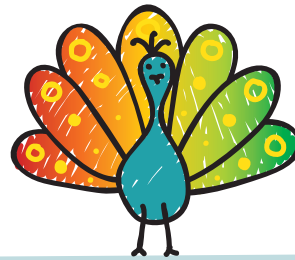


Sample Emergency Disaster Drills

Conduct emergency disaster drills at least every six months. Include different types of drills, in a variety of locations, at different times of the day. Log the date, time, and type of drill. Make a yearly schedule for the different drills you will practice. Keep documentation of your drills on site for at least one year.



Fun ideas to build skills and knowledge for emergency disaster drills

- Play games like follow-the-leader so that children can learn to move together in an orderly way.
- Plan a field trip to the fire station or have your local fire fighters visit your program.
- Provide for dress up and dramatic play with costumes for fire fighters, first responders and emergency workers.
- Develop a science theme with books and activities about earthquakes, tornados, floods, blizzards, etc.
- Play “turtle” and have children pretend to be turtles by crouching down, covering their heads, and holding still.
- Play “lizards under rocks” and have children pretend to be lizards seeking shelter under a sturdy table.
- Practice using a walking rope for children to hold onto when walking as a group.

Sample of an Announced Earthquake Drill: Drop, Cover, and Hold On

- Use songs, rhymes, books, or scripted stories to teach children the basics of what happens in an earthquake, how to Drop, Cover, and Hold On, and how to assume the “turtle pose.” Teach the turtle pose, by showing how to kneel on the ground and cover your head with your hands. Bend at the waist so your face is close to your knees and protected from falling objects.
- Tell the children that during an earthquake, the Earth might move beneath their feet like a boat in the waves. Explain that earthquakes may be noisy, with loud banging, crashing, or rumbling sounds and ringing alarm bells.

NOTIFICATION

- Tell the children that an earthquake drill is about to happen. Then say “Earthquake—Drop, Cover, and Hold On,” or use a bell or alarm to signal the drill.

INDOOR ACTION

- Drop to the ground with the children, take cover under a sturdy piece of furniture such as a heavy desk or table (if available), and hold on. Try using role-play imagery like: “I am a mama chicken and you are my little chicks, get under my wings! Now let’s all be turtles, get in your turtle pose!”
- Huddle together facing away from windows while you assume a turtle pose. Pretend that the table is a log or a rock.
- Demonstrate how to cover your eyes with your free hand (the one you’re not holding on with).
- If there are no sturdy pieces of furniture to get under, huddle together and assume the turtle pose next to an interior wall but away from windows, overhead light fixtures, and tall pieces of furniture that might fall over.
- *For infants:* Carefully pick up the baby in your arms, holding the child against your chest, and carry them as you Drop, Cover and Hold On. The adult will provide additional protection above and on either side of the child. Alternatively, place infants in an evacuation crib (or other infant evacuation equipment) and roll it next to an interior wall. Lock the wheels and shield the infants from falling objects.

OUTDOOR ACTION

- Move the children into the open, away from buildings, fences, trees, tall playground equipment, utility wires, and streetlights.
- Have the children face away from windows and assume a turtle pose.

CONCLUSION

- Stay under cover until the drill is over. Work up to staying under cover for one minute or longer after seeking cover.
- Take attendance and ensure all children are present and safe.

Sample Announced Fire / Evacuation Drill

NOTIFICATION	<ul style="list-style-type: none">■ Tell the children that a fire drill is about to happen. A smoke detector test button or other designated noise, such as a recording of the fire alarm, may be used as your practice alarm. Tell children that when they hear that sound it means there is a fire drill.■ Explain to the children that when they hear the fire alarm or designated noise, they must get up quickly and leave everything behind.■ Point out all the exits to the children. Tell the children that you will leave the building through the closest exit. Test alternate escape routes and windows that can be used as exits. Practice with ladders if they are part of your evacuation plan.
ACTION	<ul style="list-style-type: none">■ Evacuate children as follows:<ul style="list-style-type: none">■ <i>Infants and Toddlers:</i> Practice using evacuation equipment for infants and toddlers. For example, use an evacuation crib, a stroller with multiple seats, a wagon, or an infant rescue vest/apron/carrier.■ <i>Preschoolers:</i> Gather children in a group and supervise an orderly evacuation to the designated assembly area. Practice using a walking rope for children to hold on to during evacuation.■ <i>Children with Special Needs:</i> These children will be assisted by specific staff members who have been trained in their role to evacuate children with special needs.■ Grab the daily attendance list and the “Ready-to-Go Kit” backpack, including the Ready-to-Go File on the way out.■ Check bathrooms and the classroom, and shut the door behind you after you are sure everyone has exited.■ Gather outside at the agreed upon place.■ Take attendance to ensure everyone has made it out safely.
COMMUNICATION	<ul style="list-style-type: none">■ Practice using a portable battery or hand-assisted radio to listen for announcements from local officials.
CARE AND SUPERVISION	<ul style="list-style-type: none">■ Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.■ Follow established procedures for addressing children’s (especially infants and toddlers) nutrition and hygiene needs during the period of time they are evacuated.
CONCLUSION	<ul style="list-style-type: none">■ Remain at the meeting spot until the child care director or designee announces the end of the drill.

Sample Announced Tsunami / Flood Drill

- Both tsunami and flood drills will be the same as an evacuation drill, except that you will need to seek higher ground.
- Tsunamis come after earthquakes, and they can come on suddenly.
- For most floods, you would have time to follow flood updates and call families to pick up their children before evacuating. Flash floods can come on quickly and you will have to leave the building right away.

NOTIFICATION	<ul style="list-style-type: none">■ Tell the children that an emergency drill is about to happen and they will leave the building.■ Explain to the children that when they hear “tsunami drill” or “flood drill,” you will all evacuate the building.■ Tell the children that they must get up quickly and leave everything behind, just like in a fire drill.■ Point out all the exits to the children. Tell the children that you will leave the building through the closest exit.
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ACTION	<ul style="list-style-type: none">■ Evacuate children as follows:<ul style="list-style-type: none">■ <i>Infants and Toddlers:</i> Practice using evacuation equipment for infants and toddlers. For example, use an evacuation crib, a stroller with multiple seats, a wagon, or an infant rescue vest/apron/carrier.■ <i>Preschoolers:</i> Gather children in a group and supervise an orderly evacuation to the designated assembly area. Practice using a walking rope for children to hold on to during evacuation.■ <i>Children with Special Needs:</i> These children will be assisted by specific staff members who have been trained in their role to evacuate children with special needs.■ Grab the daily attendance sheet and the “Ready-to-Go” Kit including the “Ready-to-Go” File on the way out.■ Check bathrooms and other classrooms, and shut the door behind you after everyone has exited.■ Gather outside at the agreed upon place.■ Take attendance to ensure everyone has made it out safely.
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COMMUNICATION	<ul style="list-style-type: none">■ Practice using a portable battery or hand-assisted radio to listen for announcements from local officials.
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CARE AND SUPERVISION	<ul style="list-style-type: none">■ Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.■ Follow established procedures for addressing children’s (especially infants and toddlers) nutrition and hygiene needs during the period of time they are evacuated.
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CONCLUSION	<ul style="list-style-type: none">■ Tell the children that in a real event you would be going to a relocation site at higher ground. You may want to practice walking on the sidewalk through the neighborhood as if you were actually going to this location. If appropriate, tell the children the name or location of the higher ground relocation site.
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Sample Announced Lockdown Drill

NOTIFICATION

- Tell the children that a lockdown drill is about to happen.
- Director or designee will announce “Lockdown” or other code word.

ACTION

- If there are children playing outside, bring them inside.
- Go to the nearest room or the designated location away from danger.
- Bring disaster supplies to the designated safe place location.
- Tell staff and families outside the building that they cannot enter the building and to find a safe location.
- Lock the classroom doors and windows, cover the windows, and turn off lights and audio equipment.
- Keep all children sitting on the floor, away from doors and windows. Use tables, cabinets, or other heavy furniture as a shield, if present.
- Take attendance of children and ensure all children remain in room as quietly as possible.
- Ignore any fire alarm activation.

COMMUNICATION

- Turn cell phones on silent or vibrate.
- Role-play: “Call 9-1-1” (just pretend!) and explain the situation. * note: in a real emergency it might not be safe to talk on the phone, but you can still call 9-1-1 and leave the phone on. Do not make phone calls unless there is an emergency situation (for example, an injured child or adult in need of immediate medical attention).

CARE AND SUPERVISION

- Follow established procedures to help children stay quiet, for example, holding hands, gently rocking back and forth, and making eye contact with each child, or offering pacifiers to infants.
- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.
- Follow established procedures for addressing children’s (especially infants and toddlers) nutrition and hygiene needs during the period of time they are in lockdown.

CONCLUSION

- Remain in the room until the child care director or designee announces the end of the lockdown.

Sample Announced Shelter-in-Place Drill

NOTIFICATION	<ul style="list-style-type: none">■ Tell the children that a shelter-in-place drill is about to happen.■ Director or designee will announce “Shelter-in-Place.”
ACTION	<ul style="list-style-type: none">■ Bring children and staff to the pre-determined areas within the facility or home. Choose an interior room without windows or vents that has adequate space to accommodate children and staff.■ Close and lock all windows and doors.■ Shut off the building’s heating systems, air conditioners, exhaust fans, and switch intakes to the closed position.■ Seal all cracks around the doors and any vents into the room with duct tape or plastic sheeting.■ Conduct a roll call to ensure everyone is present and accounted for in the area.■ No outside access is permitted, but activity within the facility may continue.
COMMUNICATION	<ul style="list-style-type: none">■ Role play: providing status updates for families (just pretend!).■ Practice using a portable battery or hand-assisted radio to listen for announcements from local officials.■ Keep cell phone within reach at all times.
CARE AND SUPERVISION	<ul style="list-style-type: none">■ Bring disaster supplies to the designated safe place location.■ Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, special health care plans, and assistive devices for communication and mobility.■ Follow established procedures for addressing children’s (especially infants and toddlers) nutrition and hygiene needs.■ Provide developmentally appropriate activities.
CONCLUSION	<ul style="list-style-type: none">■ Continue the shelter-in-place drill until the child care director or designee announces the end of the shelter-in-place drill.

Sample Announced Tornado Drill

NOTIFICATION	<ul style="list-style-type: none">■ Tell the children that a tornado drill is about to happen.■ Director or designee will announce “Tornado” or other code word.
ACTION	<ul style="list-style-type: none">■ If children are playing outside, bring them inside.■ Secure or store outdoor toys, furniture, and equipment that may act as missiles.■ Seek shelter in an interior, protected area of the building on the lowest level possible or in a designated tornado shelter.■ Keep children away from windows.■ Take attendance.■ Bring disaster supplies to the designated safe location.
COMMUNICATION	<ul style="list-style-type: none">■ Role play: Provide status updates for families (just pretend!).■ Practice using a portable battery or hand-assisted radio to listen for announcements from local officials.■ Keep cell phone within reach at all times.
CARE AND SUPERVISION	<ul style="list-style-type: none">■ Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, special health care plans, and assistive devices for communication and mobility.■ Follow established procedures for addressing children’s (especially infants and toddlers) nutrition and hygiene needs.■ Provide developmentally appropriate activities.
CONCLUSION	<ul style="list-style-type: none">■ Continue the tornado drill until the child care director or designee announces the end of the drill.

Sample Impaired Adult Role-Play

No children are involved in this drill. Including children in an impaired adult drill may cause confusion or fear.

Conduct this role-play exercise as part of a staff meeting.

Assign someone to play the impaired adult, two people to play staff members and one person to play the director.

- Role-play a situation involving an adult who has come to the child care facility to pick up a child. The adult is stumbling, slurring their speech, and smells strongly of alcohol.
- The staff person identifies the adult as intoxicated, and immediately looks for a space away from the children to have a conversation with her/him.
- At the same time, the staff member uses a code word to signal another staff member to assist.

Example of script:

"Hello, (name of family member). How are you doing this afternoon?"

"Fine"

"I know you are here to pick up (name of child). Unfortunately, we are going to have to find someone else to take (name of child) home today."

"What? Why? We have to be somewhere at 6 o'clock!"

"I am concerned because I smell alcohol on you and we cannot let (name of child) go home with you alone."

"I'm fine; it was just a few beers, what's your problem?"

"It's our policy that if someone seems impaired, that we can't send the child home alone with him or her."

"I don't have my phone."

"We have an emergency contact list and we'll call for you. Let's go to the office and make that call."

- Alternatively, if the impaired adult becomes combative, then one staff member goes to get the director. The director continues the conversation with the impaired adult and determines if a call to the police or social services (Child Protective Services) is needed.

Other situations you might role-play: Adults who are emotionally impaired (for example, severely depressed or manic); using drugs; overly tired; or violent. You might also practice how to respond to a disgruntled staff member or former employee.

Debrief with staff.

Bonus Drill: Relocation/Reunification

NOTIFICATION

- Make arrangements with one of your relocation sites to conduct a relocation and reunification drill.
- Collect a Relocation/Reunification Drill Permission Form for each child.
- Using the emergency numbers listed on each Child Emergency Information Form, notify families of where and when they can pick up their child that day.

ACTION

- Conduct an evacuation drill with the children (see drill above).
- Walk or transport children to the relocation site and check in with the primary contact of the site.
- Take attendance.
- Set up an area to release children and secure against unauthorized access (use caution tape or signs).

CARE AND SUPERVISION

- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.
- Follow established procedures for addressing children's (especially infants and toddlers) nutrition and hygiene needs during the period of time they are evacuated.
- Set up developmentally appropriate activities for the children.
- Ensure children stay within designated boundaries.

REUNIFICATION

- Check Child Emergency Information Form for the name of person(s) authorized to pick up child.
- Check identification of person(s) picking up children.
- Document child releases and have adult sign before releasing child to adult.
- Report any unauthorized individuals to the director.
- Use alternate modes of communication as needed to reach families of children who have not been picked up by a pre-determined time. Ensure that these families update their emergency contact information immediately following the conclusion of the reunification drill.

CONCLUSION

- End drill when all children have been picked up.
- Pack up all materials and thank your reunification site host.
- Debrief with staff.
- Debrief with families.