



Emergency/Disaster Preparedness & Response Toolkit

A Guide for Nevada's Family, Friend, & Neighbor Providers

*State of Nevada Child Care and Development Program
The Children's Cabinet & The Las Vegas Urban League*

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INTRODUCTION

Using this Toolkit

This toolkit is intended to provide guidance for Family, Friend, and Neighbor child care providers in Nevada with both preparation for and response to emergency situations or natural or man-made disaster scenarios. The information provided in this kit will guide the provider in completing all possible preparations before an emergency occurs, in addition to providing guidance during the response and recovery phases. Utilize the tools provided in the Appendix to ensure your site is as prepared as possible. Being organized and well-prepared to respond confidently in a time of crisis is one of the most important things a provider can do to ensure the safety and comfort of all children in their care.

All tools, instructions, and contact information should be updated on a regular basis. It is the responsibility of the provider to make regular updates to the information in this toolkit that is specific to their caregiving scenario. It is the responsibility of the Child Care and Development Program (CCDP) to ensure that all general information is up-to-date within the toolkits and that they are re-issued to all providers when updates are made. To request an update or provide feedback on this toolkit, please contact the CCDP at ccdp@dwss.nv.gov.

Toolkit Objectives

The objective of this toolkit is to provide Nevada's home-based child care providers with basic tools and guidance they may require during the first 72 hours of an emergency or disaster situation. The primary focus of these objectives is to assist you, the provider, with:

- Being as prepared as possible for various emergency or disaster situations
- Enhancing your abilities to respond and recover from emergencies or disasters
- Reducing the impact that emergencies or disasters have on the children in your care
- Being aware of your environment and the resources available to you
- Successfully returning to operating your child care services following an emergency or disaster situation



HOW TO BE PREPARED

When an emergency or a disaster (natural or man-made) occurs, it is vital for those providing child care services to have in place all necessary preparations. Being as prepared as possible reduces the risks associated with emergencies, in addition to providing relief from fear and anxiety. Being organized and knowing beforehand how to safely and quickly respond to various emergency situations is the first step in being prepared. This section provides guidance and suggested tools for successfully preparing your child care service for responding to an emergency or disaster.

Drills

A drill is a “run-through” of how to respond appropriately and calmly to the onset of an emergency or disaster. The drill should include all staff members and children in care to ensure that everyone understands their roles and responsibilities during an emergency.

It is recommended that you conduct drills that are appropriate for potential emergencies or disasters that could occur in your community or region (e.g. earthquakes, floods, fire, etc.). While conducting drills, operators should be mindful that in a real emergency, utilities such as phones or running water may not be available. You may also be dealing with intense weather conditions, such as extreme heat or extreme cold. Knowing what to do to keep yourself, your staff, and the children in your care safe in the most extreme situations can provide relief and confidence in an otherwise chaotic environment. Practicing drills on a regular (e.g. quarterly or bi-annual) basis will:

- Assist you in responding independently until first responders can reach and aid you
- Assist your staff and the children in your care to remain calm, understand, and cope during and after the emergency
- Allow you to resume running your child care service more quickly

Drills should be conducted on both an announced and unannounced basis. This will allow for more realistic reactions from staff and children to be recognized and for improvements to be made. In general, adults and children alike respond more calmly when they feel prepared. Drill logs and the Evacuation Drill Permission Form are included in the Appendix of this toolkit.

The CCDP recommends that all child care providers practice the following drills:

Fire Drill

This drill should include a demonstration of the fire alarm and a reminder of available exits. Children and staff should participate in the practice of crawling out of the building on hands and knees in case smoke fills the room as well as Stop, Drop and Roll. Contact your local fire department to provide on-site information. Staff should know locations of fire extinguishers and be trained regularly how to properly use them. A drill is a good time to replace the batteries and test all smoke detectors and carbon monoxide detectors.

Earthquake Drill

Children and staff should participate in the practice of “Drop! Cover! and Hold On!” The drill should include what happens after the shaking stops, including assessing the building and the outdoors for safety. Evacuations may be needed if the building is unsafe. Use a checklist to make sure your child care facility is earthquake ready.

Lockdown/Shelter-in-Place Drill

During lockdown or shelter-in-place drills you will take immediate shelter and stay where you are. Some reasons for needing to lockdown or shelter-in-place include threats of violence, release of hazardous materials or extreme weather conditions. During these conditions seek protection in an interior room in your facility with no or few windows. The length of time you shelter may be brief or long. Drill for threats of violence using code words to alert staff of threats so that children will not be alarmed or panic.

Evacuation Drill

An evacuation occurs when children and staff need to leave the building because of a crisis situation. An evacuation may last a few minutes or a few days. You should have 2 evacuation sites; one close by and another outside of your neighborhood. Have easy access to a Ready-to-Go Kit that includes children's and staff's emergency contact information and any key documents. It is important that you have prior agreements with your evacuation sites. You may use the Evacuation Site Agreement Form in the Appendix to develop a written agreement with your evacuation sites. These agreements should be updated and renewed on a yearly basis.

Providers should ensure that each child has an Evacuation Drill Permission Form filled out, signed, and on file. A good time for parents to complete this form and learn about your emergency preparedness plan is when they enroll their child in your care service. An Evacuation Drill Permission Form can be found in the Appendix.

Use the appropriate checklist to document your drills and preparedness activities. Complete the form each time an item is completed or reviewed. Use the tool to make notes for improving the activity the next time it is conducted.

Emergency Supplies

During an emergency or disaster providers may need to be self-reliant and self-sustaining for at least 72 hours without assistance from first responders. Providers should have supplies on hand for both short-term and long-term emergencies. Try to keep in mind that these kits should be portable if you need to evacuate your facility. A list of supplies can be found in the Appendix.

- Emergency supplies should be stored in an accessible and cool, dry location
- Supplies should be stored in non-crushable containers
- Check supplies regularly for expiration dates and refresh stock as needed
- Replace any used items
- Include hygiene supplies and medications for children and staff



Basic Safety Items and Maintenance Practices

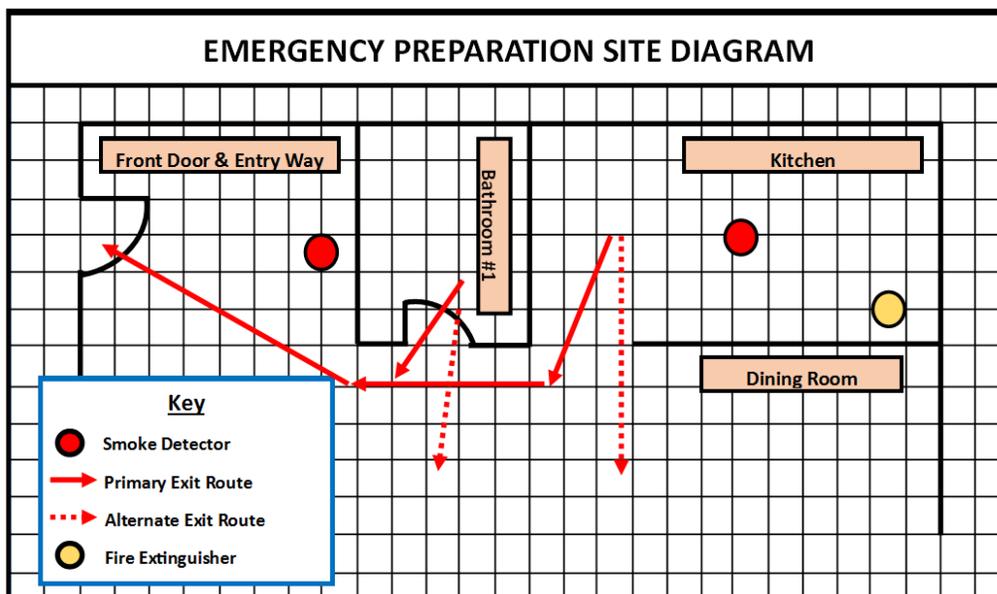
Ensuring that all basic household safety items are well-maintained and ready for use is a key step in being prepared to respond to an emergency. Listed here are some additional items and practices that you can maintain in order to be as prepared as possible for an emergency or disaster.

- **Fire Extinguishers:** The appropriate type of fire extinguisher for your child care environment should be installed, properly charged, and ready for use. Be mindful of expiration dates. Regular training on proper extinguisher use should be provided to all staff.
- **Smoke Detectors:** Smoke detectors should be present and functional in each room of the home, including the kitchen. Every six months, detectors should be tested and batteries replaced.
- **Carbon Monoxide Detectors:** If not part of the same device, carbon monoxide detectors should be located near smoke detectors throughout the care environment. Every six months, detectors should be tested and batteries replaced.
- **First-Aid Kit:** All first-aid kits should be kept updated, with used or disturbed items being replaced on a regular basis.
- **Exit Signs:** All exits should be unobstructed and clearly marked at all times.
- **Shut-off Valves:** Providers should know the location of their water and gas shut off valves, and this should be knowledge that is shared amongst all staff. Ensure the proper tools for shut-off are accessible at all times.

Emergency Preparation Site Diagram

It is recommended that all providers have an accurate depiction of their child care site, and where all necessary emergency supplies are located. This tool will not only assist you, the provider, with being organized and knowing the ins and outs of your site, but will also aid first responders with having a quick reference of your site's layout, exits, and supply locations.

Below is an example of what a site diagram could look like. Some important things to make sure are present in your diagram include, but are not limited to: fire extinguishers, smoke detectors, first-aid kits, primary and alternate exit routes, shut off valves for gas, water, and electricity, evacuation meeting area, a "safe" interior room (no windows), interior "safe" earthquake gathering location, etc. A template has been provided in the Appendix for you to create your own site diagram.



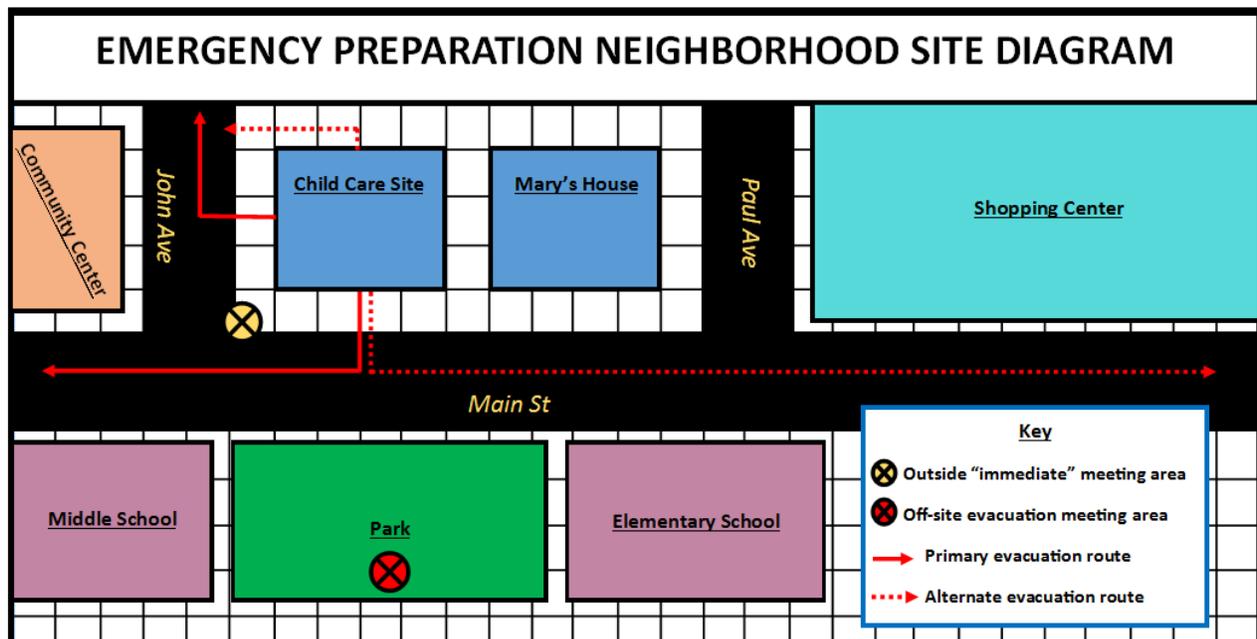
Knowing Your Neighbors

A good starting point in readying your site for an emergency or disaster scenario is to know your neighbors. These individuals may be the first available people to assist you in your time of need, as professional first responders may not be immediately available. It is recommended that you introduce yourself, your child care service, as well as exchange contact information.

Neighborhood Site Diagram

Similar to having a depiction of your child care site, it is recommended that all providers have an accurate depiction of their neighborhood and surrounding community resources. This tool will be helpful in assisting you in becoming familiar with your surrounding environment, making evacuation plans, as well as where you or your staff can seek appropriate help in an emergency.

Below is an example of what a neighborhood site diagram could look like. Some important things to make sure are present in your diagram include, but are not limited to: evacuation gathering location, off-site evacuation gathering location, fire station, police station, hospitals, parks, community centers, schools, etc. A template has been provided in the Appendix for you to create your own site diagram.



EMERGENCY TELEPHONE NUMBERS

Provided in this section are the individual contact phone numbers for your local emergency response agencies. ***Remember, in the event of any emergency, always dial 9-1-1.***

Northern Nevada

Law Enforcement

- Reno Police Department Non-Emergency Calls: 775-334-2121
- Sparks Police Department Non-Emergency Calls: 775-353-2231
- Washoe County Sheriff Non-Emergency Calls: 775-328-3001
- Carson City Sheriff Non-Emergency Calls: 775-887-2500
- Nevada Highway Patrol Non-Emergency Calls: 775-688-2500

Medical Services

- REMSA - Regional Emergency Medical Services Authority
Non-Emergency Calls: 775-858-5700

Fire Departments

- Reno Fire Department Non-Emergency Calls: 775-334-2300
- Sparks Fire Department Non-Emergency Calls: 775-353-2231
- Truckee Meadows Fire Non-Emergency Calls: 775-326-6000
- NV Division of Forestry Non-Emergency Calls: 775-684-2500

Hospitals

- Renown Regional Medical Center 775-982-4100
- Saint Mary's Medical Center 775-770-3000
- Northern Nevada Medical Center 775-331-7000
- Carson-Tahoe Medical Center 775-445-8000

Utility Companies

- NV Energy 775-834-4100
- Truckee Meadows Water Authority (TMWA) 775-834-8090
- Charter Spectrum Communications 833-267-6094
- Southwest Gas Corporation 877-860-6020

Southern Nevada

Law Enforcement

- Las Vegas Metropolitan Police Department Non-Emergency Calls: 702-828-3111
- North Las Vegas Police Department Non-Emergency Calls: 702-633-9111
- Henderson Police Department Non-Emergency Calls: 702-267-5000
- Nevada Highway Patrol Non-Emergency Calls: 702-486-4100

Medical Services

- Medic West Ambulance Non-Emergency Calls: 702-650-9900
- American Medical Response Non-Emergency Calls: 702-384-3400
- Guardian Elite Medical Services Non-Emergency Calls: 702-436-7911

Fire Departments

- Clark County Fire Department Non-Emergency Calls: 702-455-7311
- Las Vegas Fire Department Non-Emergency Calls: 702-383-2888
- North Las Vegas Fire Department Non-Emergency Calls: 702-633-1102
- Henderson Fire Department Non-Emergency Calls: 702-267-2222

Hospitals

- University Medical Center 702-383-2000
- Sunrise Hospital 702-961-5000
- Valley Hospital Medical Center 702-388-4000
- Summerlin Hospital 702-233-7000
- Centennial Hills Hospital 702-835-9700
- St. Rose Dominican (Rose de Lima/Henderson) 702-564-2622

Utility Companies

- NV Energy 702-402-2900
- Southern Nevada Water Authority (SNWA) 702-862-3400
- Cox Communications 702-383-4000
- Southwest Gas Corporation 877-860-6020

Other Emergency Contacts

Name: _____

Number: _____

Relationship: _____

Number: _____



STAFF ROLES AND RESPONSIBILITIES

Roles and Responsibilities

All child care staff (as well as any other adult household members who could potentially be on-site at the time of an emergency) should be assigned a role in the event of an emergency or disaster situation. It is vital that individual skill sets, strengths, and weaknesses be considered when assigning roles. If every individual does not have an assigned role, that is okay. It is important to cross-train all staff/adults at your site. This is not only encouraged so everyone can practice and be comfortable with the emergency plan, but also for the potential scenario of alternate individuals needing to step into different roles due to absence or incapacitation. Ongoing training should be provided, and all individuals should be comfortable with their role and associated responsibilities. Roles such as Leader, Assistant Leader, Communications, Supervision of Children, and Transportation, etc. should be assigned to appropriate and capable staff, with clear responsibilities provided and practiced.

It is recommended that a list of staff/adults and their current assignments be maintained and kept as part of your emergency response plan. Included in the Appendix is a Roles and Responsibilities of Staff log.

Caring for Children with Special Needs

Child care providers who serve children with special needs must ensure that provisions for preparation and response are in place for emergency scenarios. When identifying staff roles and responsibilities, it is good practice to designate individuals to care for these children and their specific needs. Consideration of the following (not all-inclusive) should be made when ensuring the health and safety of children with special needs during an emergency:

- Special equipment, and whether or not it is portable
- Evacuation sites that are accessible and prepared to handle special needs (e.g. wheelchair access, etc.)
- Preservation of lists of medications, doctors, specialists - specific to each child
- Backup power sources for medical equipment
- Plans for refrigeration of medication

It is recommended that a list of children who require special assistance is maintained and kept as part of your emergency response plan (tool included in the Appendix). This list should also include the individual responsible for these children during an emergency (if different than the identified 'Supervision of Children' assignee, as mentioned above), what their need(s) is, medication, special equipment, and medical provider contact information.



EMOTIONAL SUPPORT

The emotional impact that an emergency or disaster situation can have on both adults and children can sometimes outweigh the physical damage done to businesses and homes. How you respond to the immediate emotional needs of children and adults during a traumatic experience plays a direct role in the effectiveness of recovery. Feelings of fear, anxiety, helplessness, and vulnerability are common during and following a traumatic event. With the right strategies and support, providers and the children they care for can experience a faster recovery. It is important to communicate openly with children following trauma and reassure them that it's normal to feel scared or upset. Children will look to you for cues on how they should respond to traumatic events, therefore it is important that you deal with symptoms of trauma in a positive way. Educating yourself on what to expect from children and adults during times that can otherwise be chaotic will assist you in both responding to the situation, and supporting those who need it most.

Children's Reactions to Emergencies and Disasters by Age

Below are the most commonly-expected reactions in children following a disaster or other traumatic event.

Infant - Birth through 2 years of age

When children are pre-verbal and experience a trauma, they do not have the words to describe the event or their feelings. However, they can retain memories of particular sights, sounds, or smells. Infants may react to trauma by being irritable, crying more than usual, or wanting to be held and cuddled. The biggest influence on children of this age is how their parents cope. As children get older, their play may involve acting out elements of the traumatic event that occurred several years in the past and was seemingly forgotten.

Preschool - 3 through 6 years. Preschool children often feel helpless and powerless in the face of an overwhelming event. Because of their age and small size, they lack the ability to protect themselves or others. As a result, they feel intense fear and insecurity about being separated from caregivers. Preschoolers cannot grasp the concept of permanent loss. They can see consequences as being reversible or permanent. In the weeks following a traumatic event, preschoolers' play activities may reenact the incident or the disaster over and over again.

School age - 7 through 10 years. The school-age child has the ability to understand the permanence of loss. Some children become intensely preoccupied with the details of a traumatic event and want to talk about it continually. This preoccupation can interfere with the child's concentration at school and academic performance may decline. At school, children may hear inaccurate information from peers. They may display a wide range of reactions – sadness, generalized fear, or specific fears of the disaster happening again, guilt over action or inaction during the disaster, anger that the event was not prevented, or fantasies of playing rescuer.

Pre-adolescence to adolescence - 11 through 18 years. As children grow older, they develop a more sophisticated understanding of the disaster event. Their responses are more similar to adults. Teenagers may become involved in dangerous, risk-taking behaviors, such as reckless driving, or alcohol or drug use. Others can become fearful of leaving home and avoid previous levels of activities. Much of adolescence is focused on moving out into the world. After a trauma, the view of the world can seem more dangerous and unsafe. A teenager may feel overwhelmed by intense emotions and yet feel unable to discuss them with others.

Supporting Emotional Recovery in Children and Adults

Children

Disasters can leave children feeling frightened, confused, and insecure. Whether a child has personally experienced trauma, has merely seen the event on television, or has heard it discussed by adults, it is important for parents and teachers to be informed and ready to help if reactions to stress begin to occur.

Children may respond to disaster by demonstrating fears, sadness or behavioral problems. Younger children may return to earlier behavior patterns, such as bedwetting, sleep problems, and separation anxiety. Older children may also display anger, aggression, problems in school, or withdrawal. Some children who have only indirect contact with the disaster but witness it on television may develop distress.

Some helpful methods of assisting children in coping with a recent traumatic experience include the following:

- **Talk!** Communicate with children about what they think happened. Provide simple, age-appropriate, and accurate answers to their questions. It is important to listen closely and communicate with children about their fears. If a child understands upsetting details that are true, do not deny them.
- Children often use repetition of information as a comfort. Always maintain consistent responses and information.
- If a child does not want to talk, encourage them to draw pictures. Don't add additional stress by pressuring them to talk.
- Never promise a child that everything will be okay.
- Limit or completely eliminate all exposure to media.
- Maintain a regular and familiar routine as much as possible. Structure provides comfort.



Adults

Sometimes adults require even more guidance and encouragement in coping with emergencies or disaster situations. Helpful methods of supporting adults in dealing with trauma include the following:

- Make stress reduction a priority. Engage in activities that make you feel relaxed and happy. Try to avoid repetitive or obsessive thinking revolving around the traumatic event.
- Avoid denying emotions as even the most intense emotions will pass if you allow yourself to feel them.
- Understand that everyone reacts differently to stress and trauma - tolerance is key. Be aware and tolerant of your own reactions and feelings, in addition to the reactions and feelings of others.
- Encourage your staff to take breaks to eat, rest, and relax, even if only for a short time.
- Remember to care for your own needs as well. If you are the Leader, and you have not eaten or rested, you will not be able to effectively support others in your care.

Remember, everyone copes with stress and trauma in different ways. It is most helpful for recovery to acknowledge your feelings, and the feelings of those in your care, both child and adult. Contact local faith-based organizations, voluntary agencies, or professional counselors for counseling. Additionally, FEMA and State and local governments of the affected area may provide crisis counseling assistance.



FAMILY REUNIFICATION

Reunifying unaccompanied minors and separated or missing children with their parents or legal guardians in the aftermath of a disaster is a priority. Accomplishing this goal requires the efficient, coordinated use of resources and efforts from across the whole community and all levels of government.

Preparing Before an Emergency or Disaster

Individual and community preparedness is fundamental to the success of reunification efforts. In addition to having a plan in place as to where to relocate in an evacuation scenario, there are several steps that providers can take to be as prepared as possible to facilitate the reunification of parents and their children during the chaos of an emergency or disaster situation. Taking precautions and ensuring your organization and preparedness will help to minimize the time that children are separated from their families following an incident.

Child Emergency Information Form/Card

Emergency contact information must be kept on record for every child in your care and should be updated on a regular basis due to frequent changes that occur from family to family. The following steps can be taken to ensure your child care service is prepared with as much information as possible for each child in care.

- Maintain up-to-date records for each child using the Child Emergency Contact Information Form (included in the Appendix). A copy of this should be kept with the child's records, as well as in the Emergency and Disaster Toolkit for use during times of evacuation.
- If you use Child Emergency Information Cards (included in the Appendix) for evacuation purposes, they can be clipped or pinned to the child's shirt or backpack for ease of access and identification.
- Child Emergency Contact Information Forms that are kept at the child care site should be maintained with other records, in a safe and secure place that is only accessible by authorized personnel.

Reunification Following an Emergency or Disaster

Reunification can occur relatively immediately following an emergency situation, but sometimes the process of reconnecting children with their families can be complicated and can take significant time to complete.

Communication and preparation in cooperation with the parents of the children in your care is the first step in being prepared to be able to reunify in a time of unexpected separation. Sharing your emergency evacuation plan, intended external meeting location, and intended off-site meeting location is vital for parents to be able to have an expectation of where their children might be safely relocated to in the event of an emergency. If you have identified a staff member as being in charge of 'communications', they should be responsible to contact parents once safe and successful evacuation has occurred.

Another proactive step that providers can take that will assist with rapid reunification in a time of chaos is ensuring that a staff member (or other designated adult) has been assigned the role of supervising the children in care. This allows other adults to respond as needed to different situations while having the peace of mind that the children are safe and comfortably being cared for. If a child in your care is unaccounted for, follow these steps to attempt to locate them:

1. If it is safe to do so, check the last known location of the child.
2. If it is safe to do so, search the child care site (home), thoroughly. Check closets, underneath beds and other furniture, the garage, the yard, yards of neighbors or known friends nearby, etc.
3. Ask the other children in your care if they know where the child might be.
4. Call 9-1-1 and report the child as missing. Be prepared to provide the information on the child's Emergency Contact Information Form/Card.

It may be necessary for providers to reach out to additional agencies if you are unable to locate a missing child. Agencies that are helpful in these situations are listed below (not all-inclusive):

- The National Center for Missing and Exploited Children reunification system is a 24-hour hotline. 1-800-THE-LOST (1-800-843-5678) / TTY 1-800-826-7653 or www.missingkids.com
- The Unaccompanied Minors Registry (UMR) is a tool for reporting children who have been separated from their parents or legal guardians as a result of a disaster. www.missingkids.com/DisasterResponse
- The National Emergency Child Locator Center (NECLC) will be activated immediately after a Presidentially-declared disaster. 1-866-908-9572 or <https://egateway.fema.gov/inter/nefirls/home.htm>
- The Children's Cabinet Resource & Referral Agency 775-856-6200 or www.childrencabinet.org
- The Las Vegas Urban League Resource & Referral Agency 702-473-9400 or <http://childcarelv.org/en/>



SERVICE DISRUPTIONS & SUBSIDY CONTINUATION

An emergency or disaster may result in unexpected disruptions in the availability of normal child care services, as well as the provider reimbursement processes. The Children's Cabinet and Las Vegas Urban League field staff are prepared to support providers in their responses to emergency and disaster situations by maintaining "office in a box" kits that can be transported and quickly utilized from any location.

Identifying the Severity of the Emergency or Disaster Situation

Different responses and plans of action must be identified and practiced in order for child care providers to be as prepared as possible to react in an emergency or disaster. Will the event cause only a temporary disruption in your business day? Will the event cause a true "interruption of service" from which you will have to take specific steps to recover and resume normal operations? Providers must be able to identify the impact that the emergency event will have on their site, as well as the operation of their business.

An "interruption of service" in Nevada is defined by the CCDP as an unexpected emergency or disaster (natural or man-made) situation that may remove or prohibit the operator and/or staff of a child care program or service from providing services in their regular location. An example of an "interruption of service" would be a fire in the home, causing evacuation and damage that must be repaired prior to the provider being able to resume normal operations.

An event that does not cause a true "interruption of service" is one that a provider could quickly recover from and be able to resume normal operations within a reasonable amount of time. An example of an event not causing an "interruption of service" would be the recognition and response to a gas leak. The staff and children would evacuate from the site, and contact emergency services and the appropriate utility company for assistance. Upon evaluation of the site, correction of the issue, and official approval by the appropriate authority to resume operations, the provider (as well as all staff and children) could re-enter the site and continue with their business day.

Continuation of Subsidy Assistance to Families

In the event that a child care site experiences an emergency or disaster which causes an "interruption of service", the provider, in cooperation with the CCDP, must identify the needs of each family they provide care for, and implement procedures which ensure the ongoing maintenance and availability of subsidy assistance.

The CCDP and child care provider must work closely with local partners to disseminate information to child care providers and families regarding local relief/recovery efforts. Ongoing benefits will be maintained based on the CCDP policies and procedures that are in place at the time of the emergency or based on a Policy Transmittal or Informational Memorandum that would be released regarding the event.

Should the Nevada Child Care System (NCCS) be compromised and unavailable, additional procedures must be enacted. If the system is down and it is not anticipated to be reestablished within 5 days, all services will be administered through paper documentation (paper certificates). Provided Children's Cabinet or Las Vegas Urban League staff are available, able to access families, and assist in the emergency, they will facilitate the issuance of updated emergency certificates, provider changes, and potentially, locating alternative child care sites.

Continuation of Reimbursement for Child Care to Providers

In the event that a child care site experiences an emergency or disaster which causes an “interruption of service”, the CCDP, in cooperation with the Children’s Cabinet and the Las Vegas Urban League, will ensure that child care providers who have active subsidy children receive reimbursement as quickly as possible.

Payments will be processed according to the CCDP policies and procedures that are in place at the time of the emergency or based on a Policy Transmittal or Informational Memorandum that would be released regarding the event. Should the accounting system be compromised due to the emergency or disaster, handwritten paper checks will be issued to reflect payments owed to providers based on the information available in the NCCS.

In the event the child care software system is down incoming timesheets will be manually processed for billing utilizing an off-line provider billing form, and payments will be issued using handwritten checks. A copy of the provider off line billing form will be issued to the provider to serve as their invoice.

Should the main subsidy assistance office be impacted by the emergency or disaster, and travel is a safe option, staff will be assigned to annex offices (permanent or temporary) to process provider reimbursements.



CONTINUATION OF BUSINESS OPERATIONS

Being as prepared as possible to protect your home and business, as well as quickly recover, during and after an emergency or disaster is the best thing providers can do to ensure they are able to resume providing child care services to families in need. It is possible for an emergency scenario to last 72 hours or more, which could mean potentially operating your business under different circumstances - even from a different location. It is essential to the continuity of your business to ensure your records are maintained in a secure location from which they can be recovered following an emergency.

Vital Records and Documents

Documents that are important to the operation of your child care site should be kept in fireproof, waterproof, and portable containers. The following documents should be kept in multiple locations, and updated as necessary:

- Child Roster/Attendance Sheet(s)
- Child Emergency Contact Information Form for each child in your care
- Photograph of each child in your care
- Equipment and supply inventory (including computers/laptops)
- Insurance records for your home (child care site)
- Insurance records for vehicles
- Registration documents for vehicles
- Mortgage/Lease documents
- Bank account documents
- Child Care Provider Service Agreement
- Employment records for all child care staff

Electronic Documents and Backup Provisions

In addition to maintaining paper (hard) copies of the items listed above, it is recommended that providers also maintain electronic (soft) copies of them as well. Providers should consider not only saving these items to their computer or laptop's hard drive, but also to a removable drive (such as a USB jump drive or an external hard drive). Having your documents on a portable USB device can assist you in having immediate access to your business records should you be required to continue operating your child care business from an alternate location following an emergency or disaster. Providers should ensure these records are updated as needed, or on a regular basis (e.g. every 3 months).

Included in your important document collection should be an accurate inventory of your electronic devices, such as computers, and laptops. Each item listed should also have the associated model, serial number, purchase date, cost, and current record date listed with it. This will be especially helpful should hardware be damaged, relocated, or utilized by other individuals at alternate locations.

APPENDIX

Parent Information Card

Parent Information Card

Child Care Provider/Facility Name: _____

Director/Owner Name: _____

Alternate Staff Member Name: _____

Address of Child Care Site: _____

Phone #: _____ Cell Phone #: _____

Primary Evacuation Location/Address: _____

Primary Evacuation Location Phone Number: _____

Secondary Evacuation Location/Address: _____

Secondary Evacuation Location Phone Number: _____

Children's Cabinet Phone #: 775-856-6200 Web: www.childrencabinet.org

Las Vegas Urban League Phone #: 702-473-9400 Web: <http://childcarelv.org/en/>

Out-of-State Contact (in case in-state calls cannot be made)

Name: _____ Phone/Cell #: _____

Child Emergency Information Card

Child Emergency Information Card

Child First and Last Name: _____

Nickname: _____ Date of Birth: _____

Home Address: _____

Home Phone Number: _____

Parent/Guardian First and Last Name: _____

Cell Phone #: _____ Work Phone #: _____

Email Address: _____

Out-of-State Contact (in case in-state calls cannot be made)

Name: _____ Phone/Cell #: _____

Physician Name: _____ Phone #: _____

Medical Condition/Special Needs/Allergies/Medications: _____

Child Emergency Contact Information Form

Child's Name

Date of Birth

M F
Sex

Parent's/Guardian's Name

Parent's/Guardian's Name

Home Phone

Work Phone

Home Phone

Work Phone

Email Address

Email Address

Address

Address

City, St, Zip Code

City, St, Zip Code

Place of Employment

Department

Place of Employment

Department

Contact Person

Phone Number

Contact Person

Phone Number

Fire or Disaster Evacuation Drill Permission Form

We will be practicing emergency evacuation drills at various times throughout the year.

This Evacuation Drill Permission Form provides a release stating that you as the parent/guardian authorize _____ child care provider to take your child off the child care site for the purpose of practicing an evacuation drill.

The evacuation practice or drill may require walking your child to primary and alternative evacuation sites. This permission slip also covers my child's participation in emergency evacuation drills throughout the year. This will involve leaving the child care facility site with providers and staff.

I will be notified in advance that this evacuation drill will take place. I know that all possible care and safety will be provided for my child. Therefore, in case of an accident I will not hold the child care site and or staff responsible.

Child Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Primary Evacuation Site Name: _____

Primary Evacuation Site Address: _____

Secondary Evacuation Site Name: _____

Secondary Evacuation Site Address: _____



Recommended Earthquake Safety Actions

Federal, State, and local emergency management experts and other official preparedness organizations all agree that “**Drop, Cover, and Hold On**” is the appropriate action to reduce injury and death during earthquakes. Great ShakeOut Earthquake Drills (www.ShakeOut.org) are opportunities to practice how to protect ourselves during earthquakes.

You cannot tell from the initial shaking if an earthquake will suddenly become intense...so always Drop, Cover, and Hold On immediately!

In MOST situations, you will reduce your chance of injury if you:

DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.

COVER your head and neck with one arm and hand

- If a sturdy table or desk is nearby, crawl underneath it for shelter
- If no shelter is nearby, crawl next to an interior wall (away from windows)
- Stay on your knees; bend over to protect vital organs

HOLD ON until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands.

If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be start of the big one...and that’s why you should always Drop, Cover, and Hold On immediately!

These are guidelines for most situations. Read below to learn how to protect yourself in other situations and locations or visit www.earthquakecountry.org/step5.





Recommended Earthquake Safety Actions

Indoors: Drop, Cover, and Hold On. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. However, do not try to move more than 5-7 feet before getting on the ground. Do not go outside during shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor: bend forward, Cover your head with your arms, and Hold On to your neck with both hands.

In a wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available. See EarthquakeCountry.org/disability for recommendations for people who use wheelchairs, walkers, or are unable to drop to the ground and get up again without assistance.

In bed: Do not get out of bed. Lie face down to protect vital organs, and Cover your head and neck with a pillow, keeping your arms as close to your head as possible, while you Hold On to your head and neck with both hands until shaking stops. You are less likely to be injured by fallen and broken objects by staying where you are.

In a high-rise: Drop, Cover, and Hold On. Avoid windows and other hazards. Do not use elevators. Do not be surprised if sprinkler systems or fire alarms activate.

In a classroom: Drop, Cover, and Hold On. Laboratories or other settings may require special considerations to ensure safety. Students should also be taught what to do at home or other locations.

In a stadium or theater: Drop to the ground in front of your seat or lean over as much as possible, then Cover your head with your arms (as best as possible), and Hold On to your neck with both hands until shaking stops. Then walk out slowly, watching for anything that could fall during aftershocks.

In a store: Drop, Cover, and Hold On. Getting next to a shopping cart, beneath clothing racks, or within the first level of warehouse racks may provide extra protection.

Outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards. Then Drop, Cover, and Hold On. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

MYTH – Head for the Doorway:

An enduring earthquake image of California is a collapsed adobe home with the doorframe as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. We now understand that doorways are no stronger than any other part of the house, and do not provide protection from falling or flying objects. You are safer under a table.



Recommended Earthquake Safety Actions

Driving: Pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking stops, then proceed carefully by avoiding fallen debris, cracked or shifted pavement, and emergency vehicles. If a power line falls on the car, stay inside until a trained person removes the wire.

Near the shore: Follow instructions above for your particular location. Then as soon as shaking reduces such that you are able to stand, walk quickly to high ground or inland as a tsunami may arrive soon. Don't wait for officials to issue a warning. Walk, rather than drive, to avoid traffic, debris, and other hazards.

Below a dam: Follow instructions above for your particular location. Dams can fail during a major earthquake. Catastrophic failure is unlikely, but if you live downstream from a dam, you should know flood-zone information and have prepared an evacuation plan for getting to high ground.

More information:

<http://www.shakeout.org/dropcoverholdon>

[Earthquake Safety Video Series](#) (Great Shakeout YouTube Channel)

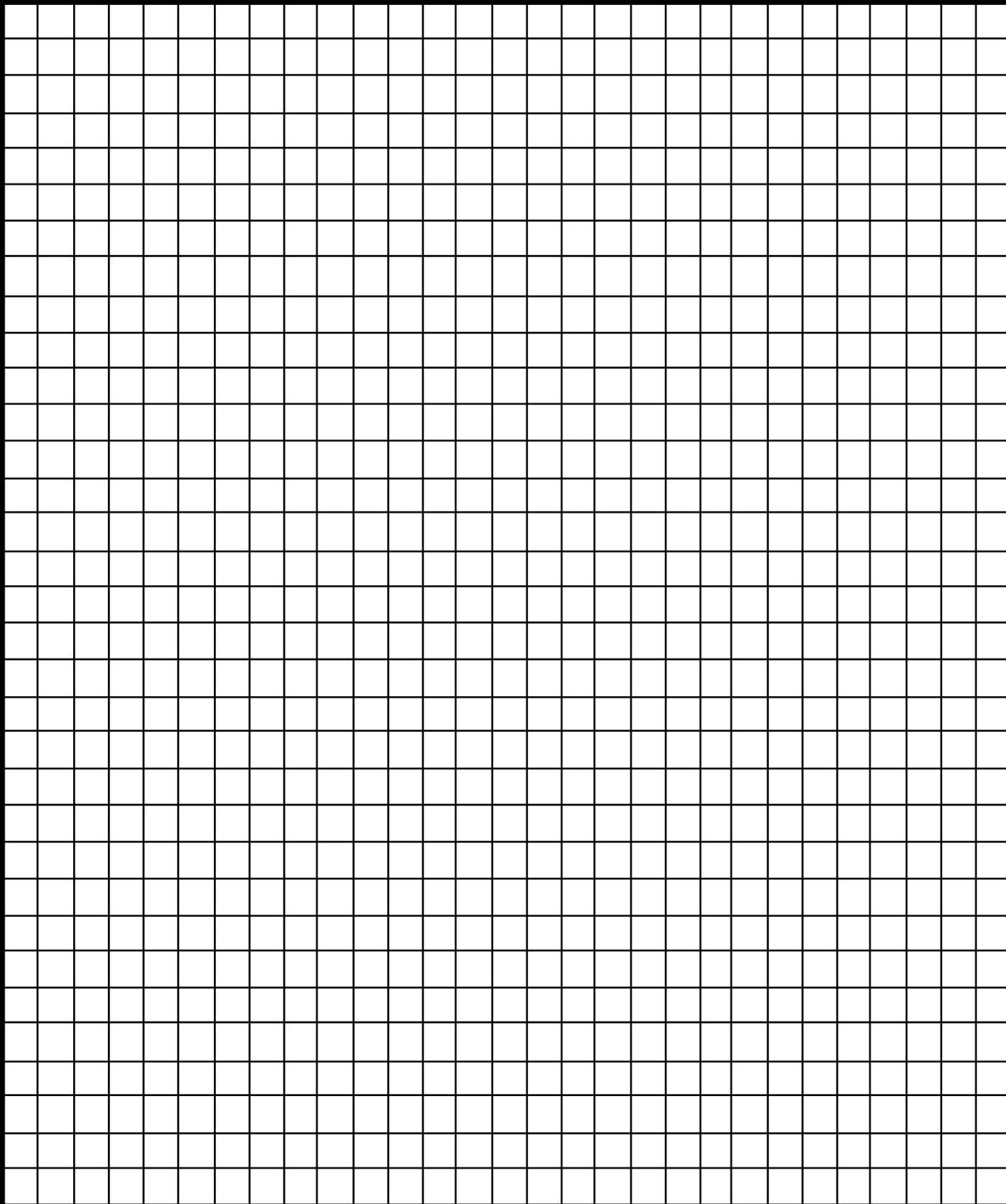
Additional Resources

- Federal Emergency Management Agency (FEMA)
www.ready.gov/individuals-access-functional-needs
- Earthquake Country Alliance
www.EarthquakeCountry.org/disability
- Centers for Disease Control and Prevention (CDC) www.cdc.gov/Features/EmergencyPreparedness
- Preparing Together - Salvation Army
www.preparingtogether.org/
- Resources for people with disabilities and others with access & functional needs
www.JIK.com/disaster.html

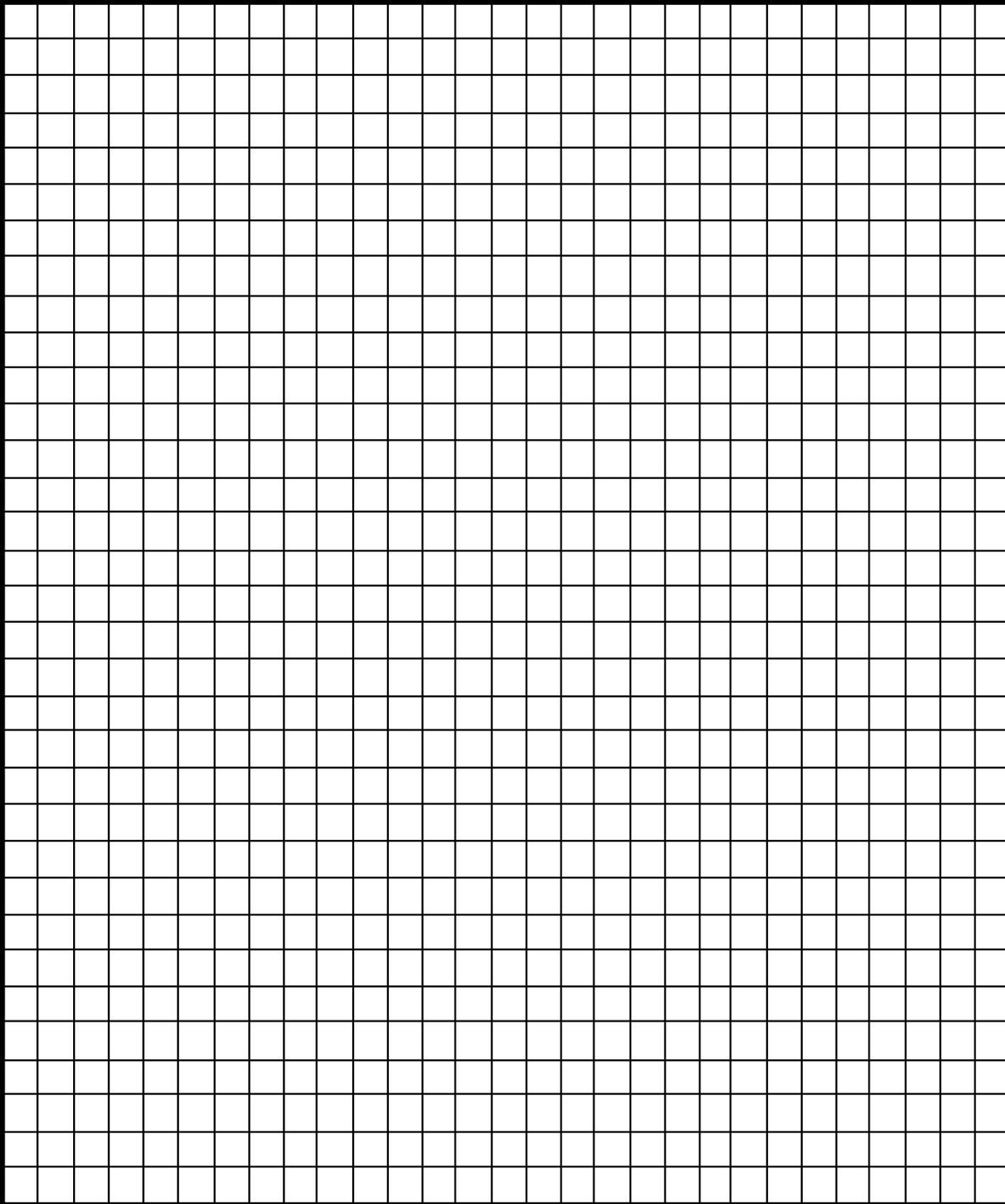
Short and Long-term Emergency Supply Lists

Category	Short-term Kit <small>This is appropriate for evacuation for up to 24 hours</small>	Long-term Kit <small>This is appropriate for lockdown or shelter-in-place for up to 72 hours</small>
Contact Information/ Important Documents	<ul style="list-style-type: none"> o Child Emergency Information Cards o Emergency plans and number o Medical Releases o Evacuation site agreements and maps o Emergency Files 	<ul style="list-style-type: none"> o Child Emergency Information Cards o Emergency plans and number o Medical Releases o Evacuation site agreements and maps o Emergency Files
Food and Water	<ul style="list-style-type: none"> o One gallon of water for every four children/ staff o Non-perishable food items such as granola bars and crackers o Formula/appropriate food for infants o Disposable cups, plates and bowls o Utensils 	<ul style="list-style-type: none"> o ½ gallon of water per child and 1 gallon per adult per day o Non-perishable food items such as canned fruit and meat o Formula/appropriate food for infants o Disposable cups, plates and bowls o Utensils o Non-electric can opener
First Aid	<ul style="list-style-type: none"> o Small First Aid Kit o Medications (monitor expiration dates) 	<ul style="list-style-type: none"> o Large First Aid Kit o Medications (monitor expiration dates)
Hygiene/Sanitation	<ul style="list-style-type: none"> o Disposable diapers o Wet wipes o Hand sanitizer o Toilet paper 	<ul style="list-style-type: none"> o Disposable diapers o Wet wipes o Hand sanitizer o Toilet paper o Paper towels o Plastic bags (varied sizes) o 5 gallon plastic bucket: To be used as a toilet for staff and children in case of evacuation or lapse in water availability
Safety	<ul style="list-style-type: none"> o Whistle o Flashlight o Twine or tape in case you need to protect children from hazards or keep children within a marked area o Pair of work gloves 	<ul style="list-style-type: none"> o Whistle o Flashlight o Extra batteries o Twine or tape in case you need to protect children from hazards or keep children within a marked area o Pair of work gloves o Permanent marker to write child's name on their clothing or body in case they get separated from adults o Duct tape for windows, doors and vents o Dust/filter mask (1 per person to be used in case of fire) o Goggles (1 pair per person)
Comfort	<ul style="list-style-type: none"> o Emergency cash (small bills) o Emergency blankets o Activity items: card games, crayons, paper, toys and books o Emergency Comfort Kit (1 per child) 	<ul style="list-style-type: none"> o Emergency cash (small bills) o Emergency blankets (1 per person) o Activity items: card games, crayons, paper, toys and books o Emergency Comfort Kit (1 per child) o Change of clothes for each person (children and staff)
Communication	<ul style="list-style-type: none"> o Radio with extra batteries or crank radio o Cell Phone 	<ul style="list-style-type: none"> o Radio with extra batteries or crank radio o Cell Phone o Signal/flare

EMERGENCY PREPARATION SITE DIAGRAM



EMERGENCY PREPARATION NEIGHBORHOOD DIAGRAM



Evacuation Site Agreement

I hereby give permission for _____, child care provider, to use the below listed site as an emergency evacuation site for child care staff and children during a drill or actual emergency event.

This agreement will remain in effect until Month, Date, Year: _____

The agreement may be terminated before this date by either party, but only with written notification.

Evacuation Site Name: _____

Evacuation Site Address: _____

Evacuation Site Contact Person: _____

Evacuation Site Contact Number: _____

Alternate Contact Number: _____

Is site accessible at all times the child care service is open? Yes _____ No _____

Include any information needed to access and enter the site? _____

Number of children and staff capacity: _____

Check any items that will be provided by the evacuation site during an emergency:

- Water Food People to assist
 Telephone Transportation Other: _____

Please include any special considerations (storage room, restrooms, wheelchair access, etc.): _____

Evacuation Site Representative

Printed Name: _____

Signature: _____ Date: _____

Child Care Provider/Director

Printed Name: _____

Signature: _____ Date: _____

REFERENCES

- 1) Federal Emergency Management Agency (FEMA) - *Coping with Disaster 07/19/2018* - <https://www.fema.gov/coping-disaster>
- 2) County of Los Angeles Public Health Emergency Preparedness Toolkit for Child Care Programs - <https://www.ccrcca.org/providers/emergency-preparedness>
- 3) Federal Emergency Management Agency (FEMA) - *Post-Disaster Reunification of Children: A Nationwide Approach 11/2013* - <https://www.fema.gov/media-library/assets/documents/85559>
- 4) Centers for Disease Control and Prevention (CDC) - *Caring for Children in a Disaster 09/24/18* - <https://www.cdc.gov/childrenindisasters/reunification.html>