

# Childcare

## Chemical Emergency Plan Guidelines



**Distributed By:**

Kent County Local Emergency Planning Committee  
Kent County Sheriff's Department  
Office of Emergency Management  
701 Ball Avenue NE  
Grand Rapids, MI 49503  
616-632-6256



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#### Childcare Facilities and Providers:

In an effort to provide you with guidance and advice on how to deal with hazardous chemical emergencies that could impact your facility and the valuable lives entrusted to you, the Kent County Local Emergency Planning Committee (LEPC) has developed the Childcare Chemical Emergency Planning Guidelines.

While every potential emergency is different and may require some unique actions specific to that emergency, the information contained in these materials represent general guidelines that should be of assistance to you in planning ahead for such situations.

Emergency Management planners and Public Safety officials all agree that advanced planning represents your best chance at surviving a real emergency event should one occur in your area.

Please take the necessary time to review this information and incorporate these guidelines into the plans you develop for your facility. Your efforts will be time well spent.

If you have any questions or need any additional assistance in developing your plans, feel free to contact your Kent County Local Emergency Planning Committee (LEPC) at 616-632-6256.

We at the Kent County Emergency Planning Committee and the youngsters that you care for will appreciate your efforts.

Yours truly,

Deb Alderink, Chair  
Kent County LEPC

## Pre-Planning Checklist

**It is important that you know what to do in case of a chemical emergency. Take time to complete this checklist. Preparing in advance is your best protection.**

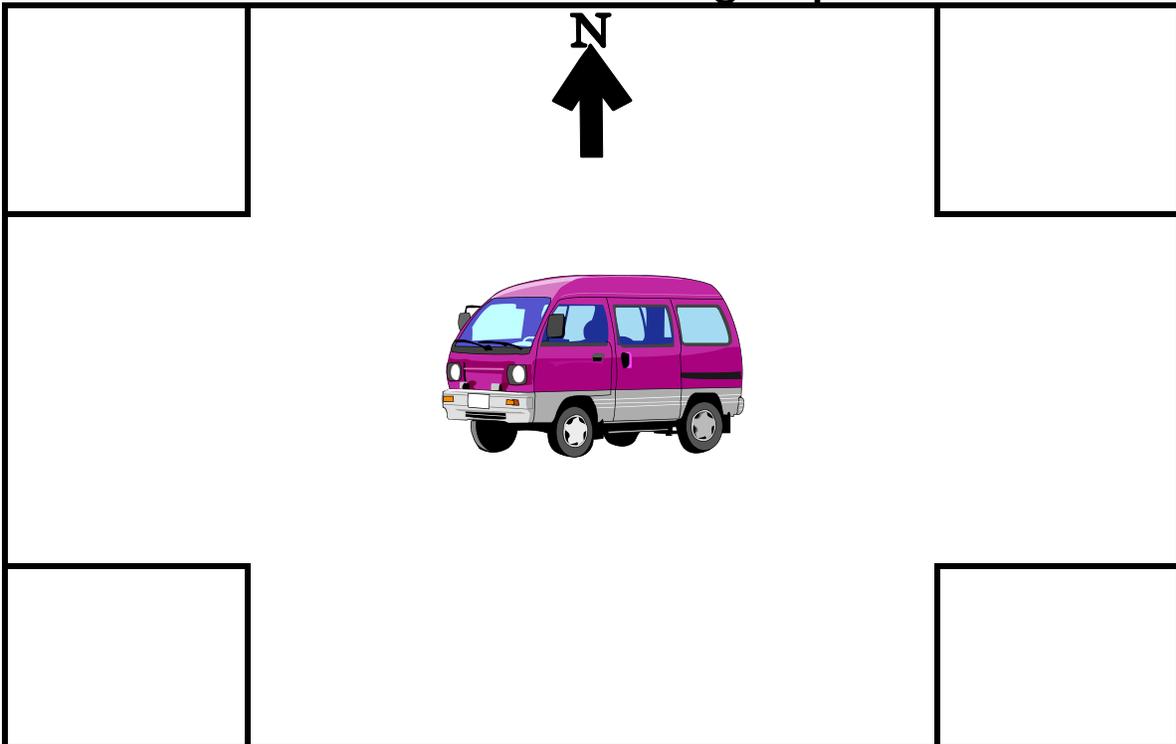
- \_\_\_\_\_ 1. Find out what kinds of emergencies are most likely to happen in your area. A list of farms and businesses using hazardous chemicals in your neighborhood is available from the Local Emergency Planning Committee (LEPC).
  
- \_\_\_\_\_ 2. Prepare an emergency supply kit, which includes:
  - \_\_\_\_\_ an updated list of people in your care and emergency phone numbers for each
  - \_\_\_\_\_ battery-powered radio
  - \_\_\_\_\_ flashlight
  - \_\_\_\_\_ extra batteries
  - \_\_\_\_\_ water
  - \_\_\_\_\_ towels to stuff under doors
  - \_\_\_\_\_ duct tape and heavy plastic sheeting for sealing doors and windows
  - \_\_\_\_\_ first aid kit that includes medication
  - \_\_\_\_\_ special items for infants or elderly persons
  
- \_\_\_\_\_ 3. Arrange access to transportation necessary to evacuate everyone in your care.
  
- \_\_\_\_\_ 4. Select shelter locations at least 2 miles away. You should select one in each direction (See map on Evacuation Checklist). The wind may determine the safe area.
  
- \_\_\_\_\_ 5. Make sure everyone in your care knows and understands your emergency plan. This can be accomplished by regular drills.
  
- \_\_\_\_\_ 6. Inform the parents or guardians of the children in your care about the emergency plan.

## Evacuation Checklist

**If you are told to leave the area, use this checklist to be sure that you evacuate properly.**

- \_\_\_\_\_ 1. Leave immediately. Do not stop to pack. Only take things you really need, like medications.
- \_\_\_\_\_ 2. Turn off appliances.
- \_\_\_\_\_ 3. Put pets in a secure place with food and water.
- \_\_\_\_\_ 4. Lock your doors and windows.
- \_\_\_\_\_ 5. You may be informed of a special shelter location designated by emergency personnel. If not, go to a location at least 2 miles away from the emergency incident. It is important that you identify potential locations in ADVANCE. (See planning map)

### Evacuation Planning Map



**Specify potential evacuation assembly locations in each of the quadrants.**

- \_\_\_\_\_ 6. Stay at this location and listen to a local TV or radio station for further instructions.

## Shelter-in-Place Checklist

**If you are told to stay where you are, use this checklist to be sure that you follow the correct procedure:**

- \_\_\_\_\_ 1. Stay in building or go inside right away.
- \_\_\_\_\_ 2. Close windows and doors.
- \_\_\_\_\_ 3. Turn off the following:
  - \_\_\_\_\_ air conditioners
  - \_\_\_\_\_ heating system blowers
- \_\_\_\_\_ 4. Extinguish any open flames.
- \_\_\_\_\_ 5. Close fireplace dampers if you do not have a fire in your fireplace.
- \_\_\_\_\_ 6. Locate your already-prepared emergency supply kit.
- \_\_\_\_\_ 7. Seal all cracks and openings with the duct tape and plastic, and put towels under the door to provide added protection.
- \_\_\_\_\_ 8. If you think you are being exposed to fumes, put a wet cloth over your nose and mouth. Call 911.
- \_\_\_\_\_ 9. Stay where you are and listen to a local radio or TV station for further instructions.

# CHILDCARE CHEMICAL EMERGENCY PLAN GUIDELINES PARENT INFORMATION LETTER

Dear Childcare Families:

Our childcare facility, with the help of the Kent County Local Emergency Planning Committee (LEPC), has developed a Chemical Emergency Plan to be implemented in the event of a chemical release, explosion or spill. The Chemical Emergency Plan will be used in the same way as our emergency fire and tornado plans which give us a plan of action to follow in a potentially dangerous situation.

In the event of a chemical disaster near our childcare facility, we will be alerted to the possibility of the danger by local public warning sirens, NOAA Weather alert radio, or by the local TV or radio stations. We will listen carefully to the information and instructions from the local fire department. The instructions may be to stay put and shelter-in-place, or to evacuate to designated shelter locations. In the event that we are instructed to evacuate, but the media announces no shelter locations, we will evacuate to

\_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, or \_\_\_\_\_,  
depending upon instructions from the fire department and direction of the wind.

Families of children in our care should also listen to local TV and radio stations for information. They should not call 911 and ask questions. Only call 911 if you need police, fire department or paramedics for an emergency. The fire department will relay information through the media.

We realize childcare families will be concerned about the safety of their children and want to pick them up as soon as possible. If we are sheltering-in-place, children will be unable to leave the facility until the fire department has determined it is safe to do so. If we evacuate the facility, the media may announce shelter locations and children may leave as their parents or guardians arrive. If no shelter locations are announced, children will be at one of the four shelter sites specified in this letter and may leave when their parents or guardians arrive. We will take emergency contact phone numbers of the children in our care to the shelter sites. It is important that childcare families keep this information up to date.

Thank you for taking the time to review our Chemical Emergency Plan guidelines. We will be happy to answer questions or furnish further details. If your family would like more information on emergency planning, please contact:

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