EMERGENCY PREPAREDNESS TIPS
Intruder Awareness and Program Safety

DEVELOP POLICIES
- Have a process for reporting anything out of the ordinary to local law enforcement.
- Never share information about a child with anyone except his/her parents & inform staff to do the same.
- Conduct background checks for all staff and volunteers.
- Establish a relationship with local law enforcement.
- Communicate plans/policies with families.

GET CHILDREN INVOLVED
- Use repetition (practice), rhymes, games, books & provide simple instructions.
- Invite emergency professionals to visit your facility OR conduct a field trip and visit their facility.
- Ask children to describe what they did during a drill and how they felt during the drill.
- Keep in mind children need to learn how to:
  - Walk in line
  - Keep quiet
  - Tell an adult about a threatening situation
  - Understand when to get help
  - Follow directions

CONDUCT PRACTICE DRILLS
- Conduct frequent drills allowing staff and children to practice responding positively and effectively.
- Give children and parents advance warning about drills and what to expect.
- Stay calm and act quickly—children are more likely to do the same. Know what calms or frightens individual children—they will react differently when stressed.

GET TO KNOW YOUR FAMILIES
- Interact with child care families and establish relationships.
- Ask questions about things that seem out of the ordinary.
- Make sure adults picking up children are authorized.

BE ALERT OF YOUR SURROUNDINGS
- Be aware of adults near your facility whom you do not recognize.
- Take notice of unusual visits or phone calls.

MONITOR ACCESS TO YOUR FACILITY
- Assign a staff member to answer the door or monitor the building's entrance(s) at all times.
- Install buzzers or bells that sound when doors open.
- Create a mandatory sign-in procedure for everyone (parents, visitors, staff, etc.).

FOLLOW YOUR INSTINCTS
If something doesn’t seem right, it probably isn’t - TAKE ACTION!
# Emergency Preparedness Tips

**CREATE AN EMERGENCY SURVIVAL KIT**

*What should be in your kit...*

- First-aid supplies & contact information/authorization for emergency medical care for every child.
- Water, nonperishable food including formula & baby food for infants, disposable cups, bowls, plates, & utensils.
- Nose and mouth protection masks, plastic sheeting, duct tape, utility knife, diapering & hand washing supplies.
- Flashlights with extra batteries, whistle, battery-powered or hand-crank radio, trash bags & re-sealable bags.
- Check out [www.ready.gov/kit](http://www.ready.gov/kit) for additional information.

**UTILITY OUTAGES**

- Post shut-off information and utility contacts in a location that are accessible to you and other staff.
- Use a landline telephone that does not use electricity & have a cell phone charger for your vehicle.
- Have surge protectors and check batteries in flashlights.
- Check out [www.kansasenergy.org/electricity.htm](http://www.kansasenergy.org/electricity.htm) for additional information.

**FIRES**

- Conduct drills monthly (evacuation time must be less than four minutes) and smoke detectors must be tested monthly (Kansas requirement).
- Invite a local first responder to talk with children.
- Send home a fire escape plan for families to complete.

**ILLNESS OUTBREAKS**

- Know which illnesses require children to be excluded from child care ([www.kdheks.gov](http://www.kdheks.gov)).
- Create a plan for how parents/guardians will be notified and communicate the plan with them.
- Contact your local health department for more information.

**SEVERE WEATHER**

- Sign up for weather alerts (online/mobile apps) and prepare a safe room ([www.weather.gov](http://www.weather.gov)).
- Practice tornado drills monthly during April-September (Kansas requirement).
- Read weather related books with children and send home weather tip sheets or coloring pages that support the book’s message.

**FOOD SAFETY**

- Keep meat, poultry, fish, and eggs refrigerated at or below 40 °F and frozen food at or below 0 °F.
- Adhere to food recalls, check expiration dates and dispose of expired products.
- Know children's food allergies and be aware of choking hazards.

**POISONING**

- Store all products out of sight and reach of children in locked cabinets that children cannot open.
- Store (in your cell phone) and post the number for Poison Control (800) 222-1222.
- Conduct a facility walk-through and remove all possible poisons that are accessible to children.

**ACTIVE SHOOTER/INTRUDER**

- Practice lockdown procedures and evacuation routes.
- Create a trusting environment where families or staff can report potential conflicts that could escalate or abnormal behavior.
- Send a note home with parents outlining your safety plan.