What to Ask Your Care Provider About Emergencies

You expect your child care provider to be prepared for medical emergencies, but do they have a plan for weather and other disaster-related emergencies? Use this checklist to talk to your child’s care provider and pre-school personnel and ask: “How are you prepared to protect children in case of a disaster?”

Written Plans

- Do you have a written emergency plan that accounts for multiple types of disasters?
  - Do you have an evacuation plan that includes moving kids to a safe offsite location?
  - Do you have a shelter-in-place plan?
  - Do you have a lock down plan?
  - Do you have a family reunification plan?
    - What are your primary evacuation locations?
    - What information or identification is needed to pick up a child?

Little Ones and Special Needs

- Is there a plan for infants or other children with special needs or access and functional needs who will need additional help evacuating?
- Are plans in place for children needing medications or medical equipment?

Communications

- What emergency communications plans do you have in place?
  - How will I be notified in case of an emergency?
    - Do you have at least two ways to contact parents/guardians (e.g., cell phone, work phone, email etc.)?
    - Do you have an out-of-town contact on file for each child (in case local communications are affected)?
  - Where will emergency information be posted (local broadcast news, social media, phone number etc.)?
  - How can I contact the site during or after an emergency?

Storing Supplies and Information

- Do you have a disaster supplies kit?
  - Does the kit meet the needs of all staff and children for a minimum of 72 hours?
- Do you have a plan to store and access vital program records in case of loss of power or damages?

Preparation and Drills

- Do you practice emergency drills?
Do you drill for different types of emergencies (i.e., not just fire drills)?
Has the staff had adequate emergency training?

If your care provider does not have a plan:
  o Have you expressed that having a plan is essential for the safety and well-being of your child?
  o Have you considered sending your child elsewhere?
  o Did you ask other parents to ask about emergency plans?

YOU CAN HELP YOUR CARE PROVIDER PREPARE!

• **Make a home plan.** Make sure that children are safe at home and at care/school. Identify ICE (In Case of Emergencies) contacts, evacuation routes, meet-up locations, and safe rooms for sheltering. Pack an emergency kit, including food, water, flashlights, radio, blankets, first aid supplies as well as activities and comfort items for your children.

• **Talk to children about emergencies.** Reassure them that in an emergency that there will be caring adults working to keep them safe—including their teachers.

• **Help care providers** stay up to date with your child’s medical and emergency contact information. Is your provider aware of any special needs of your child, including medications and allergies?

• **Pack a comfort kit** for school with items that could help your child in an emergency—it may include an extra pair of clothes, a few snacks, a note from you, a stuffed animal.

• **Make a Wallet Card** with key information about your care provider’s emergency plan and keep it with you to reference during an emergency.

**WALLET CARD TEMPLATE**

<table>
<thead>
<tr>
<th>CARE PROVIDER:</th>
<th>IN AN EMERGENCY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td>SITE INFORMATION WILL BE POSTED ON:</td>
</tr>
<tr>
<td>PHONE:</td>
<td>____________________________</td>
</tr>
<tr>
<td>ALT. PHONE:</td>
<td>SITE WILL CONTACT ME BY:</td>
</tr>
<tr>
<td></td>
<td>____________________________</td>
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<table>
<thead>
<tr>
<th>PRIMARY EVACUATION LOCATION:</th>
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<tbody>
<tr>
<td>ALTERNATE EVACUATION LOCATION:</td>
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