

# Virgin Islands Child Care Disaster Guide



Child care disaster guide came  
as a word file.

Department of Human Services

Office of Child Care & Regulatory Services  
St. Thomas - St. Croix - St. John



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**Office of Child Care & Regulatory Services**  
**United States Virgin Islands**

During the last decade the Virgin Islands has experienced its share of disasters. These disasters have brought into focus the importance to prepare, to assist parents, employers, and the childcare delivery system when a disaster occurs.

The purpose of this guide is to help childcare providers prepare for and respond to disasters. The children of our community stand a favorable chance of experiencing some form of natural disaster; many of these children are enrolled in a childcare program served by the Office of Child Care and Regulatory Services (OCCRS).

Included in the guide are recommendations from local, state, and federal governments on how to minimize the negative impact of disasters on childcare services.

Finally, the goal of OCCRS, and the intent of this guide, is to ensure that the impact of disasters on the Virgin Islands most vulnerable citizens, THE CHILDREN, is minimized before, during, and after the disaster occurs.



# Types of Disasters

## TYPES OF DISASTERS

All child care programs and providers, regardless of where they are located, face some risk from natural disasters. Part of preparing for disasters is to understand which events are most likely to occur in our community and knowing the specifics for each event. While there are some general measures to take to prepare for most disaster, some types of disasters require special preparations.

As summarized in the chart below, disasters are divided into three different types. They are, natural such as hurricanes and earthquakes; technological including power outages, fires, exposure to hazardous materials; and attacks, resulting from terrorism and other acts of violence.

<b>Natural / Severe Weather</b>	
	<b>Hurricanes</b>
	<b>Earthquakes</b>
	<b>Floods</b>
	<b>Brush fires</b>
	<b>High Winds</b>
	<b>Landslides</b>
	<b>Tsunamis and Tidal Waves</b>
<b>Unintentional / Technological</b>	
	<b>Electric Outages</b>
	<b>Loss of Water</b>
	<b>Fires</b>
	<b>Aviation Accidents</b>
	<b>Oil Spills</b>
<b>Intentional / Attacks</b>	
	<b>Bomb Threats</b>
	<b>Biological Attack</b>
	<b>Chemical Attack</b>
	<b>Explosions</b>
	<b>Nuclear Attacks</b>
	<b>Radiological</b>

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## **TYPES OF DISASTER CHILD CARE CENTERS MAY FACE**

Prepare for disaster by first knowing which natural and technological (unintended and intended) disasters are possible in our community. Do not assume you know all the risks that can occur. You may be surprised to learn our community is prone to natural disasters you had not expected (ex. tsunami, tidal waves).

Disasters can have a cascading effect. Earthquakes can cause fires, and hurricanes result in downed power lines. Consider how transportation routes or other external factors can also affect child care programs for instance are they near a major highway where hazardous chemicals are transported, putting the programs in danger of chemical spill?

For help identifying the types of disasters that could occur, contact VITEMA, Red Cross, Emergency Coordinators, the Department of Fire, and local Law Enforcement. Public Works Department can also help to determine potential disaster threats. It is also helpful to post and/or have available contact information regarding emergency agencies in the “emergency plan”, especially at the onset of a threat and/ or after one occurs.

Many disasters occur without notice; however, some disasters can be predicted and notice can be given far in advance; allowing time for precaution and preparation. In the unlikely event of a hurricane it is vitally important to listen to weather forecasts storm watches and warnings.

### **HURRICANES:**

Here in the Virgin Islands, where hurricanes are common, we often have time to prepare. By reviewing the table and becoming familiar with the different categorical terms, used by the National Weather Services and others to define the storms conditions, providers can better prepare for the impact and strengthen your plan and make it successful.

<b>SAFFIR-SIMPSON HURRICANE SCALE</b>					
<b>Category</b>	<b>Sustained Winds</b>	<b>Central Pressure</b>	<b>Tide</b>	<b>Damage</b>	<b>Storm Surge</b>
1	74 - 95 mph	28.94 – 29.40	2 – 4 ft	Minimal	4 – 5 ft above normal
2	96 - 110 mph	28.50 – 28.93	5 – 7 ft	Moderate	6 – 8 ft above normal
3	111 - 130 mph	27.91 – 27.49	8 – 11 ft	Extensive	9 – 12 ft above normal
4	131 - 155 mph	27.17 – 27.90	12 -13 ft	Extreme	13 – 18 ft above normal
5	156 - mph and up	Less than 27.17	14 -15 ft	Catastrophic	18 + ft above normal

Before the center of a hurricane makes landfall, a dense gray curtain of moisture will encase the area. Bands of torrent rain will burst upon the coast and quickly sweep across the entire island. One stinging blast after another will send horizontal sheets of water in an unrelenting assault on each structure. At this point, all residents must be inside a secure building. As the storm continues its approach, each new squall line may produce wind gusts capable of unexpected new levels of destruction.

With most hurricanes, childcare programs may have several days notice and can reduce the injuries and lost or damage to personal property by making the following preparations.

***Here is a list of preparations that can be done prior to the hurricane coming ashore:***

- Monitor hurricane watches and warnings. If time permits, return children to their families.
- Secure outside equipments (ex. playground, chairs and benches).
- Close and board up windows.
- Turn refrigerators and freezers to their coldest settings. Open only when necessary and close quickly.
- Store drinking water in clean containers.
- Fill vehicles with fuel.
- Check and replenish first aid emergency kits.
- Turn off propane tanks and tightly secure them in the event of high winds.
- Turn off appliances and utilities if told to do so by authorities.
- Check status of battery-powered radios and alternate light sources. Each Facility should have a minimum of one (1) flashlight on hand as part of their Emergency/To-Go Kit.
- Remain indoors until storm passage is confirmed. Hurricanes often have a lull as the eye of the storm passes; so ensure you remain indoors for an adequate time.
- If power is lost, unplug appliances to reduce power surge when electricity is restored.
- Prepare to evacuate, if necessary. Move records, computers, and other equipment to safer areas with the facility or move to another location.
- Forward all records to a back up system such as a disk, a jump drive, or even a computer out of the area.

## **EARTHQUAKES:**

An earthquake, on the other hand, most often occurs without much notice. However, by planning and taking certain precautions you can reduce personal injuries from falling objects and allowing a less obstructed route for escape when necessary.

<b>Earthquake Magnitude Scale</b>		
<b>Magnitude</b>	<b>Earthquake Effects</b>	<b>Estimate number each year</b>
2.5 or less	Usually not felt but can be recorded on a seismograph	900,000
2.50 to 504	Often felt, but only cause minor damage	30,000
5.5 to 6.0	Slight damage to buildings and other structures	500
6.1 to 6.9	May cause a lot of damage in heavily populated areas	100
7.0 to 7.9	Major earthquake Serious damage	20
8.0 or greater	Great earthquake, Can totally destroy communities near the epicenter	One every 5 to 19 years

*Here is a list of preparations that can be done to secure equipment for an earthquake:*

- Fasten shelves securely to walls.
- Strap heavy equipment to the walls
- Hang heavy items (pictures and mirrors) away from places people sit and children play.
- Place larger or heavy items on lower shelves.
- Brace overhead light fixtures.
- Store breakable items on lower shelves; preferably, where they can be locked away from the children's harm.
- Stay inside. Move the children and staff to the safest location within each room.
- Take cover to protect the children and staff from falling objects indoors and outdoors.
- Turn off the electricity, gas, and water service.
- When leaving the building, use stairways and avoid windows, skylights, and damaged utility lines.

- If the staff and children are in a vehicle, stop quickly and stay in the vehicle.
- Move the vehicle to a clear area away from buildings, trees, or utility wires.
- Once the shaking has stopped, proceed with caution.
- Avoid damage areas.

## **TERRORIST AND OTHER ATTACKS:**

Attacks are more difficult to predict than some natural disasters. The Federal government has developed a Homeland Security Advisory System designed to measure, evaluate terrorist threats, and communicate them to the public in a timely manner. The advisory system is based on five different alerts dependent on threat conditions:

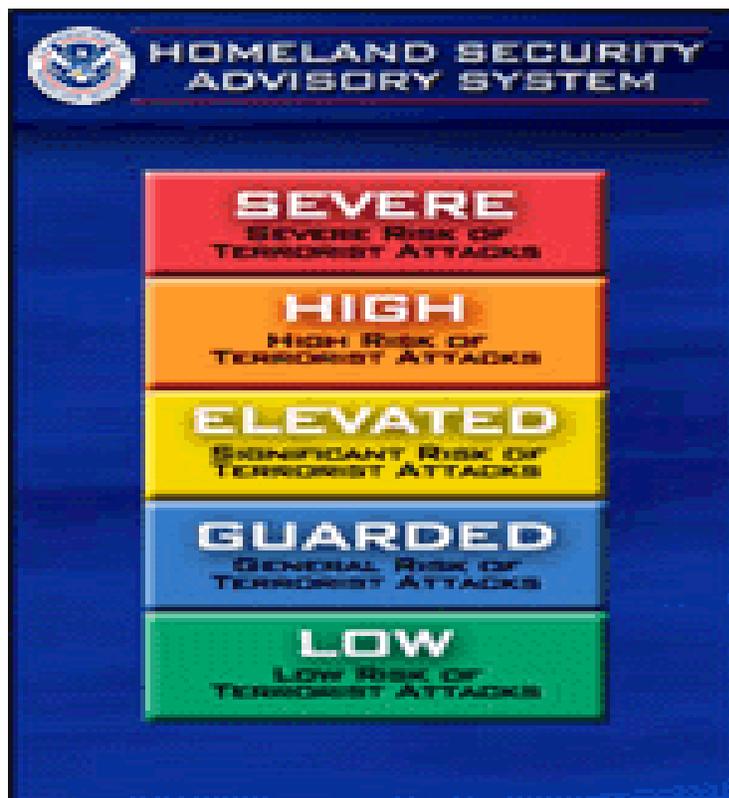
Green: Low risk of terrorist attack

Blue: Guarded General risk of terrorist attack

Yellow: Elevated risk of terrorist attack

Orange: High risk of terrorist attack

Red: Severe risk of terrorist attack



Become familiar with your local Advisory Broadcasting Services and post phone numbers and broadcasting stations, both radio and/or television, in the event they are needed.

## **PREPARING FOR DISASTERS**

Preparing for disasters can help reduce the loss of life when a disaster strikes. It can also help reduce the damage to childcare facilities and family child care homes and the equipment and supplies needed to support childcare. If the childcare community is prepared for different types of disaster, childcare businesses has a better chance of being preserved and/or restored to full service after a disaster occurs. If the childcare business in our community is prepared for disasters, employees can return to work more quickly and help their employers return to productivity.

Regardless of the preparation individual child care providers may complete, their efforts will be not being productive unless the community prepares for natural and other types of disasters. Childcare providers rely on others for utilities, security, supplies, and services to operate their facilities. If these supports are lacking, providers may not be able to offer childcare.

## **THE ROLE OF OCCRS IN PREPARING FOR A DISASTER**

All childcare programs, regardless of their size, or type, should develop a disaster plan. Large and small child care centers, school-age programs, family childcare providers, relatives, and nannies should all have plans. While the specifics of the plans for each program may be slightly different, a plan is needed. Childcare centers are also faced with the challenge of helping their employees plan for their own families while transporting and caring for groups of children, if evacuation is required.

Family childcare providers ***must have a plan*** that protect the ***health and safety of their own family, as well as the children for whom they are providing care.*** They must minimize the impact of disasters on the facility in which they both live and work.

## **INDIVIDUAL PROGRAM PLANS**

Childcare providers should work with others agencies (ex. Red Cross, and VITEMA) to develop their emergency preparedness plan. Centers should set up “emergency preparedness teams” that include employees, parents, substitute helpers and others who are knowledgeable about the child care program or involved in the operation of the program. Including employees from all levels in developing the plan and as active

members of your emergency management team is necessary for smooth transition during disaster.

***The following are various steps all childcare providers should take to reduce the impact of different types of disasters:***

- Regularly monitor for possible threats and hazards.
- Regularly clean and check gas, electrical systems, and smoke detector.
- Ensure fire extinguishers are properly charged, mounted to compliance and easy to reach in case of fire.
- Become familiar with the different types of fire extinguishers and how to use them.
- ALL STAFF, key personnel of your emergency team, and interested family members must be trained to properly use a fire extinguisher.
- Consider buying a generator for back-up power. A licensed electrician must install a generator.
- Ensure there are NO BARRIERS that prevent safe exit from the home or facility.

One of the first and most critical steps in disaster planning is to inspect the childcare facility or family childcare home for potential hazards in a disaster.

***Some of the types of hazards to look for include:***

- Objects that could fall during an earthquake.
- Large items that could tip over during high winds, an earthquake, or similar event.
- Potential plumbing breaks during earthquakes.
- Materials that could easily ignite during a fire; such as curtains.
- Areas that will drain poorly during heavy rains and flooding.
- Windows or doors that are obstructed and from which adults and children could not evacuate during a fire or other disaster.
- If the program has not done so already, it should prepare a facility floor plan with the location of the evacuation routes, shelter, areas, fire alarms, and fire suppression equipment and extinguishers. The floor plan should also include the emergency assembly area(s) or routes to the area(s); post these throughout the home or center.

## **EMERGENCY PREPARATIONS**

*There are some actions, including the following that all child care facilities should take to prepare for any disaster and minimize the impact of the disaster on its services:*

- Collect and keep emergency contact information, and health requirements for all children, families, staff and volunteers.
- Stock supplies needed to remain in the facility or to evacuate.
- Develop key contacts, phone list, and consider implementing a phone tree.
- Carry out a plan for protecting vital records.
- Develop an evacuation plan.
- Train staff and children on the evacuation plan and practice the plan.
- Encourage employees to have a family emergency plan.

Programs should consider setting up a telephone calling tree, a password-protected page on the program website, an e-mail alert, or a call-in voice recording to communicate with program personnel during an emergency. They should also designate an out-of-town phone number where staff and assistants can call to leave an “I’m okay” message in a catastrophic disaster.

Communicating with staff and/or families whose children have disabilities is important. Consult them about what type of help they will need during an emergency (they will usually know what will be needed). Those responsible for emergency planning should enquire about communication difficulties, physical limitations, equipment instruction, and medication procedures. The individuals who will help co-workers and/or children with disabilities should be identified and trained on their responsibilities. This is particularly important if someone needs to be carried or lifted. If there are individuals working or attending the program that won’t be able to hear the alarms or instructions, alternate ways of alerting them must be developed.

## **Child Care Program Disaster Kit should include the following:**

- One or more changes of clothing for each child
- Disposable diapers and pull-ups
- Wet wipes and tissues
- Water (1 gallon per child, 2 gallons per adult, additional for sanitation and flushing toilets).
- Powered or canned infant formula for each infant
- Baby food for each infant
- Non-perishable food items
- None-electric can openers
- Supplies of medication for children and staff
- Disposable cups, bowls, plates, and eating utensils
- Paper towels, toilet paper, plates, and eating utensils
- Hand sanitizer and cleaning agents
- Blankets
- Battery-operated radio with extra batteries
- Flashlights with long-life batteries and extra batteries
- First Aid Kit
- Age appropriate games, books, drawing materials, crayons, pencils, balls, sidewalk chalk
- A cell phone
- A facility phone that does not require electricity to be operated
- Whistle to signal help
- Dust and filter masks
- Moist towelettes for sanitation
- Plastic sheeting and duct tape
- Garbage bags and plastic ties for personal sanitation and disposal of diapers and pull-ups

## **EMPLOYEE INFORMATION**

Having accurate and complete information on the staff of a child care program is critical during a natural or other disaster. During disasters, a program must be able to reach staff members at any hour of the day. If a call order or telephone tree has been set up, calling can be carried out more quickly. Programs may need to call family members of staff and volunteers to notify them if a staff member or volunteer cannot leave the facility or has been injured. After a disaster occurs the program will probably want to contact their staff members to let them know if the program will reopen and when it will open. If phone service has been disrupted, it may be impossible to reach them by land phone. If the disaster is widespread or has had a significant impact, cell phone service may also be impaired or jammed with a heavy load of calls. If staff members have had to evacuate the area, it may not be possible to reach them using either their home phone number or cell phone number.

Some ways to prepare for problems in communicating with staff and parents during and following a disaster include:

- Have several phone numbers for each staff member-home, cell, and spouse's place of work, and the number of an out-of-state contact, if possible.
- Have a programmable phone so a recorded message can be left to provide staff and parent with the information they need about the program during or after an emergency.
- Have a programmable phone so calls to the program's phone number can be forwarded to a phone out of the area if there is a closure.
- Have an 800 number located outside the area to which employees and parents can call and leave recorded messages after a disaster.

During a disaster, it may not be possible to communicate using phones. Some alternatives to telephone include two-way radios, pagers, and emergency notification services. Having a designated meeting place can help parents and staff members find one another when no other forms of communication will work. Also, let employees know which radio and television stations the program will use to provide information about its status.

## **Information on Children and Families**

To ensure that a parent or other responsible person can be reached, programs should consider collecting and maintaining the following information for each child in their care:

Parents' or guardians'  
Work Phone Number  
Cell Phone Number  
E-mail address  
Supervisor's work phone number and e-mail address

The names, cell phone numbers, home phone numbers, and e-mail addresses of two local emergency contacts (preferably individuals with whom the parents do not live or work).

The name, work phone number and e-mail, and home phone number and e-mail of two emergency contacts that live outside the area (preferably individuals, such as grandparents, who would assume responsibility for the child if the parents were not able to do so).

The program should also have permission from the parents to transport the child in the event of an emergency and to seek medical care for him or her, if necessary, during an emergency or evacuation.

If the most critical information is put on an identification bracelet worn by the child while he or she is in the program, it will be more readily available during an emergency.

### **KEEPING TRACK OF WHO IS IN THE FACILITY**

In preparing for an impending disaster and evacuation, it is critical to know who (adults, staff, volunteers, parents and children) is in the building. This information can assist providers to avoid leaving a child or adult behind delaying departure when time is critical. After a disaster strikes, it is important to know who was in the facility when the threat hit. All present must be accounted for.

### **BACK-UP SUPPLIES AND EQUIPMENT**

The following materials are recommended for disasters to include disposable diapers, canned or powdered formula, canned or powdered milk, and supplies of critical medications, baby food, and other foods suitable for children.

Organize the supplies and equipments for disasters into two kits – one for children and staff remaining on site, one for evacuations, and store in an accessible place.

## **What to do after a disaster:**

- Continue to listen to local radio stations or other news media for information.
- Stay away from flood waters.
- Give first aid to children and staff where appropriate. Contact 911 if emergency medical care is needed.
- Return to your facility only after local officials tell you it is safe.
- Stay on firm ground and avoid disaster areas.
- Enter building with caution. Do not enter if there is water around the building.
- Use flashlights to examine walls, floors, doors, staircases, and windows. Inspect foundations for cracks and make sure the home or building is not in danger of collapse.
- Check for gas leaks. If you smell gas or hear a hissing noise, open a window and evacuate the staff and children quickly. Turn off the gas at the outside main valve and call the gas company from a nearby home or business.
- Look for electrical system damage. If you see sparks or frayed wires, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
- Check for sewage and water line damage. If you think sewage lines are damaged, don't use toilets and call the plumber. If water pipes are damaged, don't use tap water and call the water company.
- Watch for animals.
- Take pictures of the damage for insurance claims.
- Avoid drinking or preparing foods with tap water until local officials tell you it is safe to be used.
- Use the telephone or cell phone for emergency calls only.
- Have staff and children put on long pants, long-sleeved shirts, and sturdy shoes, if they are available.

- Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately.



## Restoring Child Care after a Disaster

Most child care center staff and family child care providers will be eager to begin offering child care to children and families as soon as possible after strikes. If the disaster was severe and widespread, it may take considerable effort for a program to reopen. Restoring child care services as quickly and effectively as possible is important because child care is an essential service.

Parents need child care so they can return to work. Businesses and corporations need to have child care available so their employees can perform their jobs. If child care is not available, the damage assessment and repair process will be slowed and the recovery period lengthened.

### **OCCRS must first visit each facility and:**

- Assess the damage from the disaster to their property and equipment.
- Determine if you can stay in the existing facility.
- Decide if you should repair, rebuild, or restart your program.

### **Providers would then have to:**

- Find a different location if children can't return to their former facility.
- Prioritize repairs to facilities and equipment.
- Get funding and other support needed to reopen.

- Obtain services need to restore facility (ex. cleaning, repair services and building inspection).
- Get donated supplies and materials for program.
- Restore records and administrative services.
- Contact displaced staff and recruit new staff, if necessary.
- Get waivers, if needed, and become re-licensed.

## **RETURNING TO THE FACILITY**

Once official approval is given to return to your facility, child care providers must decide whether it is safe to return. It may not be safe to drive because electrical wires are down, debris may be blocking the road or high levels of water **being present**. At facilities there may be other hazards including the potential for injury from or exposure to:

- Unstable structures,
- Carbon Monoxide,
- Other hazardous chemicals,
- Polluted water and sewage,
- Mold and mildew,
- Infectious diseases, or
- Insects and reptiles.

Professional assistance may be needed too help child care providers decide whether the child care facility can be made habitable and suitable for providing child care. Disposable digital cameras should be available on-and off-site so they can document the damage to the facility, the outdoor areas, and the facility contents. Photographic or video documentation will help with insurance claims and replacement.

## **COMMUNICATING WITH PARENTS**

Parents and employers will want to know if the program is providing service and, if it is not, when service will be restored. To maintain contact with customers during the recovery period, you can:

- Call using a land or cell phone,
- Provide a recording on an 800 or local number,

- Provide a recording on a prearranged number out of the island, Make information available to the Office of Child Care & Regulatory Services so they can answer inquiries from parents and employers.
- Send an e-mail to the parents’.
- Provide information using the media including local television, cable television, local government channels, and newspapers.

## **ASSESSING DAMAGE**

Determine the damage to the facility. The program can begin establishing a list of repairs that must be made, and prioritize them. Building inspectors will have to be notified too help determine what has to be done to restore the facility. Give highest priority to repairs that are necessary to ensure the staff’s and children’s health and safety and meet licensing requirements. Before contracting for or completing repairs, contact the program’s insurance company and the government emergency management agency to determine what information is needed to apply for funding and make arrangements for repairs. Coordinate repairs with both the insurance carrier and the emergency management office to avoid problems after the repairs are completed.

Compile damage to vehicles, computers and computer equipment, other program equipment, supplies, and records. The program will also have to assess the impact of the disaster on the program’s personnel. During this stage, the program administrators will have to decide which staff, equipment, supplies, and procedures are critical for the program to reopen and operate.

## **SAFETY DURING CLEAN-UP**

During clean-up, it is important for child care providers to protect themselves and those helping them from injury and illness. Protective gear and hand washing should be stressed. Providers should ensure that they and their helpers do not become injured or ill because of:

- Carbon monoxide poisoning.
- Floodwater and mosquitoes.
- Exposure to sewage.
- Unstable building and structures.
- Stray animals
- Electrical or fire hazards.
- Mold growth.
- Other hazardous materials.

# Keeping Food and Water Safe after a Disaster or Power Outage

*Identify and throw away food that may not be safe to eat:*

- Throw away food that may have come in contact with flood or storm water.
- Throw away food that has an unusual odor, color, or texture.
- Throw away perishable foods (including meat, poultry, fish, eggs, and leftovers)
- Refreeze thawed foods that still contain ice crystals.
- Throw away canned foods that are bulging, opened, or damaged.
- Throw away food containers with screw caps, snap lids, crimped caps (soda pop bottles), twist caps, flip tops, snap-open, and home-canned foods if they have come into contact with flood water, because they cannot be disinfected.
- If cans have come into contact with flood or storm water, remove the labels, wash the cans, dip them in a solution of one cup bleach in five gallons of water and label the cans with a marker.
- Do not use contaminated water to wash dishes, brush teeth, wash and prepare food, wash your hands, make ice, or prepare baby formula.

## **STORE FOOD SAFELY**

- **Keep the refrigerator and freezer doors closed as much as possible, while the power is out.**
- **Add block or dry ice to refrigerators if the electricity is expected to be off longer than four hours. Wear heavy gloves when handling ice.**

# Child Care Program Emergency Plan Sample Form

	<b>Child Care Program Information</b>
<b>Name of program</b>	
<b>Street Address</b>	
<b>City</b>	
<b>State</b>	
<b>Zip code</b>	
<b>Telephone Number</b>	
	<b>Location of Alternate Facility</b>
<b>Name of facility</b>	
<b>Street Address</b>	
<b>City</b>	
<b>State</b>	
<b>Zip code</b>	
<b>Telephone Number</b>	
<b>Directions to facility</b>	
	<b>Primary Emergency Contact at Child Care Program</b>
<b>Name</b>	
<b>Telephone number</b>	
<b>Alternate telephone number</b>	
<b>E-mail address</b>	
<b>Telephone number outside of area</b>	
	<b>Contact Numbers - 911</b>
<b>Emergency</b>	
<b>Non-emergency police</b>	
<b>Non-emergency fire</b>	
<b>Insurance provider</b>	
	<b>Types of Disasters Most Likely to Occur in our area.</b>
	<b>Members of Our Emergency Planning Team</b>
<b>Staff</b>	

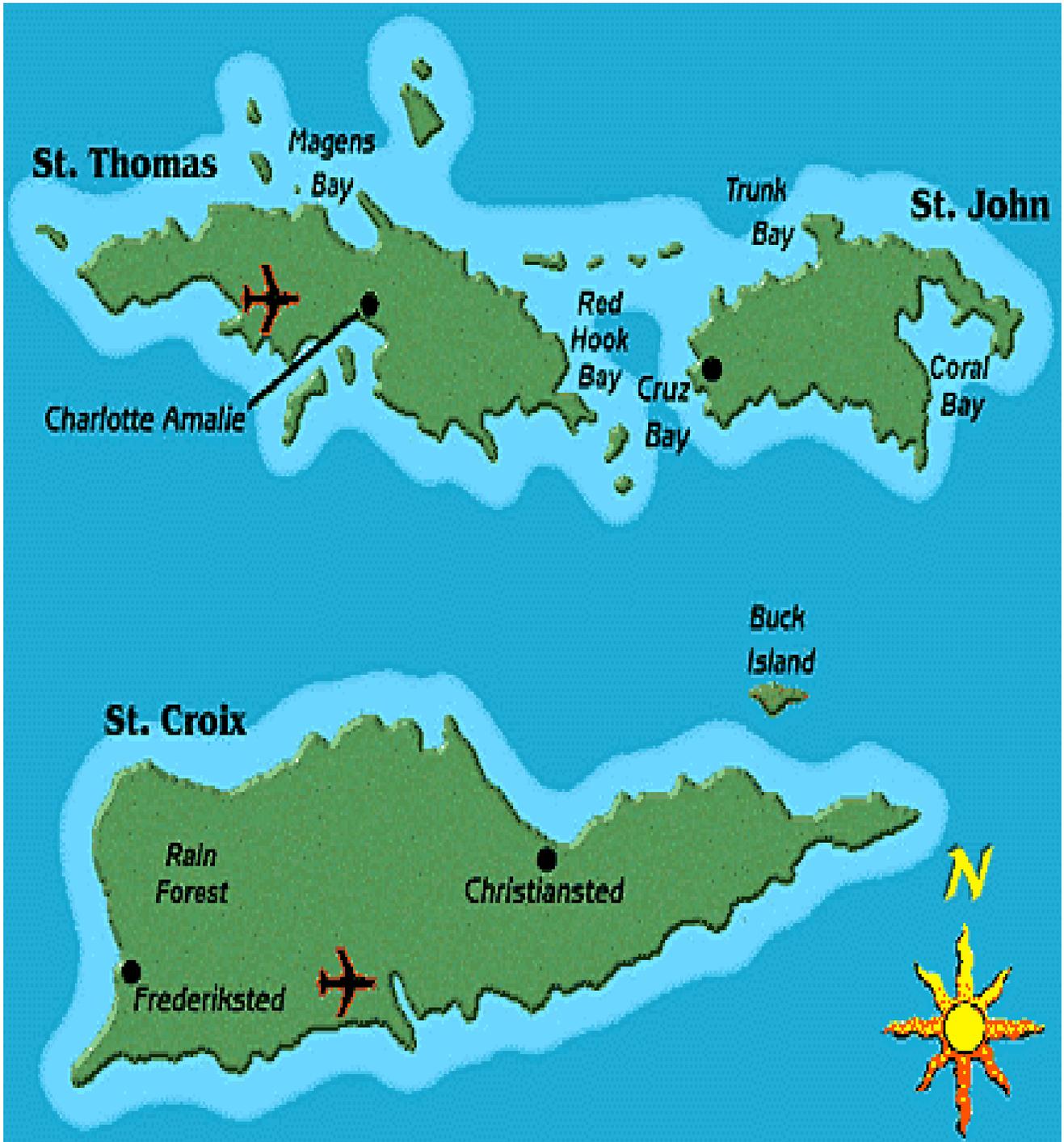
<b>Staff</b>	
<b>Staff</b>	
<b>Staff</b>	
<b>Parent</b>	
<b>Others</b>	
<b>Others</b>	
<b>Others</b>	
<b>Neighbors</b>	
<b>Business</b>	
<b>Schools</b>	
<b>Churches</b>	
<b>OCCRS</b>	
<b>Others</b>	
	<b>Person in Charge of Operations needed for Reopening</b>
<b>Facility inspection and repair</b>	
<b>Contacting families and employers</b>	
<b>Obtaining equipment and supplies</b>	
<b>Setting up rooms</b>	
<b>Accessing records</b>	
<b>Restoring meal and snack service</b>	
<b>Obtaining building inspections and licensing approval</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Other:</b>	
	<b>Contact for help with post-disaster clean-up</b>
<b>Name</b>	
<b>Street address</b>	
<b>City/ state/zip code</b>	
<b>Phone/fax</b>	
<b>E-mail address</b>	
	<b>OCCRS contact (phone/fax/e-mail)</b>
	<b>Contact for Food and Water</b>
<b>Company Name</b>	

<b>Phone/Fax</b>	
<b>E-mail address</b>	
<b>Street address</b>	
<b>Contact Name</b>	
<b>Account Number</b>	
	<b>Licensing Contact (phone/fax/ e-mail)</b>
<b>Local</b>	
	<b>Evacuation Plan</b>
<b>Evacuation manager &amp; alternate:</b>	
<b>Person responsible for issuing all clear:</b>	
<b>Persons able to handle medical emergencies:</b>	
<b>Assembly site manager and alternate:</b>	
<b>Responsibilities of assembly site manager:</b>	
<b>Contact number out of the area:</b>	
<b>E-mail address out of the area:</b>	
<b>Number of times and dates evacuation warning system will be tested per year</b>	
<b>Person who will locate, copy, and post building and site maps</b>	
<b>Persons who will mark evacuation exits</b>	
<b>Location of evacuation exits</b>	
<b>Number of times per year and dates evacuation procedures will be practiced</b>	
<b>Near-by Assembly Site: Location to which we will evacuate nearby (street address, phone number, contact person, e-mail, and fax number).</b>	
<b>Distant Assembly Site: Location to which we will evacuate out of the immediate area (street address,</b>	

<b>phone number, contact person, e-mail, fax number).</b>	
	<b>Shelter-in-Place Plan</b>
<b>Close-program manager and alternate</b>	
<b>Close-program manager responsibilities</b>	
<b>Shelter manager and alternate</b>	
<b>Shelter manager responsibilities</b>	
<b>Person responsible for issuing all-clear:</b>	
<b>Persons able to handle medical emergencies</b>	
<b>Storm shelter location</b>	
<b>“Seal the room” shelter locations:</b>	
<b>Person responsible for maintaining and refreshing emergency supplies</b>	
<b>Process for reminding staff to keep personal supplies needed to remain in place</b>	
<b>Dates plan to stay in place will be practiced</b>	
<b>Dates warning system will be tested for taking shelter in place</b>	
	<b>Communications</b>
<b>How will we communicate our emergency plans to the staff?</b>	
<b>How will we communicate our emergency plans to the children?</b>	
<b>In the event of a disaster how we will communicate with the staff</b>	
	<b>Cyber Security</b>
<b>How will we protect our computer hardware and computer software?</b>	
<b>If our computers are destroyed, where we will use back-up computers</b>	
	<b>Back-Up of Records</b>
<b>Person responsible for backing up critical records including</b>	

<b>children's records, payroll, accounts, etc.</b>	
<b>Where back-up records including a copy of insurance policies, facility plans, bank account records, and computer back-ups are stored onsite</b>	
<b>Off site location of second set of back-up records</b>	
<b>Date the emergency plan will be received an updated.</b>	
<b>Other</b>	
<b>Other</b>	

Map of the Virgin Islands



## Scenery of the Virgin Islands



## Bibliography

Information for Virgin Island Child Care Disaster Guide was gathered from the following agencies and web sites:

American Academy of Pediatrics

American Public Health Association

National Child Care Resource and Referrals Agency

National Resource Center for Health and Safety in Child Care

Virgin Islands Territory Emergency Management Agency

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