



## Training Instructions

### ET 1: Multihazard Planning for Child Care

#### 2 Training Hours

#### ***COMPONENT 8: HEALTH AND SAFETY***

#### ***COURSE OVERVIEW***

This course covers the steps to help child care providers prepare for incidents to ensure the safety of the children at their site. Child care providers must have plans and procedures to keep children safe from everyday hazards and to respond and recover when an emergency happens.

The goal of this course is to provide child care providers, with businesses of all sizes, and with responsibility for children of all ages, with the knowledge and tools to analyze the hazards and threats at their site, to develop a plan to address these hazards and threats, and to implement processes to update and practice the emergency plan. The topics addressed in this course include: knowing your hazards, developing a plan, and testing and updating your plan.

#### ***LEARNING OBJECTIVES***

At the completion of this course you should be able to:

- Describe why it is important to be prepared
- Identify hazards and threats that impact your child care site
- Describe how to prevent or mitigate the impact of likely and high-consequence hazards and threats
- Describe procedures for when an emergency occurs
- Identify how your child care site will recover from an emergency
- Describe how to develop and maintain your plan
- Describe how you will communicate, train, and practice preparedness procedures
- Identify the emergency preparedness information you will share with your community
- Describe when to update your plan

## STANDARDS

***Caring for our Children, National Health and Safety Performance Standards: Guidelines for Early Care and Education Programs, 3<sup>rd</sup> Edition***, <http://cfoc.nrckids.org/>

[Standard 9.2.4.3 Disaster Planning, Training, and Communication](#)

## MATERIALS

1. IdahoSTARS Provider Account Log In
    - Access training module through your IdahoSTARS provider account (<https://public.idahostars.org/Login.aspx>)
    - Enter user name and password and select “Log In”
    - Once logged into your provider account, go to the training menu and select “Video Trainings”
      - The titles of the videos for this training are
        - ET1: Multihazard Planning for Child Care Modules 1 and 2: Knowing Your Hazards
        - ET1: Multihazard Planning for Child Care Module 3: Developing a Plan
        - ET1: Multihazard Planning for Child Care Modules 4 and 5: Testing and Updating Your Plan
  2. FEMA Student Manual, available to download from IdahoSTARS website on the Distance Learning page
  3. FEMA Sample Childcare Emergency Action Plan, available to download from IdahoSTARS website on the Distance Learning page
- OR
- FEMA Sample Childcare Emergency Operations Plan, from IdahoSTARS website on the Distance Learning page  
(Whether you need the Action Plan or Operations Plan will depend on the size of your business/program)
4. Checklist of Practices
  5. What You Will Learn About Multihazard Planning for Child Care
  6. YIKES Manual available for download  
<http://idahostars.org/sites/default/files/documents/cchc/YikesPlanGuide.pdf>

## **INSTRUCTIONS**

### **Part 1: Knowing Your Hazards**

1. View the presentation online through your IdahoSTARS provider account.
2. Follow the FEMA Student Manual with the presentation.
3. Activity

#### **Part 1.1**

- a. Create a list of three ways you might evacuate several children at one time, including infants, toddlers, and children with access and functional needs.
- b. Identify what you already have in place.
- c. Identify what you would need to be able to carry this out.

#### **Part 1.2**

- d. Identify three hazards that may affect your child care facility.
- e. Identify three actions you can take to reduce the risk of each hazard.

### **Part 2: Developing a Plan**

4. View the presentation online through your IdahoSTARS provider account.
5. Follow the FEMA Student Manual with the presentation.
6. Activity
  - a. Review the list of planning and preparedness issues in the Student Manual: Child Contact Information; Emergency Contact Information; Documented Procedures; and Emergency Supplies.
  - b. Determine if you have a process to address each issue at your child care site.
  - c. List any issues that you may need to address.
7. Review the FEMA Sample Childcare Emergency Action Plan, or the FEMA Sample Childcare Emergency Operations Plan (depending on the size of the program you work at). Both are available for download.
8. Activity
  - a. Answer the following questions:
    - i. What processes and procedures are you missing?
    - ii. What do you need to add?
    - iii. What processes and procedures do you have in place?
    - iv. How can you improve existing processes and procedures?

### ***Part 3: Testing and Updating Your Plan***

9. View the presentation online through your IdahoSTARS provider account.
10. Follow the FEMA Student Manual with the presentation.
11. Complete Activity
  - a. Develop a set of simple instructions for a type of drill.
  - b. Share the instructions you created with a coworker or colleague.

### ***Final Steps***

Complete the Checklist of Practices for this training and can be found on IdahoSTARS Distance Learning page. You are encouraged to work with your director, other staff members, or co-teachers to complete and reflect on the checklist.

12. Contact your local Child Care Resource Center to schedule a visit with your Child Care Health Consultant for any additional support you may need regarding **knowing** your local hazards, **developing** an emergency plan, and **testing and updating** your plan.
13. Review your IdahoSTARS Training Log to ensure training hours updated.

***\*\* Your training log will automatically update upon viewing the presentation modules.***