

## WEATHER- RELATED EMERGENCY POLICY

### Reason this policy is important:

Child care settings must safeguard each child in care at all times. An organized, comprehensive approach to injury prevention and control is necessary to maintain a safe environment in emergency situations, since they are not conducive to calm and composed thinking. Drafting a written plan provides for preparation that can prevent poor judgments made under the stress of an emergency. All staff must be prepared to deal with any crisis that may happen during child care, in order to minimize the effects of such events.

### Procedure and Practices, including responsible person(s):

\_\_\_\_\_ (staff title/name) will contact local emergency preparedness authorities to obtain written guidelines regarding what to do in any event of a weather-related emergencies that may occur in the area.

The facility will have a weather radio operating any time there are children in care. \_\_\_\_\_ (staff title/name) will monitor weather daily by radio / TV, and advise \_\_\_\_\_ (staff title/name) of any pending weather-related emergencies.

All emergency procedures, including safe shelter alternatives will be posted in every room of the facility. To promote orderly and safe emergency procedures:

- Children will be signed in and out daily by their parent/guardian on the Sign-In/Sign-Out Form in each classroom. This record will be taken if evacuation of classroom is needed.
- An Emergency Information Card for each child will be kept in each classroom and taken along during any emergency or emergency evacuation drill. Emergency Information form.
- First Aid Kits and other emergency supplies (flashlight, cell phone, medications, etc.) will be taken along during any emergency or emergency evacuation drill (see First Aid Policy).
- Evacuation routes, safe shelter diagrams and emergency numbers will be posted near the main entry of every room in the facility (see Evacuation Policy).
- There will be a 3-day supply of emergency supplies (food, water, clothes, blankets, flashlights, diapers and other necessary items) to care for children in the facility or safe shelter (see Emergency Supplies Policy).

### (General Evacuation Procedures)

(See Evacuation Policy)

### Tornado:

\_\_\_\_\_ (staff title/name) will alert staff of a tornado warning. When a tornado warning has been issued, all staff, volunteers and children will go to \_\_\_\_\_ (shelter area).  
(Multi-classroom settings, indicate shelter area for each classroom/group)

_____	_____	_____
(Classroom)		(Shelter area)
_____	_____	_____
(Classroom)		(Shelter area)
_____	_____	_____
(Classroom)		(Shelter area)

Caregivers/teachers will take emergency supply kits, Sign in/Sign out list, and emergency contact lists. All may return to classroom when an all clear is sounded.

### Power Failure Procedures:

\_\_\_\_\_ (staff title & name) will discover whether the power outage is in the facility only, the neighborhood or a larger surrounding area and activate emergency lighting.

\_\_\_\_\_ (staff title & name) will call the local power provider to explain the situation and request assistance, if appropriate.

- If weather conditions do not allow children to be cared for at a safe temperature, \_\_\_\_\_ (staff title & name) will notify families by phone to make other arrangements for the children's care.
- Unless the power failure is accompanied by an emergency situation, children will be kept inside.
- Staff will look for and avoid downed power lines, if evacuation is necessary.

**Closings Due to Snow/Storm:**

- If the director/owner decides not to open the facility, families and staff will be notified by phone and/or radio / TV broadcast on \_\_\_\_\_ (station/channel numbers) by \_\_\_\_\_ a.m., as noted in the Parent Handbook.
- If the facility must close during operating hours because of snow/storm, \_\_\_\_\_ (staff title/ name) \_\_\_\_\_ will notify families or emergency contacts by phone and/or email.
- If weather conditions prevent any child from being picked up from the facility, \_\_\_\_\_ (staff title/ name) \_\_\_\_\_ will care for them until families can safely arrive. Child: staff ratios will be maintained during such care. If a family cannot pick up a child within \_\_\_\_\_ (time period), then the child will be cared for at \_\_\_\_\_ (location) by \_\_\_\_\_ (staff title & name) until the family can safely arrive.

**Floods, Tornadoes, Hurricanes, Earthquakes, Blizzards or Other Disasters:**

- Any staff member who learns of a significant health or safety hazard will immediately notify the owner/director so that appropriate action can be taken.
- All staff will follow all the appropriate, posted Emergency Procedures for the situation and wait at the designated safety site for emergency services personnel to arrive.

**When the policy applies:**

At any time a severe weather emergency occurs where the facility is providing child care, including away from the child care premises.

**Communication plan for staff and parents:**

Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work. All parents will receive a written copy of this policy in their Parent Handbook upon their child’s enrollment. Written notification will be given of any updates. A copy of the Emergency Evacuation Plans will be posted on the parent and staff bulletin boards, as well as in every classroom. All staff will receive training yearly on emergencies and disaster preparedness.

**Effective Date and Review Date:**

This policy is effective \_\_\_\_/\_\_\_\_/\_\_\_\_ and will be reviewed annually by \_\_\_\_/\_\_\_\_/\_\_\_\_ or sooner if needed. Parents and staff will be notified of any upcoming policy review.

**Reviewed by:**

\_\_\_\_\_ Director/Owner

\_\_\_\_\_ Health Professional (physician, nurse, health department, EMS, Health consultant)

\_\_\_\_\_ Staff member

\_\_\_\_\_ Other (parent, advisory committee, police, CPS)

**References:**

- *Caring for Our Children* - <http://nrc.uchsc.edu/>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>
- *Child Care Emergency Planning Tools* by Linda Harwanko, Child & Youth Program Specialist, Headquarters-Department of Army, US Department of Defense – <http://www.ecels-healthychildcarepa.org>