

# Emergency Preparedness Planning Workbook for Child Care Providers

*SOME PEOPLE WORRY*



*OTHERS PREPARE*

Presented by  
The Resource Connection  
Engaging Families, Empowering Communities, Enriching Lives

And the following agencies:



Amador County Public Health

# 1. Find out what could happen to you

Below are some of the disasters likely to happen in your area. List how each disaster might affect your child care program.

**Wildfire:** \_\_\_\_\_

\_\_\_\_\_

**Flood:** \_\_\_\_\_

\_\_\_\_\_

**House Fire:** \_\_\_\_\_

\_\_\_\_\_

**Severe Winter Weather:** \_\_\_\_\_

\_\_\_\_\_

**Earthquake:** \_\_\_\_\_

\_\_\_\_\_

**Hazardous Material Spill:** \_\_\_\_\_

\_\_\_\_\_

**Pandemic Flu:** \_\_\_\_\_

\_\_\_\_\_

**Other Disasters:** \_\_\_\_\_

For a complete listing of possible natural hazards, go to the Amador County OES web page and review the Amador County Multi Hazard Mitigation Plan at [www.co.amador.ca.us/depts/oes](http://www.co.amador.ca.us/depts/oes)

## 2. Determine your planning needs

Make a list of people besides the children in your care that you would be responsible for in a disaster—for example your own children, other family members, relatives, neighbors, pets, etc.

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Where will you take pets during a disaster? \_\_\_\_\_

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Do places you frequently take your children have disaster plans, such as libraries, community centers, your children's schools?

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Do you have a way to transport everyone in your care if you need to? If not, who can you call for help? \_\_\_\_\_

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Review the checklists in this plan. Think about things you may need to keep on hand in case of an emergency. Make a plan to get these items:

- Add a few items to your grocery list each month.
- Talk to the parents of the children you care for and ask them to help with supplies for their children.
- Decide if you will be open for business during certain types of disasters. What if you have to evacuate? What if you have no power or water? Talk to the parents of the children you care for about your decisions.
- Learn how to shut off utilities. Develop a plan for who will shut off utilities during a disaster. Be sure any special tools are stored in an easy to reach location.
- Replace items in your emergency kits every 6 months, or as needed.
- Conduct a home hazard hunt.

### 3. Create a Disaster Plan

Ask a friend or relative who does not live in the area to be your "out-of-area" contact. Long distance phone calls may go through when local lines and cell networks are down or jammed. Provide this on your wallet cards (page17) and give one to each of the parents of the children you care for.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_

- Choose a code word to use with children if you must send someone else to pick them up: \_\_\_\_\_  
Be sure to quiz them frequently.
- Develop a fire escape plan for your home. Conduct fire drills monthly. Test smoke detectors yearly.
- Develop a safe room plan for your home. Conduct safe room drills monthly. See page 32 for Safe Room Procedures.
- Learn how to shut off utilities. Develop a plan for who will shut off utilities during a disaster. Be sure any special tools are stored in an easy to reach location.
- Replace items in your emergency kits every 6 months, or as needed.
- Conduct a home hazard hunt.

## 4. Evacuation

Pick 2 places to go if you have to evacuate your home. Write this information on your wallet cards and emergency phone list.

- One close by your home in case of a fire: \_\_\_\_\_  
\_\_\_\_\_
- Outside your neighborhood in case you have to evacuate: \_\_\_\_\_  
\_\_\_\_\_

Be sure to talk to the parents of the children you care for about these locations. Also let them know that depending on the disaster, you may have to use a different location. Decide how you will notify parents if this happens.

- Choose a location to leave a note if you have to evacuate: \_\_\_\_\_
- Review the evacuation supplies checklist. Add items you would need to take with you.

Your method of transportation (your own vehicle, neighbors, other resources): \_\_\_\_\_  
\_\_\_\_\_

If you can't take your pets with you, where will you take them? \_\_\_\_\_  
\_\_\_\_\_

## 5. Shelter in Place

Depending on the disaster, you may need to stay in your home instead of evacuating.

- Choose a room (maybe your safe room) for sheltering in place.
- Close window and door coverings.
- Build a kit of supplies you will need. Choose supplies that work for you in your situation.
- Add supplies to your monthly shopping list a few at a time.
- Talk to parents of the children in your care about making an emergency kit. You may ask them to provide any special supplies their child may need. For example, if a parent normally supplies diapers for their child, ask for a few extra to put in your kit. As the child grows, take the smaller diapers out and add larger ones. Also, include any medications that they would normally take at home.

## 6. Build a kit of emergency supplies

### Food:

- Use canned foods for easy storage and long shelf life. Choose ready to eat canned meats, fruits, and vegetables that your family likes. Try to pick items that require no refrigeration, preparation or cooking and little or no water.
- Also recommended are canned or dried juice mixes, powdered or canned milk, high energy food (peanut butter, jelly, unsalted nuts and trail mix); crackers, cereal, pasta and rice.
- Remember to eat at least one balanced meal each day. It is also a good idea to pack comfort foods such as candy, cookies or other special treats.
- Store foods in a single or family meal-size package. During a disaster, you may not have a way to refrigerate leftovers.
- Don't forget your pets! Store canned and dry pet food along with an extra collar and leash. Don't forget any medications your pets might be taking. Be sure to include food and water bowls.
- Add a manual can opener, cooking and eating utensils, and basic food seasonings.



## Water:

- Store a 3 day supply of water for each family member and pet. One gallon per person per day is recommended for drinking, cooking and washing. Write the date on the water containers and replace them as needed.
- Learn how to remove water from your hot water heater in case you need it. Be sure to turn off the gas or electricity to the tank before draining off the water for emergency use.
- Never drink water from a waterbed. This water contains an algaecide that can make you sick. Use this water for non-food purposes only such as washing clothes or general cleaning.
- Purify water by boiling it for 10 minutes or by adding drops of household bleach containing hypochlorite. The Federal Emergency Management Agency (FEMA) recommends 16 drops of bleach per gallon of water. Water purification tablets or a filter system such as those designed for campers and backpackers will also work.

## How to store water:

- Store your water in thoroughly washed plastic, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles, are

the best. You can also purchase food-grade plastic buckets or drums.

- Seal water containers tightly, label them and store in a cool, dark place. Replace every six months.

#### Sanitation:

- To make an emergency toilet, place a plastic garbage bag inside a 5 gallon plastic bucket. Place a small amount of Kitty Litter in the plastic bag. Cover tightly. After several uses, change to a new bag. Bags should then be placed in another bag, until they can be properly disposed of.

- Toilet paper, towelettes
- Feminine supplies
- Plastic garbage bags & ties
- Plastic bucket with lid
- Kitty litter
- Soap
- Personal hygiene items

#### First Aid Supplies:

- |  |   |
|--|---|
| <input type="checkbox"/> Medication for a fever (Tylenol, Ibuprofen, etc). | <input type="checkbox"/> 2-inch sterile gauze pads (8-12)   |
| <input type="checkbox"/> Antacid and Anti-diarrhea Medication              | <input type="checkbox"/> 3-inch sterile gauze pads (8-12)   |
| <input type="checkbox"/> Laxative  | <input type="checkbox"/> Hypoallergenic adhesive tape       |
| <input type="checkbox"/> Cough & Cold medicine                             | <input type="checkbox"/> Triangular bandages (3)            |
| <input type="checkbox"/> Prescription medications (10 day Supply)          | <input type="checkbox"/> 2 & 3-inch sterile roller bandages |
| <input type="checkbox"/> Antihistamine (Benadryl, etc)                     | <input type="checkbox"/> Surgical gloves                    |
| <input type="checkbox"/> Rubbing Alcohol                                   | <input type="checkbox"/> Scissors                           |
| <input type="checkbox"/> Hydrogen Peroxide                                 | <input type="checkbox"/> Tweezers                           |
| <input type="checkbox"/> Activated charcoal (use if advised)               | <input type="checkbox"/> Needle (sewing type)               |
|  | <input type="checkbox"/> Safety razor blade                 |
|  | <input type="checkbox"/> Antiseptic spray                   |
|  | <input type="checkbox"/> Tongue blades                      |

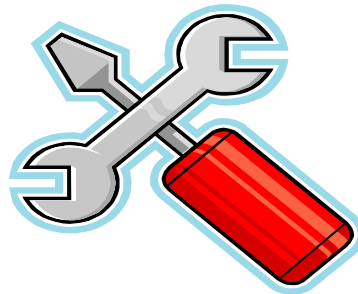
By Poison Control)

- Eye wash
- Lotion for itching/rash  
(Calamine, Benadryl, etc)
- Sterile adhesive bandages in  
Assorted sizes

- Non-breakable thermometer
- Wooden applicator sticks
- First aid guide
- Assorted sizes of safety pins
- Soap or alcohol gel
- Surgical masks

## Tools & Other Supplies:

- Battery powered radio
- Flashlights
- Extra batteries
- Candles
- Matches
- Money
- Important papers (insurance info,  
Vaccination records)
- Fire extinguisher
- Trash bags
- Extra eye glasses
- Cook stove with fuel
- Heavy gloves
- Duct tape
- Change of clothes for each person
- Sturdy shoes for each person
- Blankets
- Axe, shovel, broom
- Pliers, wrench, pry bar
- Utility knife
- Whistle
- Map of area (for identifying  
evacuation routes or shelter  
locations)
- Compass
- Paper and pencil



## For Baby:

- Formula
- Diapers
- Wipes
- Powdered Milk
- Bottles
- Baby food

## For Children:

- Toys
- Games
- Books
- Coloring books
- A special stuffed animal or comfort toy

Remember to have an emergency plan for your pet. Pets are not allowed in shelters, but every effort will be made to house pets near the shelter location, or plan for them to go elsewhere.

## For Pets:

- Food
- Water
- Bowls
- Extra leash & collar
- Vaccination records
- Picture of your pet
- Medications
- Toys
- Vet's name and phone number



## 7. Put your plan into action



- Post your emergency phone list near the phone
- Teach children how and when to call 9-1-1
- Keep at least one regular (not cordless) phone on hand in case of a power outage
- Show responsible family members or children in your care how and when to shut off water, gas heating/cooling systems and electricity main switches
- Maintain an up to date roster of all children in your care and emergency contact information for them
- Make an inventory or video tape of valuable items including a description and serial numbers. Be sure a copy of this is located someplace other than your home in case of a fire, such as a safety deposit box at a relatives house
- Check for adequate insurance coverage
- Complete a neighborhood resources inventory
- Keep enough gas in your car to evacuate

## 8. Talk to parents about your plan

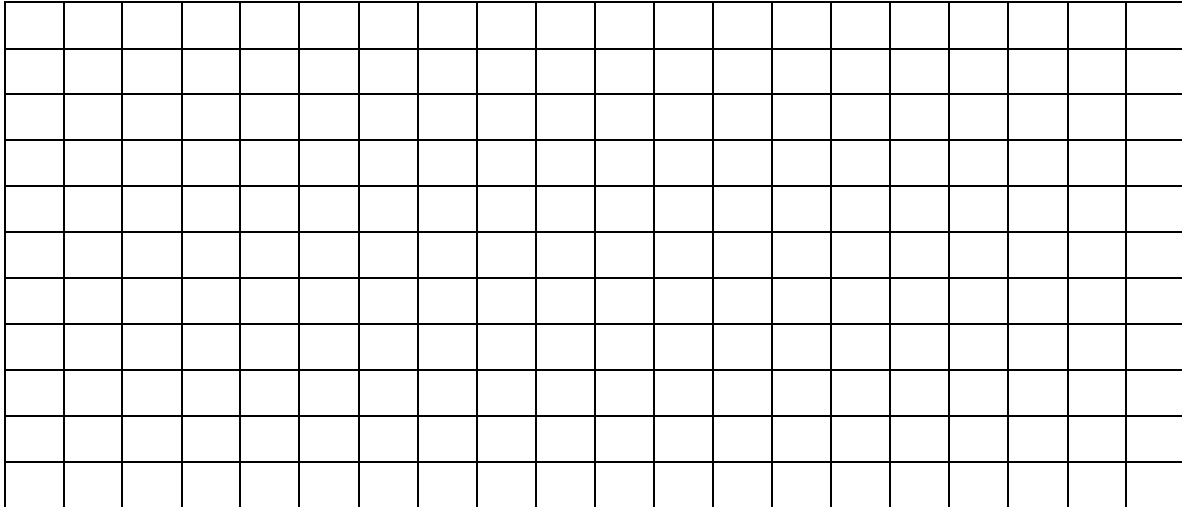
Talking with the parents of the children you care for about disaster planning is vital to a good disaster plan. It is important that parents be included in the planning process, and that your plan works for them, as well as you. Sharing your plan will give parents a sense of security.

- Make a wallet card for each parent. Laminate the cards. Be sure to update the card anytime any information changes. Refer to the wallet card template on page 18.
- Agree on a location outside your home where you would leave a note if you had to evacuate. The location should be easily accessible, yet should not make it obvious that you are not home. Place the note in a Ziploc bag to protect it from bad weather.
- Agree on a method for you to notify parents of a disaster and your response. Some parents may not be able to receive phone calls at work, others may. Come up with a plan that works for each parent.
- Talk to parents about your emergency supply kit. Ask for their help adding supplies to the kit for their child.

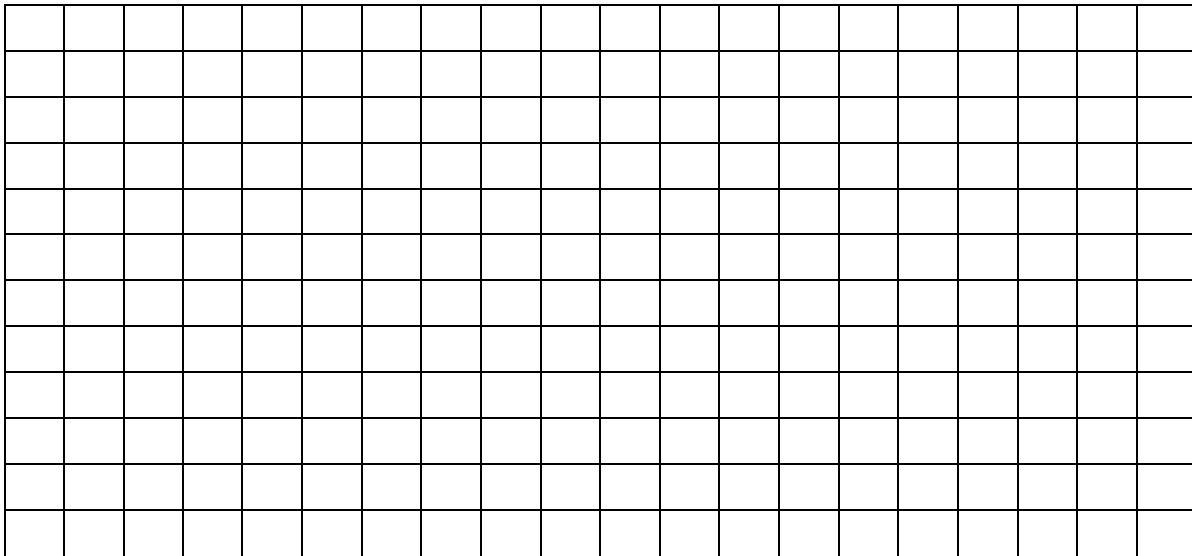


# 9. Complete a Home Emergency Diagram

Sketch the floor plan of your home and establish two exits routes from each bedroom. Use the symbols on the bottom of the page to label your sketch with the safe spots for each type of disaster, and emergency equipment and supplies. If there are additional floors in your house, use a blank piece of paper and clip it in this binder.



Floor One




Floor Two

Normal Exit Route 

Alternate Route XXXX

Outside Reunion Location 

Shelter in place/safe room spot 

Fire Extinguisher 

Collapsible Ladder -----

Disaster Supply Kit **D**

First Aid Kit +

# 10. Practice and maintain your plan

Review your plan every six months so that everyone remembers what to do in an emergency. Be sure to quiz kids on the code word, safe room plan and fire evacuation routes. Write the date this plan is due for the next review on the cover.

Date					
					Update the phone numbers and info on your Emergency Phone List
					Update wallet cards if needed; give new cards to parents
					Conduct a fire drill
					Conduct a safe room drill
					Test and recharge your fire extinguisher according to manufacturer's instructions
					Test your smoke detectors and change the batteries, and clean out the dust
					Replace stored water every 6 months
					Rotate the food every 6 months-as necessary
					Rotate the medications from the emergency kit into those you use regularly and put fresh medications in the emergency kit
					Practice shutting off utilities. Make sure everyone knows where the tools are stored
					Practice Duck, Cover and Hold

Hint: When you set your clocks in the fall and spring, also do your emergency updates.



# 11. Wallet Cards

A sheet with copies of this card is in your binder. Make copies of the pages as needed. Fill out the cards, cut them out and fold them in half. Laminate the cards using self laminator sheets from an office supply store or have the store laminate them for you.

<b>Child Care Provider:</b>	<b>Evacuation Location #1</b>
Name: _____	Name: _____
Phone #: _____ Alt# _____	Phone #: _____ Alt: _____
<b>Out of area contact:</b>	Address: _____
Name: _____	<b>Evacuation Location #2</b>
Phone #: _____ Alt # _____	Name: _____
City: _____ St. _____	Phone #: _____ Alt# _____
<b>Evacuation message location</b> _____	Address: _____
_____	<b>Code word:</b> _____

<b>Child Care Provider:</b>	<b>Evacuation Location #1</b>
Name: _____	Name: _____
Phone #: _____ Alt# _____	Phone #: _____ Alt: _____
<b>Out of area contact:</b>	Address: _____
Name: _____	<b>Evacuation Location #2</b>
Phone #: _____ Alt # _____	Name: _____
City: _____ St. _____	Phone #: _____ Alt# _____
<b>Evacuation message location</b> _____	Address: _____
_____	<b>Code word:</b> _____

<b>Child Care Provider:</b>	<b>Evacuation Location #1</b>
Name: _____	Name: _____
Phone #: _____ Alt# _____	Phone #: _____ Alt: _____
<b>Out of area contact:</b>	Address: _____
Name: _____	<b>Evacuation Location #2</b>
Phone #: _____ Alt # _____	Name: _____
City: _____ St. _____	Phone #: _____ Alt# _____
<b>Evacuation message location</b> _____	Address: _____
_____	<b>Code word:</b> _____

<b>Child Care Provider:</b>	<b>Evacuation Location #1</b>
Name: _____	Name: _____
Phone #: _____ Alt# _____	Phone #: _____ Alt: _____
<b>Out of area contact:</b>	Address: _____
Name: _____	<b>Evacuation Location #2</b>
Phone #: _____ Alt # _____	Name: _____
City: _____ St. _____	Phone #: _____ Alt# _____
<b>Evacuation message location</b> _____	Address: _____
_____	<b>Code word:</b> _____

<b>Child Care Provider:</b>	<b>Evacuation Location #1</b>
Name: _____	Name: _____
Phone #: _____ Alt# _____	Phone #: _____ Alt: _____
<b>Out of area contact:</b>	Address: _____
Name: _____	<b>Evacuation Location #2</b>
Phone #: _____ Alt # _____	Name: _____
City: _____ St. _____	Phone #: _____ Alt# _____
<b>Evacuation message location</b> _____	Address: _____
_____	<b>Code word:</b> _____

# Part Two

## 1. Child Care Program Emergency Plan

	Child Care Program Information
Name of program	
Street Address	
City	
State	
Zip Code	
Telephone Number	
	Location of Alternate Facility
Name of Facility	
Street Address	
City	
State	
Zip Code	
Telephone Number	
Directions to Facility	
	Primary Emergency Contact at Child Care Program
Name	
Telephone Number	
Alternate Telephone	
E-mail Address	
Telephone number outside of area	
	Who will we contact 9-1-1
Emergency	
Non-emergency police	
Non-emergency fire	
Insurance provider	
	Types of disasters most likely to occur in our area

	Members of our emergency planning team
Staff	
Staff	
Staff	
Parent	
Parent	
Others	
Others	
Others	
	Name and phone numbers of others to coordinate this plan with
Neighbors	
Businesses	
Schools	
Churches	
CCR&R	
Others	
	Person in charge of Operations needed for reopening
Facility inspection and repair	
Contacting families and employers	
Obtaining equipment and supplies	
Setting up rooms	
Accessing records	
Restoring meal and snack service	
Obtaining building inspections and licensing approval	
Other:	
Other:	
Other:	
	Contact for help with Post-Disaster Clean-up
Name	
Street address	
City/State/Zip Code	
Phone/Fax	
E-mail address	

	<b>CCR&amp;R Contacts (phone, fax, e-mail)</b>
Local	
State	
National	NACCRRRA, (703) 341-4100 (703) 341-4101 (fax), naccrrra@mail.org
	Contact for food and water
Company name	
Phone/Fax	
E-mail address	
Street address	
Contact name	
Account number	
	<b>Licensing Contact (phone/fax/e-mail)</b>
Local	
State	
	<b>Evacuation Plan</b>
Evacuation manager & alternate	
Person responsible for issuing all clear	
Assembly site manager and alternate	
Responsibilities of assembly site manager	
Persons able to handle medical emergencies	
Contact number out of the area	
E-mail address out of the area	
Number of times and dates evacuation warning system will be tested per year	
Person who will locate, copy, and post building and site maps	
Person who will mark evacuation exits	
Location of evacuation exits	
Number of times per year and dates evacuation procedures will be practiced	
<b>Near-by Assembly Site:</b>	

Location to which we will evacuate nearby (street address, phone number, contact person, e-mail, fax number)	
<b>Distant Assembly Site:</b> Location to which we will evacuate out of the immediate area (street address, phone number, contact person, e-mail, fax number)	
<b>More Distant Assembly Site:</b> Location to which we will evacuate at a far distance (street address, phone number, contact person, e-mail, fax number)	
	<b>Shelter-in-Place plan</b>
Close-program manager and alternate	
Close-program manager responsibilities	
Shelter manager and alternate	
Shelter manager responsibilities	
Person responsible for issuing all-clear	
Persons able to handle medical emergencies	
Storm Shelter location	
"Seal the room" shelter locations	
Person responsible for maintaining and refreshing emergency supplies	
Process for reminding staff to keep personal supplies needed to remain in place	
Dates plan to stay in place will be practiced	
Dates warning system will be tested for taking shelter in place.	

	<b>Communications</b>
How we will communicate our emergency plans to the staff	
How we will communicate our emergency plans to the children	
In the event of a disaster how we will communicate with the staff	
	<b>Cyber Security</b>
How we will protect our computer hardware	
How we will protect our computer software	
If our computers are destroyed, where we will use back-up computers	
	<b>Back-up of Records</b>
Person responsible for backing up critical records including children's records, payroll, accounts, etc.	
Where back-up records including a copy of insurance policies, facility plans, bank account records, and computer back-ups are stored onsite	
Offsite location of another set of back-up records	
How the program will provide For continuity if the accounting and payroll records are destroyed	
	<b>Emergency Contact Information Annual Review</b>
Date the emergency plan will be reviewed and updated	

## 2. Child Care Program Emergency Contact List

Organization	Name	Phone Number	E-mail Address
Medical Emergency			
Police			
Fire			
Rescue			
Hospital			
Poison Control			
Local Emergency Management			
State Emergency Management			
Electric Company			
Gas Company			
Water Company			
Waste Disposal			
Newspaper			
Television Station			
Radio Station			
Cable TV			
CCR&R			
State CCR&R Network			
Department of Social Services			
Local Health Department			
Building Inspector			
Bank			
Insurance Agent			
Creditors			
Accountant			
Payroll Services			
Food Supplier			
Laundry Service			
Child Care Food Program			
Medical Advisor			
Key Staff			
Key Staff			
Key Staff			
Key Staff			



Key Staff			
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### 3. Checklist for Important Records and Documents

Have one or more duplicate copies of the following records-(one copy at a nearby location and one out-of-the area).

Records or Documents	Nearby Location	Distant Location
Children's Records		
Employees' Records		
Child and Adult Food Program Records		
Accounts Receivable (fees, subsidy requests, etc.)		
Insurance Policies		
Rental Agreements		
Building/Floor Plans		
Bank Records		
Credit Card Information		
Supplier Agreements		
Service Agreements		
Inventory		
Tax Records		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		

## 4. Computer Inventory Form

Use this form to:

- Log computer hardware serial and model numbers. Attach a copy of the vendor documentation to this document.
- Record the name of the company from which the equipment was leased or purchased and the contact name to notify for computer repairs.
- Record the name of the company that repairs and supports the computer hardware.

Keep one copy of this list in a secure place on the premises and another in an off-site location.

Hardware (CPU, Monitor, Printer, Scanner, Keyboard, Mouse)	Hardware Size, RAM & CPU Capacity	Model Purchased	Serial Number	Date Purchased	Cost

## 5. Insurance Discussion Form

Child care programs can use this form to discuss their insurance coverage with their insurance providers. Having adequate coverage will help programs recover more rapidly from catastrophes.

Programs should keep a copy of this form on the child care premises and at an off-site location.

Insurance Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Insurance Policy Information				
Type of Insurance	Policy Number	Deductibles	Policy Limits	Coverage (General Description)

Do I need Flood Insurance?     Yes         No

Do I need Earthquake Insurance?     Yes         No

Do I need Business Income and Extra-Expense Insurance?     Yes         No

Other disaster-related insurance questions:

\_\_\_\_\_

\_\_\_\_\_

# 6. Evacuation Requirements Form

Facility Name/Address	
Contact person	
Phone number of contact person	
Number of children at site	
Number of staff at site	
Vehicles required to evacuate staff and children	
Host facility	
Address of host facility	
Point of contact at host facility	
Transportation provider	
Phone number of transportation provider	
Alternate transportation provider & phone number	
Number of children and staff transported to host facility	
Time vehicles dispatched to host facility	
Number of children and staff assembled at host facility	
Notes:	

# 7. Parent Emergency Evacuation Information Form

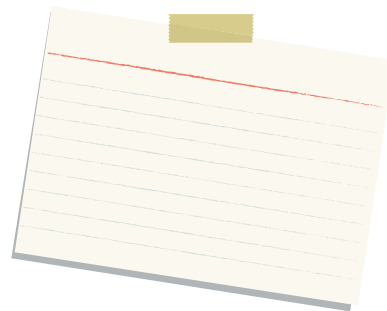
(to be given to parents at least annually)

Name of program	
Program address	
Emergency contact at program	
Phone number of emergency contact	
Cell Phone of emergency contact	
In the event the facility must be evacuated because of a confined emergency, the staff and children will leave the building and gather in the immediate area at:	
In the event the facility must be evacuated because of an emergency in the immediate area the children and staff will be transported by: _____ to:	
The address, phone number, and contact person at the assembly area is:	
If necessary, children will be transported to this health care facility:	
Address, phone number, and contact person at health care facility	

## 8. Child Identification Card

(to be placed out-of-sight on each child during an evacuation)

Child's Name	
Parent/Guardian #1 Name	
Parent/Guardian #2 Name	
Address	
Home Phone	
Parent/Guardian #1 Day Phone	
Parent/Guardian #1 Cell Phone	
Neighbor/Friend and Phone	
Contact Outside of Area and Phone	
Child Care Program Name	
Child Care Program Phone	



## 9. Safe Room Procedure

Safe Room Procedure is an effort to protect staff and children from a threat inside the building, such as a violent and/or armed intruder. This procedure is used when it may be more dangerous to leave the building than to stay in a secured room.

### Procedure

If a potentially dangerous or threatening individual enters the center or you witness or hear gunshots or the sound of an explosion, immediately call out, "Animal Cracker", and escort the children into the designated safe room. (If the threatening person is in the designated safe room, take the children into another room.)

If a staff member is attempting to talk with the intruder, NEVER LEAVE THEM ALONE with the intruder.

Take the cordless or cell phone with you if there is not already a phone in the secure room. Make sure there is always a staff member with the children; NEVER LEAVE THE CHILDREN ALONE.

Once children are inside the room, instruct them to sit down on the floor and remain quiet and still. The children must be seated in an area that is away from windows and doors. The last staff member to come into the room will make a quick sweep of the bathrooms, etc. to make sure all the children are in the room. Lock all the doors and windows and close window shades and curtains.

Call 911 and then the Main Office to let them know exactly what is happening at the center. Get your "Safe Room Folder" and check off names of children and staff on the class list who are in the room with you.

With the threat or occurrence of gunshots or if an explosion is heard, immediately get everyone on the floor in the Drop & Cover position. Say to the children, "Everyone get into the Drop and Cover position." Have the children remain in this position until you are certain the threat of gunshot or explosion is over.

Remain in the secured room with the door locked until released by the proper authorities (i.e.: law enforcement.) DO NOT unlock the door; the proper authority will unlock the door from the outside when it is deemed safe.



## 10. Three Day Kit-Sheltering in Place

Emergency responders may not be able to reach you sooner than 3 days in case of a severe disaster. Put all items in a movable container, such as a garbage can with wheels and a handle. Store this container in a place that you can easily and quickly get to it.

**Blankets**-Enough for everyone

**Water**-1 gallon per day per person

**Food**-Enough non perishable food to last each person 3 days (MAKE SURE TO TAKE INTO ACCOUNT ANY FOOD ALLERGIES CHILDREN MAY HAVE)

**Infant Formula**- Enough for each infant for 3 days

**Can Opener**

**Eating Utensils**-Disposable silverware, plates, cups

**Flashlight**-Replace batteries so they'll be working if you need them

**Radio**-Battery operated

**Diapers (disposable)**-Enough for each child for 3 days

**Infant Wipes**

**Disposable gloves**-2 boxes of 100 pair

**Bleach**-1 gallon with a copy of the bleach solution chart

**Medications**-3 days supply for any children and/or staff with medication requirements

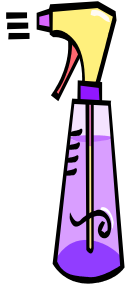
**Feminine products**

**Toilet paper**

**Garbage bags**

**Pet supplies**-food, water, meds, leash

**Be sure to set a schedule to check for food expiration dates and dead batteries and replace when necessary**



## BLEACHING SOLUTION MIXING CHART

### SANITIZING SOLUTIONS

	<u>Ultra Bleach</u>		<u>Regular Bleach</u>
Water	Bleach	Water	Bleach
16 oz.	$\frac{1}{2}$ cc/ml	16oz.	1 cc/ml
1 quart	1 cc/ml	1 quart	$1 \frac{1}{4}$ cc/ml
2 quart	2 cc/ml	2 quart	3 cc/ml
1 gallon	4 cc/ml	1 gallon	6 cc/ml

### WHAT TO SANITIZE

Kitchen utensils and equipment  
Food contact surfaces  
Toys  
Diaper changing area  
Lunch tables  
Disposable wiping cloth  
Decorative fountains (weekly)  
Drinking fountains  
Bathroom fixtures  
Door handles

### DISINFECTING SOLUTIONS

**THIS SOLUTION IS VERY STRONG.** Always wear gloves and do not let solution come in contact with skin or clothing.

#### Ultra Bleach

Water    Bleach  
1 gallon     $1 \frac{1}{2}$  cups

#### Regular Bleach

Water    Bleach  
1 gallon     $2 \frac{1}{2}$  cups



### WHAT TO DISINFECT

Toilets and toilet handles  
Blood spills  
Fecal matter/urine  
Vomit  
Bathroom floors

# 11. Emergency Menu

## Food & Supplies:

Graham crackers, whole wheat crackers, peanut butter, tuna fish, mayonnaise, canned fruit, can opener, disposable table settings and bottled water (NOT DISTILLED) for drinking. Check expiration dates every 6 months and rotate food items at least once a year.

**(Be sure to make any alterations necessary to meet the needs of children with FOOD ALLERGIES or other special food needs)**

### EMERGENCY MENU

#### BREAKFAST

Graham Cracker  
Canned Fruit  
Milk/or Powdered Milk

#### LUNCH

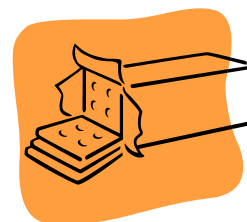
Whole Wheat Crackers  
Tuna  
Canned Fruit  
Milk/or Powdered Milk

#### SNACK

Crackers  
Peanut Butter  
Milk/or Powdered Milk

**In addition to the above food, centers with infants should also maintain the following items on hand:**

Formula  
Rice Cereal  
Jarred Fruit  
Jarred Vegetable  
Jarred Meat/Meat Alternate





# 12. PREPAREDNESS CALENDAR

## Family Disaster Supplies and Preparedness Activities

This calendar is intended as a tool to help you prepare for disasters before they happen. After you purchase an item or complete an activity, check the box next to it.

Your supplies may be stored together in one large container, such as a garbage can on wheels, or several small ones. Food items could be kept on specific shelf in the pantry.

<b>Month 1</b>	<b>Purchase:</b> <input type="checkbox"/> Water-3 gallons per person and pet <input type="checkbox"/> Hand-operated can opener and bottle Opener <input type="checkbox"/> Instant drinks (coffee, tea, powdered soft Drinks) <input type="checkbox"/> 2 flashlights with batteries	<b>Activities:</b> <input type="checkbox"/> Make your family disaster preparedness plan <input type="checkbox"/> Inventory disaster supplies already on hand, camping gear <input type="checkbox"/> Write purchase date on all water & food containers if they are not dated with an expiration date <input type="checkbox"/> Conduct a home hazard hunt
<b>Month 2</b>	<b>Purchase:</b> <input type="checkbox"/> Canned meat, stew or pasta meal- 5 per person <input type="checkbox"/> Sanitary napkins <input type="checkbox"/> Videotape <input type="checkbox"/> Family-size first aid kit	<b>Activities:</b> <input type="checkbox"/> Change battery and test smoke detector <input type="checkbox"/> Videotape your home, including contents, for insurance purposes. Store the tape with friends or family who live out of town.
<b>Month 3</b>	<b>Purchase:</b> <input type="checkbox"/> Canned fruit-3 can per person <input type="checkbox"/> Any foods for special dietary needs find (enough for 3 days) out about their disaster plans <input type="checkbox"/> 2 rolls of toilet paper per person <input type="checkbox"/> Crescent wrenches (or utility shutoff tools)	<b>Activities:</b> <input type="checkbox"/> Conduct a home fire drill <input type="checkbox"/> Check with your child's child care or school to <input type="checkbox"/> Locate gas meter and water shutoff points and attach/store wrench or shutoff tool near them <input type="checkbox"/> Establish an out of state contact to call in case of emergency
<b>Month 4</b>	<b>Purchase:</b> <input type="checkbox"/> Canned vegetables-4 per person <input type="checkbox"/> Extra baby bottles, formula, and diapers if needed. <input type="checkbox"/> Extra pet supplies, food, collar,leash <input type="checkbox"/> Large storage containers for Preparedness supplies	<b>Activities:</b> <input type="checkbox"/> Place a sturdy pair of shoes and a flashlight under your bed so that they will be handy during an emergency <input type="checkbox"/> Place a supply of prescription medicine in storage container and date the medicine if not already indicated on its label <input type="checkbox"/> Start putting supplies in storage containers and include blankets or sleeping bags for each family member
<b>Month 5</b>	<b>Purchase:</b> <input type="checkbox"/> Canned vegetables-4 per person <input type="checkbox"/> Liquid dish soap <input type="checkbox"/> Plain liquid bleach <input type="checkbox"/> Portable am/fm radio/batteries <input type="checkbox"/> Anti-bacterial liquid hand soap <input type="checkbox"/> Disposable hand wipes	<b>Activities:</b> <input type="checkbox"/> Make photocopies of important papers and put in the storage container <input type="checkbox"/> Talk with neighbors to find out who may have skills or training that would be beneficial after a disaster (i.e., first aid, child care, tree removal, carpentry)

<b>Month 6</b>	<b>Purchase:</b> <input type="checkbox"/> Quick-energy snacks (granola bars, raisins, peanut butter) <input type="checkbox"/> 6 rolls of paper towels <input type="checkbox"/> 3 boxes of facial tissue <input type="checkbox"/> Sunscreen <input type="checkbox"/> Anti-diarrhea medicine <input type="checkbox"/> Latex gloves, 6 pairs	<b>Activities:</b> <input type="checkbox"/> Check to see if your stored water has expired and needs to be replaced. Replace every 6 months if you filled your own containers. <input type="checkbox"/> Put an extra pair of eyeglasses in the supply container <input type="checkbox"/> Store a roll of quarters with the supplies <input type="checkbox"/> Find out about your workplace disaster plans
<b>Month 7</b>	<b>Purchase:</b> <input type="checkbox"/> Whistle <input type="checkbox"/> ABC fire extinguisher <input type="checkbox"/> 1 large can of juice per person <input type="checkbox"/> Adult and children vitamins <input type="checkbox"/> A pair of pliers and or vise grips	<b>Activities:</b> <input type="checkbox"/> Take a first aid/CPR class <input type="checkbox"/> Identify neighbors who might help in an emergency including those with limited mobility or health problems and children who might be alone <input type="checkbox"/> Show family members where and how to shut off utilities
<b>Month 8</b>	<b>Purchase:</b> <input type="checkbox"/> Box of crackers <input type="checkbox"/> Dry cereal <input type="checkbox"/> Child proof latches or other fasteners For cabinet doors and drawers <input type="checkbox"/> 1 box of large, heavy duty garbage bags <input type="checkbox"/> Camping or utility knife	<b>Activities:</b> <input type="checkbox"/> Secure shelves, cabinets, and drawers to prevent them from falling and/or opening during earthquakes <input type="checkbox"/> Meet with neighbors to inventory expensive equipment that could be shared in the event of an emergency, such as chain saws, chippers/shredders utility trailers, snow blowers and 4-wheel drive vehicles
<b>Month 9</b>	<b>Purchase:</b> <input type="checkbox"/> Extra batteries for flashlights, and radios. <input type="checkbox"/> Heavy rope <input type="checkbox"/> Duct tape <input type="checkbox"/> Crowbar	<b>Activities:</b> <input type="checkbox"/> Make a small preparedness kit for your car. Include food, water, blanket, small first aid kit, a list of important phone numbers, and quarters for pay phones. <input type="checkbox"/> Secure water heater to wall studs
<b>Month 10</b>	<b>Purchase:</b> <input type="checkbox"/> Hammer and assorted nails <input type="checkbox"/> Screw drivers and assorted wood screws <input type="checkbox"/> Heavy duty plastic tarps or sheets or Visquine <input type="checkbox"/> Extra toothbrush per person and toothpaste	<b>Activities:</b> <input type="checkbox"/> Make arrangements to have someone help your children if you're at work when an emergency occurs. <input type="checkbox"/> Conduct an earthquake drill at home. <input type="checkbox"/> Replace prescription medicines as required by expiration dates.
<b>Month 11</b>	<b>Purchase:</b> <input type="checkbox"/> Package of paper plates <input type="checkbox"/> Package of napkins <input type="checkbox"/> Package of eating utensils <input type="checkbox"/> Package of paper cups <input type="checkbox"/> Masking tape <input type="checkbox"/> Kitchen-size garbage bags (1box)	<b>Activities:</b> <input type="checkbox"/> Make arrangements to have someone to take care of your pets if you are at work when an emergency occurs. <input type="checkbox"/> Exchange work, home, and emergency contact phone numbers with neighbors for use during an emergency. <input type="checkbox"/> Start a Neighborhood Watch Program if none exists
<b>Month 12</b>	<b>Purchase:</b> <input type="checkbox"/> Heavy work gloves <input type="checkbox"/> Box of disposable dust masks <input type="checkbox"/> Safety goggles <input type="checkbox"/> Antiseptic <input type="checkbox"/> Sewing kit	<b>Activities:</b> <input type="checkbox"/> Check to see if your stored water has expired and needs to be replaced. (Replace every 6 months if you filled your own containers. Store bought water will have an expiration date on the container.) <input type="checkbox"/> Check the dates on stored food and replace as needed.

# 13. SPECIAL NEEDS EMERGENCY PREPAREDNESS

Anyone with a disability, or who lives with, works with or assists a person with a disability should create a disaster plan. For some individuals, being notified of or responding to a disaster may be more difficult because of a disability. Disabilities may be physical, mental, emotional, ethnic, socio-economic, cultural, or language based. Addressing special needs ahead of time will reduce the physical and emotional trauma caused by the emergency.



## All Special Needs People

- Ask about special assistance that may be available to you in an emergency.
- If you currently use a personal care attendant from an agency, check with the agency to see if they have special provisions for emergencies.
- Determine what you will do in each type of emergency.
- Learn what to do in case of power outages. Know how to connect or start a back-up power supply for essential medical equipment. Write it down in clear directions, and attach it to the power supply.
- Arrange for a relative or neighbor to check on you in an emergency.
- Keep your medications and aids in a consistent place. Keep extra aids in a second place, if possible.
- Keep extra supplies of the special items you need, including extra batteries for these items. Be sure to rotate out any items that expire.
- Service animals may become confused or frightened. Keep them confined or securely leashed.

## People with Mobility Challenges

- Store emergency supplies in a pack or backpack attached to the walker, wheelchair or scooter.
- Keep a pair of heavy gloves in your supply kit to use while wheeling over glass or debris.
- If your chair does not have puncture-proof tires, keep a patch kit or can of sealant and air to repair tires.
- If you cannot use stairs, discuss lifting and carrying techniques that work for you. Write out brief instructions, and keep in your pack.

### **People with Visual Challenges**

- If you have some vision, place security lights in each room to light paths of travel. These lights plug in, but have a battery backup in case of power failure.
- If helpful, mark emergency supplies with large print, fluorescent tape, or Braille.
- Store high-powered flashlights with wide beams and extra batteries.

### **Hearing Impaired People**

- Store hearing aids in a strategic and consistent place, so they can be located quickly.
- Have paper and pencil in your kit to use if you do not have your hearing aids.
- Install smoke alarms with both a visual and audible alarm. At least one should be battery operated.
- If possible, obtain a battery operated TV with a decoder chip for access to signed or captioned emergency reports.

### **People with Medical Needs**

- Always have at least a ten (10) day supply of all of your medications and medical supplies (bandages, colostomy bags, syringes, tubing solutions, etc).
- If you use oxygen, be sure to have at least a three (3) day supply.
- Store your medications in one location, in their original container.
- Keep lists of all of your medications: name of medication, dose, frequency, and prescribing doctor in your wallet.
- For all medical equipment that requires power, get information regarding back-up power such as a battery or generator.
- Know if your IV infusion pump has a battery back-up and how long it would last in an emergency.
- Ask your home care provider about manual infusion techniques.
- Have written instructions for all equipment attached to the device(s).

Preparing for Disaster for People with Disabilities or Special Needs and Disaster Preparedness for People with Disabilities are great planning tools available for free from the Red Cross. Call your local district office at 533-1513 or visit [www.redcross.org](http://www.redcross.org).

# 14. BEING PREPARED IS ANOTHER FORM OF INSURANCE

## FOOD:

- Use canned foods for easy storage and long life. Choose ready-to-eat canned meats, fruits and vegetables that your family likes. (During a disaster is not the time to try new menu items. You're under enough stress!) Keep food fresh by checking dates and replacing it every year.
- Also recommended are canned or dried juice mixes; powdered or canned milk; high energy food (peanut butter, jelly, crackers, unsalted nuts and trail mix); cereal and rice.
- Store foods in single or family meal size packaging. Un-refrigerated leftovers can lead to food poisoning.
- Don't forget your pets. Store canned and dry pet food along with an extra collar and leash. Pets are not allowed in most shelters. If evacuated, you may have to leave them behind with extra food and water.
- Add a manual can opener, cooking and eating utensils, and basic food seasonings.

## WATER:

- Store a three day supply of water for each family member. One gallon per person per day is recommended for drinking, cooking, and washing. Remember to include water for your pets. Write the date on the water containers and replace them every six months.
- Learn how to remove the water from your hot water heater just in case you need it. Be sure to turn off the gas or electricity to the tank before draining off water for emergency use.
- Purify water by boiling it for 5 to 10 minutes or by adding drops of household bleach containing 5.25% hypochlorite. The Federal Emergency Management Agency (FEMA) recommends 16 drops of bleach per gallon of water. Water purification tablets or a filter system such as those designed for campers and backpackers also work.

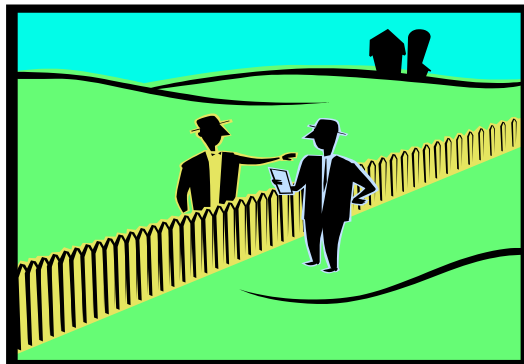
## OTHER ITEMS:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> First Aid Kit                       | <input type="checkbox"/> Fire Extinguisher                      | <input type="checkbox"/> Ax, Shovel, Broom                                |
| <input type="checkbox"/> Blankets                            | <input type="checkbox"/> Trash Bags                             | <input type="checkbox"/> Pliers, Wrench,<br>Pry Bar                       |
| <input type="checkbox"/> Battery-Powered Clock               | <input type="checkbox"/> Medications                            | <input type="checkbox"/> Household Bleach                                 |
| <input type="checkbox"/> Candles                             | <input type="checkbox"/> Copy of Prescriptions                  | <input type="checkbox"/> Map of Area                                      |
| <input type="checkbox"/> Flashlights                         | <input type="checkbox"/> Extra Eye Glasses                      | <input type="checkbox"/> Diapers, Formula                                 |
| <input type="checkbox"/> Battery-powered radio               | <input type="checkbox"/> Hearing Aid Batteries                  | <input type="checkbox"/> Vaccination Records                              |
| <input type="checkbox"/> Extra Batteries                     | <input type="checkbox"/> Cook Stove with Fuel                   | <input type="checkbox"/> Hygiene Products                                 |
| <input type="checkbox"/> Matches                             | <input type="checkbox"/> Heavy Gloves                           | <input type="checkbox"/> Warm set of clothes<br>for each family<br>Member |
| <input type="checkbox"/> Money (coins)                       | <input type="checkbox"/> Duct Tape                              |   |
| <input type="checkbox"/> List of Insurance<br>Policy Numbers | <input type="checkbox"/> Sturdy Shoes for each<br>Family Member |   |



## GET YOUR NEIGHBORS INVOLVED:

- Working through your Neighborhood Watch Program or homeowners' association, arrange to share expensive equipment items such as chain saws, generators, and 4-wheel drive vehicles. (If the Neighborhood Watch Program isn't active in your neighborhood, rally your neighbors to start one.)
- Start a "Buddy Squad" to check on elderly or disabled neighbors during and after disasters such as extended power outages or winter storms. Also check on children who may be home alone.
- Turn your organizing efforts into a neighborhood social event, such as a block party. (Draw them in with food, then make your presentation!)



# 15. 72 Hour Kit for Your Home

**It's Never too Early to Prepare!** Disasters seldom give warning and are often devastating to their victims.

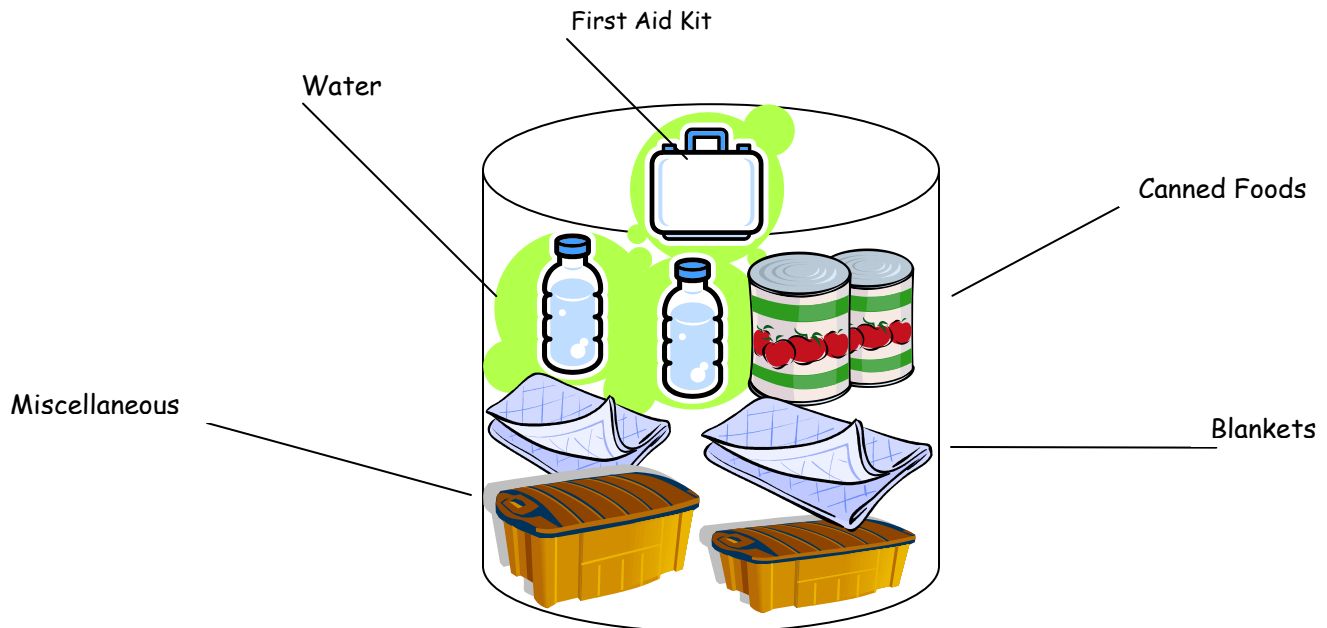
**Prepare yourself for a minimum of 3 days.** Due to overwhelming need or no road access, emergency services may not be available for up to 72 hours after a major disaster.

## STORING EMERGENCY SUPPLIES

Choose a location, such as a closet or "safety corner" in the garage, where it is cool and dark. If you live in an apartment or have limited space, be innovative. Other possible storage locations include under the bed, under stairways, or even in a large box or plastic tub that can be covered with a tablecloth and used as an end table.

Layer supplies as shown, and keep them together in a container such as a plastic garbage can with wheels. Check every 6 months for food expiration dates, children's clothing sizes, etc.

Start with what you already have. If you're a camper or backpacker, you've got a head start. Your tent, cook stove, and other gear can double as emergency supplies.



# RESOURCES

Amador County Sheriff's Office of Emergency Services 209-223-6384

Website: [www.co.amador.ca.us/depts/oes](http://www.co.amador.ca.us/depts/oes)

Amador County Public Health 209-223-6407

Website: [www.co.amador.ca.us/depts/public\\_health](http://www.co.amador.ca.us/depts/public_health)

The Resource Connection 209-223-1624

[www.theresourceconnection.net](http://www.theresourceconnection.net)

Amador Child Care Council 209-257-5303

[www.amadorchildcarecouncil.org](http://www.amadorchildcarecouncil.org)

American Red Cross local district office 209-533-1513

Website: [www.redcross.org](http://www.redcross.org)

Centers for Disease Control (CDC)

Website: [www.cdc.gov](http://www.cdc.gov)

California Governor's Office of Emergency Services

Website: [www.oes.ca.gov](http://www.oes.ca.gov)

Homeland Security

Public Preparedness Website: [www.ready.gov](http://www.ready.gov)

FEMA

Public Preparedness Website: [www.fema.gov](http://www.fema.gov)