

PAC Disaster Emergency Preparedness Recommendations

Disaster Emergency Preparedness Committee: Joy Udem (co-chair, Sandhurst), Jilda Nettleton (co-chair, North Seattle), Stephanie Yeager (Broadview), Alisa Pentilla (Wedgwood), Karen Jobe (Crown Hill), Amy Peck (Northgate)

Goal: To provide recommendations for all the NSCC sponsored preschools to create or update their disaster emergency procedures to current City of Seattle standards for 3 days worth of supplies.

Note: The City of Seattle defines an emergency as any situation where the city infrastructure has shut down due to natural or human caused disasters. For other issues such as an intruder or single child injury or fatality, please refer to your NSCC risk manual. Additionally, this document is only a guide; adjust to fit your co-op situation and carry it out when and how your co-op decides is the best time to do so.

Quick View:

- **Have three days worth of water, medical supplies and allergy safe food.**
- **Have a plan in writing: Review, practice and maintain plan with parents.**
- **Secure the building: know who or how to turn off gas, water and electric.**
- **Know first aid and CPR.**
- **Plan how to reunite families.**

Detailed Recommendations:

1. It is very important to make sure plan is updated to current government and Red Cross recommendations for three days worth of water and food and medical supplies for your entire group. A three days supply of water would be 3 gallon per person. Also, make sure your food supply is allergy safe and that expiration dates are checked annually. Review your supplies against NSCC Risk Manual, www.northseattlecoops.org Forms and References tab, for 72 hour kits. The 72 hour kit list is listed at the end of this document along with additional links to other sources for emergency supply lists.
2. Besides the NSCC Risk Manual, all schools are advised to have a basic emergency action plan best suited to their needs in writing (to aid in class transitions each year). We recommend providing the plan to parents in their registration packets. Plan should contain specifics as to who is in charge, with tasks divided for managing phones, first-aid, taking care of children, how to contact the school, etc. It was also suggested the plan be posted at your school. We suggest reviewing the disaster emergency plan and the risk manual at a coop meeting twice a year, such as fall and spring. PAC meeting parents expressed a common concern of not knowing what their school's emergency plan is or where supplies were if something happens to the teacher. The Red Cross advises that children need to practice for emergencies and learn to dial 9-1-1.

3. The City of Seattle and the Red Cross advise knowing how or who will turn off gas, water and electricity immediately after an earthquake and your school plan is advised to have key facility contacts if you are part of a larger school. (Link to City of Seattle utility control guide: <http://www.cityofseattle.net/emergency/info/skills.htm>)
4. In addition to three days worth of emergency food, water, medical and emergency supplies, it's suggested on the Forms & Reference page of the NSCC website in the Risk Management Manual to have parents provide "Comfort kits" for children in any classes where parents are not on site. There are many variations on these kits so edit as your school sees fit, for example use a one gallon ziploc bag that contain the following: juicebox, nut free energy bars/granola bars, dried fruit, packet of tissue, pair of socks for hands/feet, note from parent with family and child photo (optional), small comfort toy/item, small flashlight w/batteries (optional), nametag w/birth date, allergy info and parent names/phone #. Another example of a comfort kit & letter: <http://www.saintmarks.org/Children/Preschool/EmergencyPrepare.pdf>
5. Know the nearest fire department and hospital near your co-op (phones will not be working or delayed so walking may be the only option).
6. Committee suggests co-op rosters include a column that checks which parents have current First aid/CPR certification. There should be at least one parent with current certification during every school session.
7. Depending on condition of your building some schools have created off-site storage sheds for safe access to supplies in case of severe damage to facility.
8. Each co-op should have out-of-state emergency contact information for all children. Families are advised to have their own personal reuniting plans and emergency supplies at home and in their cars (don't forget pets).
9. Variations on this basic plan are a pandemic flu plan and discussing the NSCC Risk Management Manual Intruder plan and sign-language signal.
10. NSC 72 hour emergency kit list:
 - Batteries
 - Bleach
 - Bucket
 - Can opener
 - Comfort kits
 - Crowbar
 - Disaster plan
 - Drinking water: 3 day supply (3 gallons per person)
 - Duct tape
 - Emergency information for children/adults
 - First Aid supplies
 - Flashlights
 - Food - 3 day supply
 - Gloves heavy leather
 - Hand Sanitizer
 - Lighter or matches
 - Office supplies (pen, paper, tape)

Paper towels
Plastic garbage bags (large for rain protection and medium for toileting)
Radio
Soap
Toilet paper
Water – 3 day supply (3 gal per person)
Whistle
Wrench

Additional suggestions by Emergency Committee:
All-in-one-tool (i.e. Leatherman, Swiss army knife)
Diapers
Large heavy duty plastic bags for debris,
White bucket for porta-potty with kitchen bags for insert
Wipes

11. Links referred to above and additional links below: (please note, URL shortcut links break when sites update their information, so if the link is broken, go to the main City of Seattle site and navigate to their emergency information, etc).

City of Seattle emergency skills (link to utility control etc)

<http://www.cityofseattle.net/emergency/info/skills.htm>

NSCC Risk Management Manual (rev 2013)

<http://coops.northseattle.edu/forms/forms.html>

Comfort Kits:

<http://www.saintmarks.org/Children/Preschool/EmergencyPrepare.pdf>

The Red Cross Disaster Planning,

http://redcross.org/services/disaster/0,1082,0_500_,00.html

The American Red Cross article on helping young children cope with trauma,

<http://www.redcross.org/services/disaster/foreignmat/1303en.pdf>

City of Seattle Guides on Family reunite and communication plans,

<http://www.seattle.gov/emergency/info/familyplan.htm>

City of Seattle Emergency Supply lists for families:

<http://www.seattle.gov/emergency/info/supplykit.htm>

King County Office of Emergency Management Site,

<http://www.govlink.org/3days3ways/>