

Ohio Department of Job and Family Services
DISASTER PLAN FOR FAMILY CHILD CARE HOME PROVIDERS

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1. As required in ODJFS rule 5101:2-13-16 of the Ohio Administrative Code (OAC), this disaster plan includes procedures that will be used by the family child care provider, child care staff members, and employees to prepare for and respond to the following emergency or disaster situations:

- a) Weather emergencies and natural disasters. (Severe thunderstorm, tornado, flash flood, major snow fall, blizzard, ice storm, or earthquake.)

Severe Thunderstorm:

In the event of a severe thunderstorm, we will remain inside, away from windows and open glass structures. Provider will monitor local weather networks and use weather alerts for updates.

Tornado:

In the event of a tornado Announce shelter in place, direct children and staff inside the building immediately to a safe interior areas closing doors after exiting. Bring cellphones to emergency location, bring emergency kits, including diapers, formula, food, and snacks, water. Complete child count before and after going to safe location, Ensure students in Drop, Hold, Cover positions until danger passes. If outside, children and staff will move to safe interior area. If time does not permit children will go to the nearest ditch ravine, low spot away from trees or power poles. Remain in safe area until all is clear.

Flash Flood:

We will utilize local and national weather service and other federal cooperative agencies for weather monitoring. We will utilize blankets to block the outside of doors to prevent water seepage. Other operational functions will include: Evacuation, Family Reunification, Reverse Evacuation, Shelter-in-Place (if safe to do so and evacuation without assistance is not possible)

Major Snow Fall/Blizzard/Ice Storm:

Admin will monitor weather channels to determine severity of snow storm or blizzard. If county enters level 3, parents will be notified to pick up their children or have designated person retrieve the children. If the level 3 is issued prior to the opening of the center in the morning, the FCC will be closed for the day.

Earthquake:

In case of earthquake, children will be kept inside and the building in a shelter in place. Children will be instructed to go to safe location and enter drop, cover, and hold position until danger has passed, Radios will be used to monitor the severity of the earthquake, and cell phones will be taken to shelter areas. Emergency kits including diapers formula, food, snacks, water, toys will be taken to the safe location. Roster

and child count will be taken before and after shelter in place, Reunification and notification with and to parents/caregivers.

b) Emergency outdoor and indoor lockdown or evacuation due to a threat of violence. (Active shooter, bioterrorism, or terrorism.)

Active Shooter:

Provider will lock all main house doors and get children to the safe location in basement as it requires a fingerprint to enter. Doors will be barricaded with all moveable items. All children shall be in different locations as to be able to run past shooter or intruder. Provider will use all methods to distract the shooter or cause harm to intruder/shooter. Allow no one outside until everything is deemed all clear by provider/administrator. Provider is to remain calm to minimize fear.

Bioterrorism:

Never open suspicious packages that may be bulging mishapen or from an unknown sender. In the event of a potention threat, contact proper authorities. In the event of exposure, isolate individual and immediately contact proper authorities.

Terrorism:

Normal operations will cease and remain closed until advised by proper desginnee to reopen. All activities to be canceled until further notice if alert issued before opening. If alert during open hours building will be secured and remain open until regular dismissal time, FCC will cooperate with safety officials if lockdown is needed.

c) Emergency or disaster evacuation due to hazardous material and spill, gas leak or bomb threat.

Hazardous Material and Spills

If suspicious material is found, do not touch it. Secure area, account for children, and evacuate if needed or ordered

Gas Leak:

Evacuate the area, contact fire department and/or corporate offices. Account for children before and after evacuation.

Bomb Threat:

Evacuate the premises, contact proper authorities, account for all children before and after evacuation, contact parents/caregivers after children accounted for and counted.

d) Outbreak, epidemic or other infectious disease emergency.

Outbreak:

Identify illness or exposure. Notify parents and caregivers. Contact local health department and CDC if needed. Close if directed to do so by local authorities for the amount of time deemed necessary.

Epidemic:

This FCC fully cooperates with ODJFS child care licensing rules and will notify parents, CDC and ODH as directed in specific cases. The child care will fully cooperate with any directives issued by a government agency responsible for monitoring child care facilities as when to and if to release children to their caregivers/parents, close the center, or follow specific procedures for sanitation.

Other Infectious Disease:

This FCC fully cooperates with ODJFS child care licensing rules and will notify parents, CDC and ODH as directed in specific cases. The child care will fully cooperate with any directives issued by a government agency responsible for monitoring child care facilities as when to and if to release children to their caregivers/parents, close the center, or follow specific procedures for sanitation.

e) Loss of power, water, or heat.

In the event of no power, the FCC will close.

Loss of Power:

If power loss occurs while children are in care, caregivers/parents will be notified and directed to get children especially in the event of power being out for an extended period of time

Loss of Water:

If water is turned off by the city, the FCC will close. If water loss is temporary, bottled water may be utilized. Direction to close will be determined by administrator or provider. Water must be available to remain open.

Loss of Heat:

In the case of loss of heat, the center will close when the temperature reaches less than 65 degrees farenheit and dropping. Parents/Caregivers will be notified to pick up children . Administrator will notify heat provider and parents.

f) Other threatening situations that may pose a health or safety hazard to the children in the home:

In all cases all staff members shall operate in a calm professional manner and determine the best course of action to preserve the health and safety of all children and staff

2. In accordance with ODJFS rule 5101:2-13-16 of the OAC, the following procedures outline how providers, child care staff members and employees will ensure children are safely cared for and reunited with their parents during emergency or disaster situations.

a) Evacuation or shelter in place including how staff will care for and account for the children until they can be reunited with their parent:

Attendance will be taken before and after evacuation. All enrollment, medical, and medication forms will be taken for all children and staff. Children will only be released to caregivers or parents listed on enrollment forms.

b) Assisting children with special needs and/or health conditions and infants during disasters or emergencies:

All staff and extra personnel will be dispatched to help with infants and children with special needs. Provider will ensure that roster, special information, and parent contact information is taken to the shelter in place or evacuation area, Special kits, toys, food, water, formula, and medical supplies will be taken to shelter area.

c) Reunification with parents.

(i) Communication of provider emergency contact information to parents:

Provider will use cell phone calls, text messages, and emails to communicate with parents/caregivers to establish reunification.

(ii) Ensuring that the parent emergency contact information is easily accessible in an emergency:

Emergency evaluation locations are made available to parents in the handbook and given to each family. Emergency information including rosters, enrollement forms, emergency medical forms, etc will be taken by staff/provider. Children will only be released to appropriate designated family members

(iii) Notifying and communicating with parents regarding the location of the children if evacuated:

Parent communication will be conducted under the supervision of the administrator via cell phones.

(iv) Communicating with parents during loss of communications, or when there is no phone or internet service available:

Provider will use communication through local law enforcement via walkie talkies or radio devices provided and used by law enforcement

d) Location of supplies and procedure for gathering necessary supplies for staff and children, if they are required to shelter in place:

Location of first aid kits include in vehicles, main child care area, and shelter location. Extra emergency kits are kept throughout the premises in master bedroom, basement and in recroom. Extra water supply is kept in the garage and in the basement shelter area.

e) Caring for children if a disaster occurs during transportation, such as during a field trip or routine trip:

n all cases all staff members shall operate in a calm professional manner and determine the best course of action to preserve the health and safety of all children and staff. During this time, provider will use discretion as to what is the best course of action

<p>f) This plan is made available to all child care staff members and employees by: The FCC website, giantimagination.com, in addition to the policy manual and will be emailed to parents and caregivers.</p>
<p>g) Training staff on this plan including how staff duties may be reassigned based on the disaster: Training will occur during emergency drills and also yearly.</p>
<p>h) This plan will be updated annually as required by ODJFS 5101:2-13-16 of the OAC. The plan will be updated and reviewed on a yearly basis.</p>
<p>i) Provider, child care staff member or employee communication with local emergency management officials during a disaster: A list of names and contact information for all appropriate emergencies will be saved in providers cell phone.</p>

DISASTER PLAN REVISION DATE: July 2023