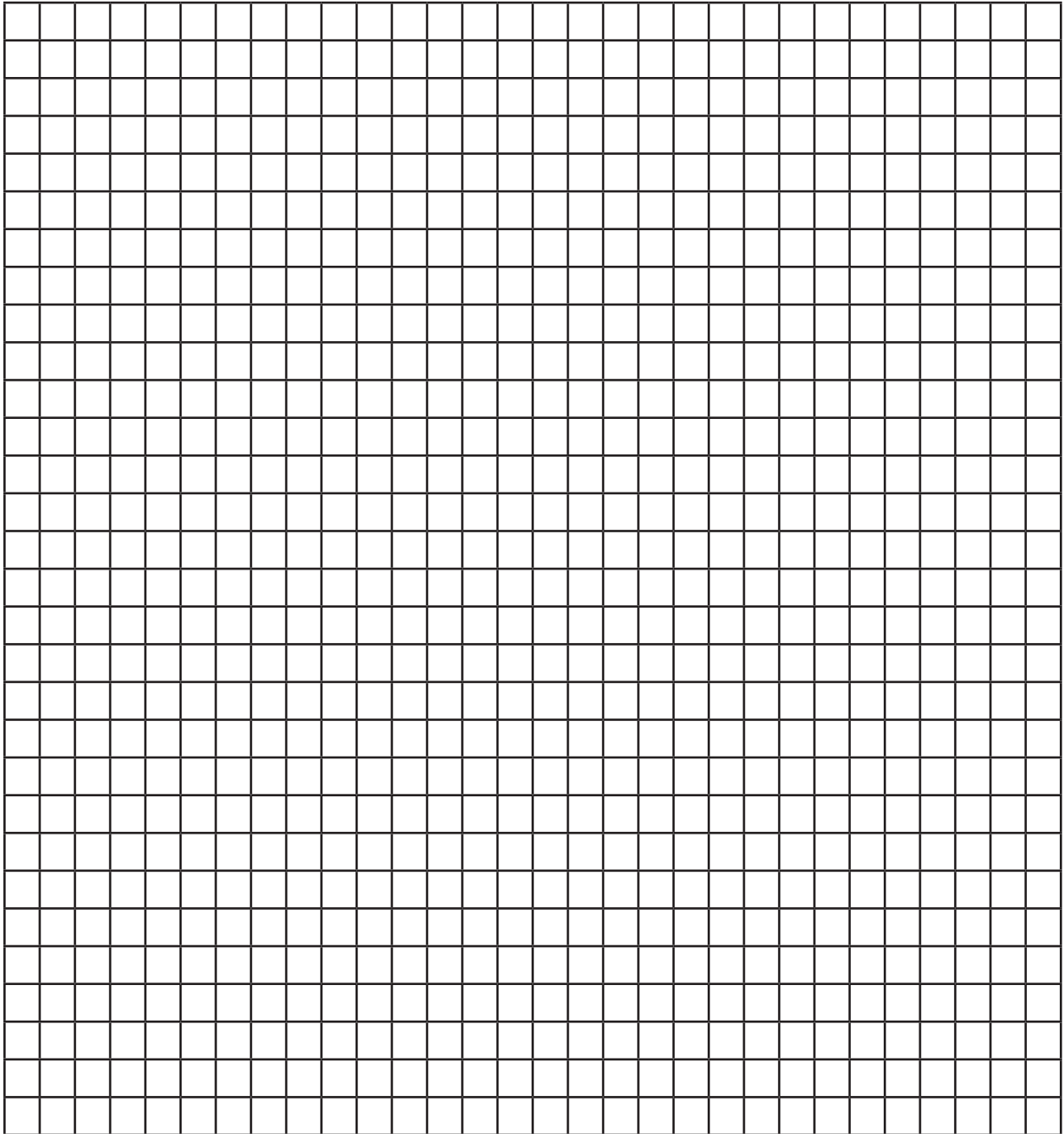
\_\_\_\_\_  
Signature

**REQUIRED**



## Diagram of Emergency Exits

(Draw the floor plan of the home and indicate several routes to each exit.)

A large grid of 20 columns and 25 rows, intended for drawing a floor plan and marking exit routes.

\_\_\_\_\_  
Date Last Updated

\_\_\_\_\_  
Signature

**REQUIRED**



# Diagram of Shelter-In-Place

(Draw the floor plan of the home and indicate several routes to each exit.)

A large grid of 20 columns and 25 rows, intended for drawing a floor plan and marking exit routes.

\_\_\_\_\_

Date Last Updated

\_\_\_\_\_

Signature

**REQUIRED**





## **ADDITIONAL SUGGESTED FORMS**

These forms are also available on the Child Care Subsidy Provider website. Ask your Resource Developer for more information about the available resources.





# Emergency Contact List

Organization	Name	Phone Number	Email Address
Medical Emergency			
Police			
Fire			
Rescue			
Hospital			
Poison Control			
NEMA (Nebraska Emergency Management Association)		(703) 841-3200	Communications@nema.org www.nema.org
Electric Company			
Gas Company			
Water Company			
Waste Disposal			
Newspaper			
Television Station			
Radio Station			
Cable/Satellite Company			
State Child Care Resource and Referral		(402) 557-6886	
Department of Health and Human Services	ACCESSNebraska	1-800-383-4278	DHHS.ACCESSNebraskaQuestions@nebraska.gov www.accessnebraska.ne.gov
DHHS Resource Development			
Local Health Department			
Neighbor			
Neighbor			
Family			
Family			



# Fire Drill Form

Year	Nebraska Department of Health and Human Services – Emergency Preparedness: Fire Drills must be practiced with the children and staff. Written documentation of drills, including dates conducted, must be kept and available for review by the Department. Fire Drills must be completed a minimum of once per year. It is recommended that you complete a Fire Drill once per month. One fire drill per year should be practiced during naptime.						
Date	Time of Day	Weather	# of Children	# of Adults Present	Time Needed to Evacuate	Drill Held By (Initials)	Comments



# Tornado Drill Form

**Year** Nebraska Department of Health and Human Services – Emergency Preparedness:  
Tornado Drills must be practiced with the children and staff. Written documentation of drills, including dates conducted, must be kept and available for review by the Department. Tornado Drills must be completed a minimum of once per year. It is recommended that you complete a Tornado Drill a minimum of four times per year during the months of March through September. One tornado drill per year should be practiced during naptime.

Date	Time of Day	Weather	# of Children	# of Adults Present	Time Needed to Evacuate	Drill Held By (Initials)	Comments



## 'To-Go' File Checklist

- Incident/Injury Forms
- Medical Treatment Authorization Forms
- Medication Administration Forms
- Parent/Guardian Contact Information
- Sign-In/Sign-Out Forms



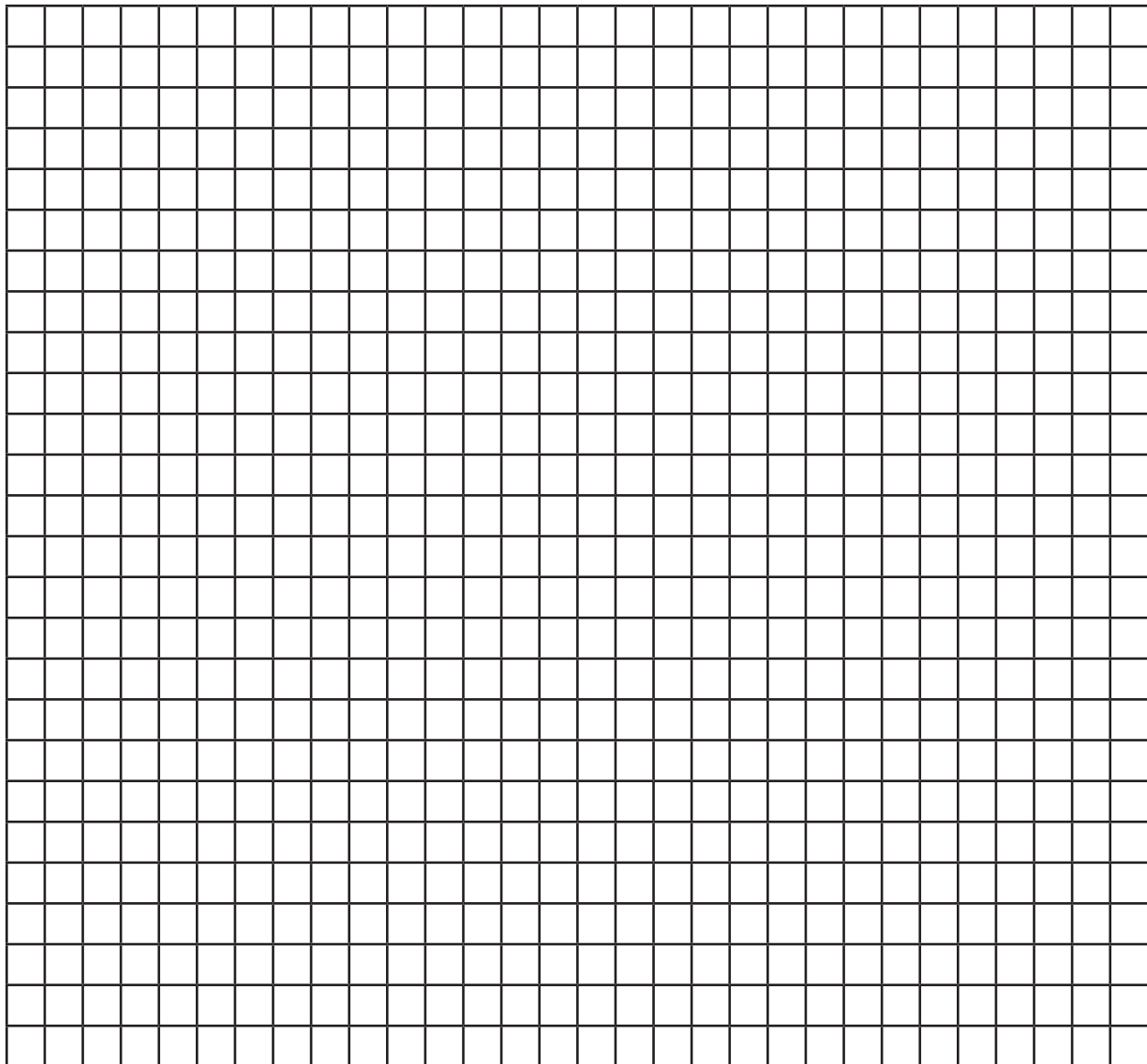




# Utility Shut-Off Procedures

Electric Company Name	Account Name
Phone Number	Account Number
Gas Company Name	Account Name
Phone Number	Account Number

Location of shut-off valves (Draw the floor layout and indicate where the shut-off valves are.)



\_\_\_\_\_  
Date Last Updated

\_\_\_\_\_  
Signature



# Medical Treatment Authorization for a Minor

(To be presented to medical personnel in case of emergency.)

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

By signing this form, I give permission to qualified medical personnel to provide treatment to my child while in the care of \_\_\_\_\_ or their employees, but only in the case I cannot be contacted to give permission personally, or I am otherwise unavailable.

Until I can be contacted or become available, please cooperate with \_\_\_\_\_ in providing medical care as they see fit.

Known allergies to antibiotics or medications:

\_\_\_\_\_

Known medical conditions:

\_\_\_\_\_

I do not give permission for the following treatments:

\_\_\_\_\_

Check here for no exclusions

My child's physician \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone numbers where I can be reached:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## Permission to Administer Prescription Medications

Date: \_\_\_\_\_

I hereby give permission for \_\_\_\_\_ to administer  
(Name of Daycare Provider)  
medications to \_\_\_\_\_.  
(Name of Child)

Signed: \_\_\_\_\_  
(Parent/Guardian)

Prescription: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Medicine to be given from \_\_\_\_\_ to \_\_\_\_\_

Dosage: \_\_\_\_\_

Prescription can only be administered to the person for whom it is written.  
(It is suggested that a slip be signed for each individual medication.)

## Permission to Administer Prescription Medications

Date: \_\_\_\_\_

I hereby give permission for \_\_\_\_\_ to administer  
(Name of Daycare Provider)  
medications to \_\_\_\_\_.  
(Name of Child)

Signed: \_\_\_\_\_  
(Parent/Guardian)

Prescription: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Medicine to be given from \_\_\_\_\_ to \_\_\_\_\_

Dosage: \_\_\_\_\_

Prescription can only be administered to the person for whom it is written.  
(It is suggested that a slip be signed for each individual medication.)



# Child Emergency Information Form - to be completed by parent or guardian

## Child's Information

Child's First and Last Name	Nickname	Date of Birth
Home Address		

## Parent/Guardian Contact Information

First and Last Name			
Work Phone	Home Phone	Cell Phone	Email
First and Last Name			
Work Phone	Home Phone	Cell Phone	Email

## Emergency Contact Information (Child may be released to the persons below in an emergency)

First and Last Name		Relationship to Child	
Address		Email	
Home Phone	Cell Phone		Work Phone
First and Last Name		Relationship to Child	
Address		Email	
Home Phone	Cell Phone		Work Phone
First and Last Name		Relationship to Child	
Address		Email	
Home Phone	Cell Phone		Work Phone

## Out of Area Contact (in case local calls cannot be made)

First and Last Name		Relationship to Child	
Address		Email	
Home Phone	Cell Phone		Work Phone

### Child's Medical Care

Physician's Name	Phone Number
------------------	--------------

Address

Email	Website
-------	---------

Medical Conditions, Special Needs, Allergies, Medications, etc.

Dentist's Name	Phone Number
----------------	--------------

Address

Email	Website
-------	---------

Hospital Name	Phone Number
---------------	--------------

Address

I grant permission for the child care program to provide or arrange for medical treatment and/or transportation to an evacuation site and/or medical facility for my child during an emergency or disaster. I grant permission for my child to be released to any of the emergency contacts designated above if I am unable to pick them up in an emergency.

Parent/Guardian Name (print)	Signature	Date
Parent/Guardian Name (print)	Signature	Date





