# Community Preparedness Index (CPI)
## Being Ready to Protect Children

### CPI Successes

In Putnam County, New York the CPI process helped kick-off a preparedness initiative focusing on child preparedness issues, led by the Health Department

*The process was an eye-opener for agencies serving children and motivated us all to work on improving our disaster planning for this very vulnerable population in our county."*

– Putnam County Working Group

### What is the Community Preparedness Index (CPI)?

On any given day, most U.S. children are in schools, child care or other community-based, institutional settings. The Community Preparedness Index (CPI) is an assessment tool which serves to guide community leaders and officials in determining their community's readiness to serve children in a disaster.

Developed by Save the Children and Columbia University's National Center for Disaster Preparedness, the CPI is based upon recommended guidelines and best practices from government and agency reports and subject matter experts, and focuses on the following major sectors:

1. Child Care/Day Care Centers
2. Home Based Family Child Care
3. Public Schools
4. Private Schools
5. Foster Care
6. Emergency Shelters
7. Community-wide Organizations
8. Hospitals

### Completing the CPI

The index is a multi-section document, broken into the sector categories previously listed. It covers various aspects of community preparedness specific to each section, including laws and mandates, local regulations, and preparedness actions that are not officially regulated. To complete the index, the community should answer all of the questions, which take approximately 45 minutes per sector. Some communities may want several sector experts to review

*"The CPI is a great starting point for emergency managers to find out how well their community's children are cared for in disasters."*

– David Grizzle, Office of Emergency Management,

Norman, OK

each section to assure complete and accurate answers.

For example, one question from the Home-based Family Child Care section asks:

> *Does state, county or local municipal law require family child care facilities to have written emergency response plans?*

Possible answers include:

> *Yes; No; Don't Know;* or *Family child care facilities are NOT REQUIRED to address this, but DO anyway.*

### Scoring the CPI

The CPI produces a score for each sector, as well as an overall community preparedness score. These scores can help communities identify areas where more work or attention may be needed to bolster their preparedness. The scores are NOT made public—they will only be known by the group completing the CPI, Save the Children, and the National Center for Disaster Preparedness. While the ideal is for communities to complete the whole index, some may choose to only complete one or several sections.

## Who Should Participate?

Communities should consider assembling a team of knowledgeable community leaders or officials to complete the index. These participants should have a good understanding of the emergency preparedness requirements in their specific sector, and generally how well those requirements or provisions are adhered to in the community. Designate a leader who can oversee the timing and completion of the index, and who will maintain a copy of the index results for the community's future reference.

## Next Steps

The steps to completing the community preparedness index are as follows:

1. Decide on the geographic boundaries of the 'community' to be covered by the index and whether the whole index will be completed or just a specific section(s)

2. Visit Save the Children's CPI web page to receive information at www.savethechildren.org/CPI

3. Form a team of experts from the community to complete the index/sections

4. Set dates: date of distribution, interim meeting dates, completion date

5. Distribute the user manual and direct the team to the technical user guide

6. Distribute the index/section(s): paper copy, or link to electronic copy and password

7. Follow-up as necessary

8. Save a copy of the community's results and scores, by section and overall

9. Submit the index results to Save the Children

*"I found the tool to be very useful in identifying the strengths and possible weaknesses in our current policies and procedures."*

--Katrina Alexander, Westchester County, NY

**Save the Children.**
**Get Ready. Get Safe.**
www.savethechildren.org/GetReady