Steps to Take During a Disaster

Home Evacuation:

- ☐ Make a quick assessment of the situation in the home and of any injuries to the children or adults
- ☐ Provider evaluates the evacuation route to be sure that it appears clear of obstructions
- ☐ Provider gives instruction to evacuate
- ☐ If possible and time allows, have children take jackets and coats
- ☐ Provider should take the following items:
  - disaster supplies which are stored *(where)*
  - attendance sheets
  - children's emergency and medical information/supplies
  - cell phone, if available
- ☐ Provider should assemble children 2 by 2 to evacuate the home (preferably one adult leading the children and one adult following behind). Infants will be evacuated *(how)*. Young toddlers will be evacuated by: *(how)*
- ☐ Take attendance; if safe to do so, have another adult search the home for anyone missing
- ☐ When everyone has reached the alternate site, have children sit down if possible
- ☐ If a gas leak or other incident that requires individuals be located further away from the child care, move children to the pre-designated area or no less than one block from the child care; The pre-designated location is *(where – at least one block away from child care)*
- ☐ Provider will evaluate the situation with the help of responding agencies (fire, police, etc.) and determine if it is safe to enter home. If not, determine if it is necessary to move to the alternate site location, or to stay put until it is safe to go back inside.
- ☐ Provider will notify parents as soon as possible if evacuation looks to be long term or if children are moved to alternate site location; parents will be notified *(how – note on the door, note left in a designated spot, call to out-of-area contact, other)*
- ☐ Provider will continue to communicate with parents and coordinate pick-up of children
- ☐ Provider may report incident to licensor
- ☐ Provider will complete a written incident report at the earliest opportunity; incident reports are stored *(where)*
- ☐ All parents will be notified of incident

This document was created using information from a disaster plan created by Clackamas County Community Health and modified by Multnomah County Health Department. Credit is given to Snohomish Health District Child Care Health Program and Snohomish County Department of Emergency Management for the initial development of the materials. The materials have been reviewed by the Oregon State Office of Child Care, Multnomah County Emergency Management and the Child Care Resource & Referral - Multnomah Resource Team

Intruder Alert / Lockdown:

If a person(s) comes into your home, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911.

If it is determined that the safety and health of children and staff are in jeopardy begin the *Intruder Alert procedure*.

- ☐ If the intruder is already inside the home, call 911.
- ☐ Gather all the children into one room away from the intruder
- ☐ Lock all doors, close and lock all windows, cover windows, and turn off lights; use a doorstop or other wedge to keep the door closed from the inside.
- ☐ Keep children away from windows and doors; position children in a safe place against walls or on the floor; position children behind a bookcase or turn a table on its side to use as a buffer
- ☐ Maintain as calm an atmosphere as you can. Provide quiet toys/items to help keep children quiet.
- ☐ Upon arrival, the local police, in conjunction with the Provider, will assume controlling responsibility and may evacuate the child care per police standard operating procedures
- ☐ When "All Clear" announcement is made by emergency personnel, normal activities should be resumed as soon as possible.

Building Lockout:

If the suspected intruder is not yet in the building, a lockout will be initiated.

- ☐ Any children outside in the yard must be brought inside immediately
- ☐ Immediately lock all exterior doors, close and lock all windows, and cover all windows
- ☐ Provider or designee will immediately call 911 and stay on the phone until help arrives; await further instructions from emergency response personnel
- ☐ Keep children away from windows and exterior doors
- ☐ Provider and other adults will maintain (as best they can) a calm atmosphere in the home, keeping alert to emotional needs of the children. Activity within the home may continue, but no access to the outside is permitted
- ☐ Provider will keep all children in the home until an all-clear signal has been given.
- ☐ Upon arrival, the local police, in conjunction with the Provider will assume controlling responsibility and may evacuate the home per police standard operating procedures
- ☐ When "All Clear" is heard, the provider will apprise other individuals in the home of the situation and counsel children. When the threat has been eliminated, normal activities should be resumed as soon as possible.
- ☐ Provider will apprise parents of all lockdowns or lockouts whether practice or real
- ☐ Provider may want to consider reporting incident to licensor