

# School/Child Day Care Emergency Plans

## Adult Day Care Emergency Plans

Some State DOT employees may have dependent children or dependent older adults in their households. These employees need to plan in advance for participation in State DOT emergency response activities, including deployment to the alternate continuity site if assigned.

To avoid stress for the employee and the dependent at the time of an emergency steps should be taken now to clarify how the dependent will be cared for during a disaster.

### **Know your children's school / day care emergency plan:**

- Ask how the school/day care will communicate with families during a crisis. Is there an automated phone dialing system to contact your work, cell, or home phone? Is there a radio station that you should monitor for information from the school or district?
- Ask if the school/day care stores adequate food, water, and other basic supplies. Work with other parents to ensure that there is an adequate stockpile of water and medical supplies at the school. Suggest that each child bring a backpack of personal support food, clothing, and a family photo to store at the school/day care each school year. At the end of the year the students can use the food and water for a picnic or donate the food and water to a shelter.
- Ask how long children will be supervised at the school/day care if you are delayed in picking up a child in a disaster. For example, in California teachers must stay until the last child is released, or until the principal combines remaining classes of children under the supervision of a teacher. Day care, however, has no such requirement. Who on the staff is committed to staying with children until authorized caregivers pick them up?
- Find out if the school/day care is prepared to shelter-in-place if need be, and where they plan to go if they must get away. How will the children be transported and who will be responsible for them?
- Ensure that you know the school/day care's emergency release policy. Keep the emergency release card up to date with the names of family members, friends, and neighbors who are authorized to take the child from school during an emergency.
  - Be sure to include any court-ordered protective orders to prevent inappropriate relatives – including a non-custodial parent – from picking up the child.
  - Remember that only those on the emergency card will be allowed to take the child from school or day care, so ensure that there are adequate numbers of authorized caregivers.



- Ensure that these caregivers are aware that they may be picking up the child in an emergency. Be sure the authorized caregivers have each other's names, addresses, and contact information.
- Know the location of pick-up and what documentation will be required for the child's release: driver's license, other photo identification, or child's consent?

**Know your adult dependent's day care or nursing home facility emergency plan:**

- Ask how the day care or nursing home will communicate with families during a crisis. Is there an automated phone dialing system to contact your work, cell, or home phone? Is there a radio station that you should monitor for information from the facility?
- Ask if the facility stores adequate food, water, and other basic supplies. Work with other responsible caregivers to ensure that there is an adequate stockpile of water and medical supplies at the facility. For day care, suggest that each client bring a backpack of personal support food, clothing, and a family photo to store at the facility each school year. At the end of the year the clients can use the food and water for a picnic, or donate the food and water to a shelter.
- Ask how long clients will be supervised at the day care or nursing home if you are delayed in picking up a dependent adult in a disaster. Few adult day care facilities have legal mandates to stay at the facility. Nursing homes have contracts that should include continuous care, but check carefully to know exactly who will be staying at the nursing home until all clients are picked up and what alternate sites may be used for the care of the last few clients. Some nursing homes have mutual aid agreements, so be sure to know where your dependent might be sent.
- Find out if the facility is prepared to shelter-in-place if need be, and where they plan to go if they must get away. How will they be transported? How will their medical records, medical supplies, and pharmaceuticals be safeguarded if they are moved?
- Ensure that you know the facility's emergency release policy. Keep the emergency release card up to date with the names of family members, friends, and neighbors who are authorized to take the client from day care or the nursing home during an emergency.
  - Be sure to include any court-ordered protective orders to prevent inappropriate relatives – including a non-custodial spouse or children – from picking up the client.
  - Remember that only those on the emergency card will be allowed to take the client from school, so ensure that there are adequate numbers of authorized caregivers.
  - Ensure that these caregivers are aware that they may be picking up the client in an emergency. Be sure the authorized caregivers have each other's names, addresses, and contact information.
  - Know the location of pickup and what documentation will be required for the client's release: driver's license, other photo identification, or client's consent?