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## Disasters affect all of us

Two Disaster Response Handbook templates were created: a Child Care Center Disaster Response Handbook and a Family Home Child Care Disaster Response Handbook. They are intended to be adapted by child care providers and to give personnel step-by-step procedures for responding to disaster/crisis situations.

By filling in the information specific to your child care and following the listed instructions you will be able to create a response plan that can be used as a guide for any disaster, by any adult on the premises. Your plan will also have a preparedness element that will help you conduct routine drills, train your staff, and inform parents about your plans.

There is also an 8 minute video available showing what the parent-child reunification procedure looks like. This makes it easier to understand and to train staff.

Child Care Centers must follow WAC 170-295-5030 for disaster planning and WAC 212-12-044 for fire drills.

Family Home Child Care must follow WAC 170-296A-2850 for disaster planning and WAC 212-12-044 for fire drills.



For a copy of either the **Child Care Center** or **Family Home Child Care** Disaster Response Handbook templates, please go to:

Snohomish County Dept. of Emergency Management:  
[www.snohomishcountywa.gov/723/Specific-Needs-Preparedness](http://www.snohomishcountywa.gov/723/Specific-Needs-Preparedness)

Snohomish Health District:  
[www.snohd.org/Shd\\_CH/ChildCareHealth.aspx](http://www.snohd.org/Shd_CH/ChildCareHealth.aspx)

Everett Office of Emergency Management:  
[www.everettwa.gov/241](http://www.everettwa.gov/241)

Additionally, if you'd like a copy of the Parent-Child Reunification Procedure video, please contact Snohomish County Department of Emergency Management at 425-388-5060.

Modified March 2017

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# CHILD CARE CENTER AND FAMILY HOME CHILD CARE DISASTER RESPONSE HANDBOOKS

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*THIS BROCHURE HIGHLIGHTS THE TEMPLATES THAT HAVE BEEN CREATED TO HELP YOU MEET STATE LAWS, AND TO ENSURE THE SAFETY OF THE CHILDREN IN YOUR CARE AND THE STAFF WHO WORK WITH YOU.*

  
**Snohomish County**  
**Emergency Management**

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Emergency Management  
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425.388.5060

Emergency Management  
2811 Oakes Ave  
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425.257.7965



**SNOHOMISH**  
**HEALTH DISTRICT**

SHD Communicable Disease  
Outreach Program  
3020 Rucker Avenue, Ste. 300  
Everett, WA 98201  
425.339.5278

The purpose of these templates and the video is to assist child care providers in preparing for and responding to an emergency or disaster. The Disaster Response templates will help you:

- Have an individualized plan for your child care; whether it's in a center or home-based.
- Know your vulnerabilities.
- Prepare adequate supplies for a 72 hour preparedness kit.
- Organize your staff to respond to a disaster or emergency situation.

The Handbooks are templates to be individualized by you for your specific needs. It's as easy as:

- Filling in the sections marked in red with specific information relevant to your center.
- If any areas of the handbook do not apply to your situation, feel free to remove it.

Once completed you can use your disaster response handbook to:

- Conduct routine drills.
- Stockpile supplies.
- Train your staff.
- Inform your parents.

## A FEW TOPICS WITH WHICH THE DISASTER HANDBOOK TEMPLATES WILL HELP YOU:

- ◆ EMERGENCY PHONE NUMBERS
- ◆ PREPARING FOR A DISASTER
- ◆ PRACTICING A DISASTER RESPONSE
- ◆ STEPS TO TAKE DURING A DISASTER
- ◆ INCIDENT COMMAND SYSTEM
- ◆ SUPPLIES TO KEEP ON HAND
- ◆ RELEASE PROCEDURES
- ◆ SAMPLE PARENT LETTERS
- ◆ REPRODUCIBLE FORMS
- ◆ HOW TO HELP CHILDREN COPE

Once you complete your Disaster Response Handbook, be sure to keep it where it will be easily accessible by all staff members.

Practice fire evacuation and earthquake drills with the children in your care. Talk to them about stressful situations.



Release Procedures/Parent-Child Reunification: this process is more difficult after a disaster. Having procedures in place and practicing with your staff will make this task more manageable. There is a video to help you with this task.

## LEARN HOW TO USE THE INCIDENT RESPONSE SYSTEM (ICS) TO COORDINATE YOUR INTERNAL RESPONSE

ICS is a way of organizing your staff and providing structure for managing a disaster or emergency. It can be adapted for virtually any situation and any staffing level. The Disaster Response Handbook templates will help you understand this tool for use in your child care.



### To Learn More.

Contact your local emergency management office or visit one of the sites below:

- WA State Dept. of Early Learning  
[www.del.wa.gov](http://www.del.wa.gov)
- American Red Cross  
[www.redcross.org](http://www.redcross.org)
- U.S. Department of Education  
[www.ed.gov](http://www.ed.gov)
- Federal Emergency Management Agency  
[www.fema.gov/kids](http://www.fema.gov/kids)
- Practical Information on Crisis Planning  
[www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf](http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf)
- Disaster Training International  
[www.disastertraining.info](http://www.disastertraining.info)