



Disaster Readiness Manual

November 1, 2019

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The “Why” Behind the Plan

Planning for something you hope will never happen can be overwhelming or frightening. However, being prepared for emergencies and disasters is one of the many ways, as a center, we can take care of the children and families in our child care program.

The following plan will ensure our organization will help our team take actions to:

- Reduce injury, loss, and destruction in the event of an emergency or disaster
- Keep children and staff healthy and safe until they can be reunited with their families
- Provide child care services as soon as possible following an emergency or disaster
- Support the recovery process for children, families, and staff

As child care providers we must be prepared to respond to a wide variety of emergency situations. It may be evacuating children and taking them to a safe place or protecting them from outside threats by keeping them inside the center.

This manual will give a situation and a detailed plan to follow. It is important to insure that all staff has been trained in how to respond to each situation. In the event that children need to be transported to an offsite location, all families (parents/legal guardians) will be notified. In the event a parent or legal guardian cannot be reached, emergency contacts will then be called.

To comply with Licensing Requirements for Child Care Programs and to ensure the safety of the children and staff we have provided details on how various emergency plans will occur (Reference Appendix): (A) serious injuries; (B) serious illnesses; (C) poison exposure; (D) outbreaks of communicable diseases, including pandemic influenza; (E) weather conditions, including tornados, floods, blizzards, and ice storms; (F) fires, including wildfires; (G) man-made disasters, including chemical and industrial accidents; (G) human threats, including individuals with threatening behaviors, bomb threats, and terrorist attacks; (I) lost or abducted children; (J) utility disruption; and (K) other natural or man-made disasters that could create structural damage to the facility or pose health hazards.

Emergency Plan

The Emergency Plan will be kept in the office and updated on an annual basis. The Owner, Center Director and Assistant/Program Director will account for the location of each staff member and child during an emergency. Procedures and planning is based on the type of disaster our center may or may not encounter.

Our Biggest Risks

Based on our location in [Tulsa Oklahoma](#), we have identified the following to be our biggest areas of risk. We will plan according to these high risk areas:

Natural	Technological	Biological	Safety/Manmade
Fire	Gas Leak	Contaminated Food Outbreak	Active Shooter
Flood	Hazardous Material	Infectious Disease	Bomb Threat
Hurricane	Industrial Explosion	Toxic Materials	Criminal Activity
Tornado	Power Outage		Cyber Attack
Winter Storm	Water Outage		Intruder
Dam/Levee			

Facilities, Equipment, and Emergency Supplies

The routine practice of looking for and correcting unsafe conditions will help keep children and staff safe during a disaster. Because of this, it is procedure to regularly inspect our facility for possible threats and hazards, and we test your safety equipment to be sure it is working properly.

Mitigation

Activities that lessen the impact of disasters:

- Secured tall and heavy furniture to wall studs so they don't topple over in an earthquake.
- Facility repairs occur immediately to ensure the long-term safety of your facility.

Exits

To have a clear understanding of the facility with clear exits designated, reference form Facility Sketch. We have attempted to make sure the paths to the exits are not blocked with furniture, equipment, supplies, or tripping hazards. Exits are also marked with exit signs according to fire marshal requirements.

Evacuation

- Ensure all staff members and volunteers know how to get out of the building quickly and easily.
- Designate a safe place at or near your facility to gather in case of evacuation. Identify a second, back-up on-site gathering spot. Gathering spots for staff members:

List places to gather:

1. At the North (back) fence of the Center's playground
2. At the warehouse parking lot south of the Center

Accommodation of infants, toddlers, and children with special needs

- Wheeled equipment for non-ambulatory children is located in the infant room.
- There is a binder in the office which includes any special health care plans
- Medications and special equipment is located: In the front office, administrative area
- Feeding supplies for infants and toddlers is located: In the Infant room, or Kitchen

Shelter-in-Place

For some emergencies, like severe weather or hazardous outdoor air, we may need to shelter-in-place. This means children and staff are to be kept inside to be safe and may need to block off the windows. All sheltered areas within the center will be checked monthly making sure they are in great working condition as these shelter areas will be used in the event of a tornado warning or a lockdown drill.

The Shelter-in-Place designated area is located:

1. First building will shelter in the bathrooms in the two year old room and in the Hall in front of the Kitchen
2. Second building will shelter in the bathrooms in the School/Rec Room

Lockdown

For lockdown, we keep children and staff inside because of a potentially violent situation. A safe location has been designated inside our facility for lockdown. The room we choose is a room that has no windows. The safe rooms during a lockdown will be the same location for sheltering in place. The wall has a layer of cubbies to help prevent penetration by bullets.

Emergency Safety Equipment

- Once a year, check that the fire extinguisher
- Every month we test fire alarm, carbon monoxide alarms and smoke detector
- Location of this equipment is on the floor plan (Reference Appendix)
- Duct tape and plastic is kept on hand in the event a gas or chemical leak occurs. This equipment is location: Front Office
- Multiple “walking ropes” (rope with handles) are stored next to first aid box by back door to use when having to transport children during and evacuation.

Emergency Supplies

It's important to assemble items so we can care for children for a prolonged period of time, including water and food.

- Emergency Supplies Checklist which plans for short term (six hours) and long term (three days/72 hours) care of children and staff. (Reference Appendix)
- Medication boxes located on top of refrigerator (infant and preschool areas).

Water and Food

Having a supply of clean water is a priority in an emergency. Our center must have water for drinking, cooking, and washing.

To plan for this:

- We store enough for at least one gallon per person per day
- In consideration for the unique needs of our staff and children (for example, infants, toddlers, and individuals with special diets and/or allergies) we will:
 - Not store food that may be a choking hazard
 - Choose foods that are familiar for the children
 - Have food available that requires no refrigeration, water, special preparation

General Supplies

Supplies are stored in sturdy, waterproof containers with tight-fitting lids. Supplies are checked at least twice a year. Supplies are also checked for:

- Expired items
- Missing items
- Damaged items.
- Items are replaced or removed as needed
- The location of the first aid kit is: Small first-aid kits are located in each room and buses, Large first-aid kit is located in the front office

Parent orientation and child intake

To help with supplies and emergency preparedness, we ask families to bring the following:

- Small backpack that includes a change of clothes, diapering supplies, favorite toy, bottle of water, non-perishable snack.
- Permission Slip for relocation drill testing
- Child Emergency Information Form

Teacher personal supplies

We want our teachers to be ready personally during a disaster. To do this we ask them to be prepared with supplies for themselves:

- Change of clothes
- Bottle of water, non-perishable snack
- Medication that might be needed for an extended period of time
- Toothbrush and toothpaste

Family Communication and Reunification

This section considers how we will reunify children with their families in an emergency.

Teachers are responsible for taking classroom sign in and out sheets and classroom emergency cards to notify parents/legal guardians and emergency contacts if needed. Staff members will contact parents or guardians to pick-up their child promptly.

In the event our form of communication is inactive (phone and internet service), parents will be contacted by cell phone by the Owner/Director/Assistant Director. Emails will also be sent to families in the event of an emergency and phone lines are inactive. We will also post on our website and Facebook page.

Child Emergency Information Forms

- For each child we collect emergency contact information; that information is entered into Procure (Childcare Management System).
- Procure Cloud backups are run nightly at the data center. Every month we export a copy from the cloud server, and save it to thumb drive.
- This information is kept in the “Ready-to-Go” File

Back-up emergency contacts are collected by all families in consideration for

- Families with long commutes involving bridges, freeways, or tunnels.
- Parents whose work is essential in a disaster (for example, law enforcement, emergency medical services, and utility workers) may need additional backup contacts.

Because of this we will

- Send out reminders (once a year) asking families to update the Child Emergency Information Form for changes in names and/or phone numbers, if needed.
- An up-to-date Special Health Care Plan with emergency information is maintained for enrolled children with special health needs.

Reunification

Children may be separated from their families for hours, days, weeks, or possibly longer after a disaster. It is our job to make sure families know the addresses and phone numbers of our temporary relocation sites.

Phone calls, Facebook, Website and/or Emails

Status Updates

Understandably, families will be worried about their children in a disaster situation. Families will need to know if you are sheltering-in-place or have moved to a relocation site. They may need information about road closures or transportation issues.

To assist with this, we will provide updates about the status of the staff and children:

- Post your status on Facebook
- Send a group text message (either by owner or through Procure)
- Send a group email (either by owner or through Procure)
- Tack a note on a community bulletin board (leave breadcrumbs using colored paper as to location if all power is out ie, tape signs to posts leading to location; starting at door)- included in disaster binder.
- Look at using the Red Cross Safe & Well website to register as safe and well and search for messages left by families. <https://safeandwell.communityos>.

Receiving status updates from families is also reassuring. To allow this to happen:

- Families are provided with one emergency phone contact number that is local and one that is out of the area to allow for two-way communication.

Additional ways we will enhance our status updates:

- Test electronic communication systems to make sure they work as planned.
- Share status updates from families with staff and children (if appropriate) to reduce anxiety.

Family Engagement

To engage our families in our disaster plan it is important to us to invite families to participate in our emergency and disaster preparedness activities. To do this we will do the following:

Let families know about emergency/disaster drills ahead of time

- Explain which drills you will conduct and when.
- Encourage families to talk about practice drills at home and share any concerns about their child's reactions.
- Send a memo to families educating them about preparing for disasters and emergencies.
- Provide resources to help families make their own family emergency plan.

Emergency Disaster Drills

Drills prepare child care staff, children, and families to respond quickly and safely in an emergency. Practicing makes emergency response seem natural and less frightening. Drills help staff members understand their roles and responsibilities and help children know what to do and how to keep calm in an emergency.

Types of drills we will conduct at our center:

- Earthquake
- Fire/evacuation drills
- Floods
- Lockdown/ Active Shooter
- Relocation / Reunification
- Shelter-in-place / Tornado

Frequency, log, and accountability

To ensure the staff and children are trained for various emergencies, we will conduct emergency drills at least every 6 months; Reference attached Drill Log for schedule, accountability, and notes.

Documentation of drills will be retained on site for at least one year. A staff member will be assigned to document the drills.

Preparing Child Care Staff for Drills

Staff roles and responsibilities are reviewed before including children in the drill. See Job Action Sheets.

- Walkthrough of the drill
- When the drill is over, we ask staff about how the walkthrough drill worked, and make changes as needed before running the drill with children.

Preparing Children for Drills

To help prepare children for drills, we attempt to do the following:

- through songs
- rhymes
- scripted-stories
- dramatic play

After the drill, we allow children to ask questions and talk about their feelings. We have found, talking is one of the best ways for children to express their fears and get reassurance.

- We make sure to listen rather than assume we know what children are thinking
- We attempt to offer reassurance that the adults in their lives will do everything possible to keep them safe in an emergency

To ensure successful drills, we attempt to do the following

- Include all staff and all children
- Schedule drills for different types of emergencies, at different times of the day, and in different locations.
- Evaluate equipment needs for infants and toddlers or others who are unable to walk (for example, evacuation cribs, wagons, strollers with multiple seats, wheelchairs).
- Include actions to assist a child or staff member with physical, behavioral, emotional, vision, hearing, or other special needs (keeping in mind children's individual mobility needs.)
- We will consider participating in state and local disaster drills and exercises if they occur in our area.

Organizational Continuity

Organizational continuity plans that address how the program will continue to operate in time of crisis or emergency. This includes protecting cash flow, keeping business records, insurance policies and other critical records current and backed up. The vendors we would need to contact for business continuity include:

List of Vendors to contact to keep continuity of services

Insurance Carriers

Procure

Local School List

Food Truck

Communication Strategies

Communication strategies to be implemented during times of emergency and disaster, such website and email notifications, the use of texts and text alerts, or posting of information either at the facility or some other location. Reference Specific Disaster Procedures.

Staff training on emergency preparedness

To ensure our disaster plan implementation is successful, the staff is trained on the roles and responsibilities.. Because staff members can react very strongly to a disaster or emergency, training include staff in emergency planning for their own safety and for optimal child outcomes.

Goal of the training program

Staff members will be engaged in disaster preparedness activities and committed to minimizing

injury, loss, and destruction before, during, and after a disaster or emergency. The objectives include:

- All staff will know their assignments, roles, and responsibilities in a disaster.
- Staff will know how to access emergency services; the location of the emergency exits; and how to use emergency equipment.
- Staff will be prepared to run an emergency drill with children.
- Staff will be familiar with typical emotions following a disaster or emergency.
- https://www.fema.gov/media-library-data/1440520833367-b485ed4517c86bc824061197319f4999/Family_Comm_Plan_508_20150820.pdf

To accomplish the goals of this training program, below is a sample training agenda used annually for our team and during the onboarding process:

1. Welcome and introductions
2. Why it is important for child care facilities to prepare for disasters and to have a plan
3. Update staff emergency contact information
4. Encourage staff to make an emergency plan for their families
5. Review the details in your child care program disaster plan
6. Review Job Action Sheets
7. Review drill schedule for the year, and the drill log
8. Conduct a walkthrough of disaster drills to prepare staff for conducting drills with children
9. Communicate (or send out email/memo) detailing if anyone is missing any CPR and first aid certifications and when expirations of current certifications are expected

Training will occur

- Upon hire, the Disaster Readiness Plan will be reviewed and employees will be trained
- Annually, as a group, we will train on the entire Emergency Preparedness Training
- Training counts toward continuing education hours
- CCRC in Tulsa offers this training as well as the Oklahoma Department of Human Services

Joint Planning

Joint planning that occurs with community partners, such as the Red Cross, local hospitals and physicians, the emergency management agency, first responders and emergency personnel, and others that will provide services during crisis situation.

Plan Review

The Center Director and Owner will review the Emergency Plan a minimum of twice a year, and will make any necessary changes needed.

Emergency & Other Numbers

Depending on the emergency, one of the following local agencies will be contacted:

Vendor	Contact Information
Owner: David and Colleen Bensch	(918)284-6536
Tulsa Police Department Child Crisis Unit	(918) 586-6050
Tulsa Police Department Non-Emergency:	(918) 596-9222
Child Care Resource Center:	(918) 834-2273
Tulsa County Social Services:	(918) 596-5560
Oklahoma Department of Human Services	(918) 581-2401
Disaster Distress Hotline	(800) 985-5990
Fire	(918)596-9977
Poison Control	800-222-1222
Business Insurance Contact & Policy St Johns Financial Group	(918)272-7200
Electric Company (PSO)	888-216-3523
Gas Company (ONG)	800-458-4251
Water Company (City of Tulsa)	(918)596-9566
Tulsa Emergency Management	(918)-596-9899
COPES	(918)744-4800

Specific Disaster Procedures

Serious Injuries and Illnesses

Serious Injury Requiring Hospitalization

If a serious injury occurs at the center, we will immediately call 911.

- Office staff will contact Parent/Guardian immediately after calling 911
- Inform them of the hospital or medical provider they will be taken to.

Office staff are responsible for supplying emergency responders with a copy of Medical Authorization form that is signed by Parent/Guardian. Office will inform emergency responders of the families preferred hospital or medical provider.

Dental Emergency

In case of a dental emergency with a child in our care:

- Notify the office.
- We will then call the child's parents and give them the names and numbers of at least three licensed providers of dental services.

The following accept Soonercare:

- Ocean Dental: 918-836-8366, 6801 E Admiral PI
- My Dentist: 918-551-7216, 31st and Sheridan
- Shortline Dental: 918-384-0099, 9908 E 21st PI (Se Habla Espanol)

Death of a Child or Caregiver

We will offer families grieving resources. We have several books on death and loss available for children and parents.

Poison Exposure

Poison Intake by Child or Caregiver

Contact Poison Control at 1-888-222-1222

Outbreak of Communicable Diseases

Communicable Diseases

"Communicable disease" means an illness that spreads directly or indirectly from person-to-person with the potential to cause a serious infection per Oklahoma State Child Care Licensing Requirements.

- It is the responsibility of the Center Director/Owner to report any communicable disease that has been exposed to any children or staff/volunteers at Big Hearts Little Hands.
- Oklahoma State Department of Health Communicable Disease Risk Exposure Reports is kept in the office and will be used in the event of exposure of a communicable disease within center.

Big Hearts Little Hands will immediately notify the local and Oklahoma State Department of Health of a known/confirmed case of the following:

- Haemophilus influenzae invasive diseases
- Hepatitis A
- Measles
- Meningococcal Invasive Disease

Parents will also be notified immediately of any children or staff that has been exposed to the confirmed diseases listed above.

Big Hearts Little Hands will notify the local and Oklahoma State Department of Health the following business day (24 hours) of a known/confirmed case of the following:

- E coli O157:H7 or shigatoxin producing E. coli (STEC)
- Rubella
- Salmonellosis
- Shingeliosis
- Tuberculosis
- Whooping Cough (pertussis)

Parents will also be notified within 24 hours of any children or staff that has been exposed to the confirmed diseases listed above.

Pandemic Influenza

To limit the spread of germs that cause illness, keep the center clean and make sure that supplies are available. It's also important to limit the spread of infection, such as how to keep the center clean, proper hand washing, covering coughs and sneezes, and watching for signs of illness in children.

Observe closely all infants and children for symptoms of illness. Notify the parent if a child develops a fever, chills, cough, sore throat, headache, or muscle aches. Send the child home, if possible, and advise the parent to contact the child's doctor. Remind parents to keep children home when they are sick and to keep a list of symptoms.

Cleaning and sanitizing toys, frequently used objects, and surfaces is an important way to prevent and control the spread of illness. Use an approved sanitizer, such as diluted bleach, to kill germs. Always follow label instructions. Clean frequently touched surfaces, toys, and commonly shared items at least daily and when visibly soiled. When cleaning non-absorbent toys such as blocks or plastic toys, wash them with soap and water. Rinse in a sanitizing solution and air dry. When cleaning fabric toys such as stuffed animals or play clothes, wash them in a washing machine, then air dry or machine dry.

Weather Conditions

Tornado

After being notified every class will report to their designated area:

- Building One (Infants through two years) – Infants report to the HALLWAY LEADING TO THE KITCHEN, one and two year olds report to the bathrooms LOCATED WITHIN THE TWO YEAR OLD ROOM, WITH DOOR CLOSED
- Building Two (Three through twelve years) – All report to the bathrooms LOCATED IN SCHOOL/REC ROOM, WITH DOOR CLOSED

Gather and account for all children in your class. In a calm manner guide your class to their designated area. ONCE IN DESIGNATED AREA, ACCOUNT FOR ALL CHILDREN IN YOUR CLASS. Once it becomes safe you will be notified to return to your classroom.

Flood

After being notified every class will go to the warehouse parking lot immediately South of the center. Everyone will then be transported to the Memorial Drive United Methodist Church at 15th and Memorial (918-835-8426). We will go to the 2nd floor of the church.

Gather and account for all children in your class. In a calm manor guide your class to the front of the building and walk to the designated area. ONCE IN DESIGNATED AREA, ACCOUNT FOR ALL CHILDREN IN YOUR CLASS. Once it becomes safe you will be notified and we will return to the center.

Center Director will bring contact information for all families enrolled. Once all children are accounted for, they will contact each family letting them know that children are safe and where to pick up if need be.

Fire

When notified by the alarm:

- Everyone is to go to the nearest, safest exit and line up at the North fence of the school-age playground.
- Gather and account for all children in your class.
- Evacuate the building through the exit designated on the evacuation plan on the wall.
- Guide your class to the back fence in the North playground and do a headcount.
- Once it becomes safe you will notified and we will return to the center.

Blizzard/Ice Storm

- Management staff will maintain a consistent watch of the weather prior to the hazardous potential.
- Owner/Director will make the decision to close the Center as needed
- Families will be notified of Center closure and re-opening via Facebook, Center website, and local news channels

Human Threat

Bomb Threat

When notified of a bomb threat, proper authorities must be notified immediately:

- Gather and account for all children in your class. In a calm manor guide your class to the front of the building and walk to the designated area. ONCE IN DESIGNATED AREA, ACCOUNT FOR ALL CHILDREN AGAIN IN CLASS. Once it becomes safe families will be notified and we will return to the center.
- Every class will go to the warehouse parking lot immediately South of the center.
- Everyone will then be transported to the Memorial Drive United Methodist Church at 15th and Memorial (918-835-8426).
- We will go to the 2nd floor of the church.

Center Director will bring contact information for all families enrolled. Once all children are accounted for, they will contact each family letting them know that children are safe and where to pick up if need be.

Terrorism / Active Shooter / Dangerous Person

When notified of a dangerous situation or dangerous person in the area or on the property:

- Lock all doors and make sure all children are present and safe inside the building.
- Remain out of site, consider covering any window that looks into your classroom.
- Gather and account for all children in your class.
- Wait for further instructions from supervisors.
- When the area is safe and secure you will be notified.

Missing Child

In the event of a missing child:

- Notify the office immediately.
- We will then search all possible areas where the child may be.
- If we cannot locate the child we will contact the Tulsa Police Department Child Crisis Unit (918) 586-6050 and the child's parents.

Utility

Gas Leak

After being notified of a gas leak:

- Gather and account for all children in your class.
- Evacuate the building through the exit designated on the evacuation plan on the wall.
- Guide your class to the back fence in the North playground and do a headcount.
- Once it becomes safe you will be notified and we will return to the center.

- In the event we can't return to center, we will transport all children to the warehouse parking lot immediately South of the center.
- Everyone will then be transported to the Memorial Drive United Methodist Church at 15th and Memorial (918-835-8426). We will go to the 2nd floor of the church.

Appendix

1. Center Floor Plan
2. Emergency Supply Checklist

Floor Plan

Emergency Supplies Checklist

Emergency Supplies Checklist

Keeping Track of Your Supplies

- Date supplies, keep a record, and review every six months.
- Rotate food and water before they expire.
- Check that supplies are in good condition and that important documents are up-to-date every six months.
- Check batteries for damage and refresh as need. Do not store batteries inside of the device. (Store in a baggie).
- Update sizes of children's clothing and age appropriateness of activities as needed.
- Remind parents to update contact information at least every six months.
- Considering picking a date that is easy to remember to check your supplies, such as the beginning and end of Daylight Savings Time.
- Consider printing and laminating a copy of your supplies list to store with your supplies. You can use it to check off items as they are used and request replacements as needed.

Documents

Attendance Records — Keep the daily attendance sheet where you can easily grab it in an emergency.

- Daily attendance sheet

“Ready-to-Go” File — Store these emergency documents in a binder, folder, or envelope inside (or near) your “Ready-to-Go” Kit.

- Child Emergency Information Forms (includes medical release and emergency transportation permission)
- Emergency plan
- Emergency contact information of local agencies, services, and facilities
- Relocation site agreements with maps and written directions
- Special Health Care Plans
- Parent Consent for Administration of Medication and Medication Chart

Back-up Business Documents — Back up your business records on a thumb drive, cloud service, or have hard copies.

- Children's records
- Employee records
- Food program records
- Accounts receivable
- Insurance policies
- Rental agreements
- Floor plans
- Bank records
- Other business documents

Supplies

	"READY-TO-GO" KIT	72 HOUR EMERGENCY SUPPLIES
	Use a waterproof backpack (or wheeled duffel bag or bin) that holds enough supplies for an evacuation lasting up to 6 hours.	Use a sturdy waterproof container with a tight-fitting lid that holds enough supplies for lockdown or shelter-in-place lasting up to 72 hours.
Food & Water	<ul style="list-style-type: none"> <input type="checkbox"/> One gallon of water for every four people (this may not fit in a backpack, store so that it can be taken in an evacuation) <input type="checkbox"/> Non-perishable snacks such as granola bars and crackers <input type="checkbox"/> Formula / appropriate food for infants and toddlers (consider liquid formula or store enough water to mix powdered formula) <input type="checkbox"/> Infant bottles <input type="checkbox"/> Disposable cups, plates, bowls, and utensils 	<ul style="list-style-type: none"> <input type="checkbox"/> One gallon of water per person per day <input type="checkbox"/> Water purification filter or tablets <input type="checkbox"/> Non-perishable food items such as canned fruit and protein sources (e.g. beans, tuna, chicken) <input type="checkbox"/> Formula/appropriate food for infants and toddlers (consider liquid formula or store enough water to mix powdered formula) <input type="checkbox"/> Infant bottles <input type="checkbox"/> Disposable cups, plates, bowls, and utensils <input type="checkbox"/> Manual can opener
First Aid	<p>Small first-aid kit to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A current edition of a pediatric first-aid manual (for example, American Academy of Pediatrics, Red Cross, National Safety Council) <input type="checkbox"/> Sterile first-aid gauze pads <input type="checkbox"/> Bandages or roller bandages <input type="checkbox"/> Liquid soap (plain) <input type="checkbox"/> Adhesive tape <input type="checkbox"/> Scissors <input type="checkbox"/> Tweezers <input type="checkbox"/> Disposable gloves <input type="checkbox"/> Chemical ice pack 	<p>Large first-aid kit to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A current edition of a pediatric first-aid manual (for example, American Academy of Pediatrics, Red Cross, National Safety Council) <input type="checkbox"/> Sterile first-aid gauze pads <input type="checkbox"/> Bandages or roller bandages <input type="checkbox"/> Adhesive tape <input type="checkbox"/> Scissors <input type="checkbox"/> Tweezers <input type="checkbox"/> Thermometer <input type="checkbox"/> Liquid soap (plain) <input type="checkbox"/> Cotton balls <input type="checkbox"/> Disposable gloves <input type="checkbox"/> Thick gauze pads or sanitary napkins <input type="checkbox"/> Chemical ice pack <input type="checkbox"/> Heat pack <input type="checkbox"/> Safety pins <input type="checkbox"/> Triangle type sling

	"READY-TO-GO" KIT	72 HOUR EMERGENCY SUPPLIES
Safety	<ul style="list-style-type: none"> <input type="checkbox"/> Walking Rope <input type="checkbox"/> Whistle <input type="checkbox"/> Flashlight with batteries <input type="checkbox"/> Glow sticks <input type="checkbox"/> Duct tape <input type="checkbox"/> Masking tape/painter's tape <input type="checkbox"/> Caution tape for marking boundaries <input type="checkbox"/> Work gloves <input type="checkbox"/> Utility knife/multi-tool <input type="checkbox"/> Extra keys 	<ul style="list-style-type: none"> <input type="checkbox"/> Walking Rope <input type="checkbox"/> Whistle <input type="checkbox"/> Flashlight <input type="checkbox"/> Extra batteries <input type="checkbox"/> Glow sticks <input type="checkbox"/> Duct tape <input type="checkbox"/> Masking tape/painter's tape <input type="checkbox"/> Caution tape for marking boundaries <input type="checkbox"/> Work gloves <input type="checkbox"/> Permanent marker <input type="checkbox"/> Plastic sheeting (to seal windows, doors, and vents in shelter-in-place situation) <input type="checkbox"/> Dust/filter mask (1 per person) <input type="checkbox"/> Goggles <input type="checkbox"/> Utility knife/multi-tool <input type="checkbox"/> Extra keys
Personal Care & Hygiene	<ul style="list-style-type: none"> <input type="checkbox"/> Diapers <input type="checkbox"/> Wet wipes <input type="checkbox"/> Alcohol-based hand sanitizer <input type="checkbox"/> Toilet paper <input type="checkbox"/> Paper towels <input type="checkbox"/> Sunscreen 	<ul style="list-style-type: none"> <input type="checkbox"/> Diapers <input type="checkbox"/> Wet wipes <input type="checkbox"/> Toilet paper <input type="checkbox"/> Menstrual products <input type="checkbox"/> Paper towels <input type="checkbox"/> Plastic bags (varied sizes) <input type="checkbox"/> 5 gallon plastic bucket with toilet seat <input type="checkbox"/> Toothbrushes and toothpaste <input type="checkbox"/> Sunscreen
Comfort, Clothing & Bedding	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency blankets <input type="checkbox"/> Activity items such as card games, crayons, paper, small toys, and books <input type="checkbox"/> Clean teething rings and pacifiers <input type="checkbox"/> Emergency cash (small bills) 	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency blankets (1 per person) <input type="checkbox"/> Extra blankets <input type="checkbox"/> Rain ponchos <input type="checkbox"/> Several pairs of clean socks and underwear in a variety of sizes <input type="checkbox"/> Extra children's clothes in a variety of sizes, including jackets, hats, and closed-toe shoes <input type="checkbox"/> Several children's activity items <input type="checkbox"/> Clean teething rings and pacifiers <input type="checkbox"/> Personalized comfort kits for each child to include a favorite activity, toy, or book, photo of the child's family, and comfort note from the parent <input type="checkbox"/> Emergency clothing, supplies, medication and comfort items (for example, reading material, music) for staff members <input type="checkbox"/> Emergency cash (small bills)
Communication	<ul style="list-style-type: none"> <input type="checkbox"/> Radio with extra batteries or crank radio (emergency stations identified) 	<ul style="list-style-type: none"> <input type="checkbox"/> Radio with extra batteries or crank radio (emergency stations identified) <input type="checkbox"/> Portable cell phone charger and cords <input type="checkbox"/> Signal/flare <input type="checkbox"/> Walkie-talkie