

Save the Children.

Get Ready. Get Safe.



Child care professionals are often the first line of response for children in their care. You need to know how to respond quickly and calmly in an emergency. Use this checklist to plan ahead in case of disaster.

MAKE A PLAN

Help ensure that all staff, parents and guardians are informed and know how to respond to various types of emergencies.

PLANS SHOULD INCLUDE:

How to evacuate and move kids to a safe location

How to notify parents and/or guardians

How to reunite kids with parents and/or guardians

How to assist infants and kids with special needs in emergencies

HAVE A COMMUNICATION STRATEGY

Electricity may be lost when disaster strikes. You may not have access to phone, internet or important information. Plan ahead on how you'll communicate with staff, parents and guardians.

WHEN DEVELOPING YOUR COMMUNICATIONS PLAN:

Find a way to store and access vital records in case power is lost

Know two ways to contact a parent and/or guardian

Have a contact outside of your area for each child

- Provide parents with a way to contact your facility during and after a disaster
- Ensure local emergency agencies know your location
- Plan how to get reopening information to parents post-disaster



EACH CHILD IS UNIQUE

MAKE SURE YOU KNOW THE SPECIAL AND/OR MEDICAL NEEDS OF ALL THE CHILDREN IN YOUR CARE



PRACTICE EMERGENCY DRILLS

Different types of emergencies require different responses. Be sure to practice each type of drill to help familiarize children and staff with the actions and surroundings:

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Evacuation drills

Shelter-in-place drills

Lock-down drills

CREATE A DISASTER KIT

A classroom disaster kit should contain all contact and safety information, food and medical supplies, as well as essential items that will help children cope with emergencies.

	Contact info and photos of all children		FOR INFANTS	
	List of special needs (diet, medications)		Pre-packaged baby food	
\square	List of emergency procedures		Formula	
	Whistle and hat for leader		Baby wipes	
	First aid supplies		Diapers	
	First aid instruction manual		Nursing supplies	
	Medical supplies			
	Non-perishable foods and kid-friendly snacks			
	Water			

Battery-powered flashlight

Batteries

- Battery-powered radio
- Towelettes and toilet paper
- Games and puzzles to occupy children
- Comfort items like stuffed animals

GIVE COPIES OF YOUR PLAN TO:



For more information and support, visit: www.savethechildren.org/getready