
MODULE 5: COURSE SUMMARY

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Module 5: Course Summary

Objectives

At the end of this module, the participants should be able to:

- Review the steps for developing your emergency plan.
 - Locate resources to identify what your childcare site needs to do to be prepared.
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Scope

- Module Introduction
 - Review: Module 1
 - Review: Module 2
 - Review: Module 3
 - Review: Module 4
 - Next Steps
 - Course Summary
-

Methodology

The instructor will present the module objectives and then briefly review the course content.

The module concludes with considerations for next steps in developing and maintaining emergency plans.

The participants will then take the final exam on-line, accessed at:
<http://training.fema.gov/IS/crslist.asp>.

Materials

- PowerPoint Visuals 5.1–5.9
 - Student Manual
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Module 5: Course Summary

Time Plan

A suggested time plan for this module is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Module Introduction	3 minutes
Review: Module 1: Course Introduction	3 minutes
Review: Module 2: Knowing Your Hazards	3 minutes
Review: Module 3: Developing Plans	3 minutes
Review: Module 4: Testing and Updating Your Plan	3 minutes
Next Steps	5 minutes
Course Summary	20 minutes
Total Time	40 minutes

MODULE INTRODUCTION

Visual 5.1

The slide has a light blue header and footer. The main content area contains the title 'Module 5: Course Summary' in bold blue text. To the right is a photograph of a man with short hair, wearing a light orange long-sleeved shirt, smiling and writing on a whiteboard. The whiteboard has some handwritten text and a question mark. The footer is dark blue with the FEMA logo, the word 'FEMA' in white, and a stylized American flag graphic. On the right side of the footer, it says 'Visual 5.1' and 'IS-36 Multihazard Planning for Childcare'.

Instructor Notes: Present the following key points.

This module provides a summary of the course information.

MODULE INTRODUCTION

Visual 5.2

Module Objectives

- **Review the steps for developing your emergency plan.**
 - **Step 1 – Knowing your hazards**
 - **Step 2 – Developing your plan**
 - **Step 3 – Testing and updating your plan**
- **Locate resources to identify what your childcare site needs to do to be prepared.**



Visual 5.2
IS-36 Multihazard Planning for Childcare

Instructor Notes: Present the following key points.

By the end of this module, participants should be able to:

- Review the steps for developing your emergency plan.
 - Step 1 – Knowing your hazards
 - Step 2 – Developing your plan
 - Step 3 – Testing and updating your plan
- Locate resources to identify what your childcare site needs to do to be prepared.

REVIEW: MODULE 1: COURSE INTRODUCTION

Visual 5.3

Review: Module 1: Course Introduction

- Identifying and addressing hazards.
- Having a plan that addresses evacuating, staying put, and reunification.
- Being able to contact parents/guardians and emergency personnel.
- Establishing relationships with your community stakeholders and including them in your preparedness efforts.
- Preparing your site.

 **FEMA** Visual 5.3
IS-36 Multihazard Planning for Childcare

Instructor Notes: Present the following key points.

As a childcare provider, you need to be prepared for emergencies because you care for one of the most vulnerable populations—children.

This responsibility includes:

- Identifying and addressing your hazards and threats.
- Having a plan that addresses evacuating, staying put, and reunification.
- Being able to contact parents/guardians and emergency personnel.
- Establishing relationships with your community stakeholders and including them in your preparedness efforts—planning, reviewing, practicing, and training.
- Preparing your site, which includes conducting activities to lessen the impact of hazards and gathering supplies.

REVIEW: MODULE 2: KNOWING YOUR HAZARDS

Visual 5.4

Review: Module 2: Knowing Your Hazards

<ul style="list-style-type: none">▪ Fires▪ General Safety▪ Hazardous Materials▪ Utility Outages and Blackouts▪ Criminal Activity	<ul style="list-style-type: none">▪ Missing, Lost, or Abducted Child▪ Severe Weather and Geological Events▪ Illness Outbreaks▪ Food Safety▪ Building and Grounds Hazards
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Visual 5.4
IS-36 Multihazard Planning for Childcare

Instructor Notes: Present the following key points.

The first step in the preparedness process is to identify the hazards and threats that you may encounter in your community, and determine those that are of high consequence and most likely. Then you need to address each of the hazards through prevention, mitigation, and preparation.

Common hazards include:

- Fires.
- General safety.
- Hazardous materials and explosions.
- Utility outages and blackouts.
- Criminal activity.
- Missing, lost, or abducted child.
- Severe weather and geological events.
- Illness outbreaks.
- Food safety.
- Building and grounds hazards.

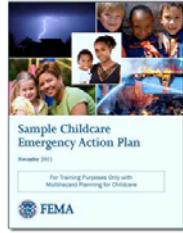
REVIEW: MODULE 3: DEVELOPING PLANS

Visual 5.5

Review: Module 3: Developing Plans

Plan topics:

- Collecting information.
- Posting emergency information.
- Developing procedures for:
 - Sign-in and sign-out.
 - Closing.
 - Shelter-in-place and evacuation.
 - Reunification.
- Preparing emergency kits.
- Accounting for different needs.



Sample Childcare Emergency Action Plan
Version 2011
For Training Purposes Only with Multihazard Planning for Children
FEMA

FEMA Visual 5.5
IS-36 Multihazard Planning for Childcare

Instructor Notes: Present the following key points.

The next step in your preparedness process is to develop a plan with processes and procedures that enable you to be prepared when something does happen.

Whether your site develops a simple emergency action plan or a more complex emergency operations plan, the plan needs to address:

- Collecting information on children in your care.
- Posting emergency information.
- Implementing sign-in and sign-out procedures.
- Establishing closing procedures.
- Developing shelter-in-place and evacuation procedures.
- Knowing how you will reunite children with their parents/guardians.
- Preparing emergency kits.
- Accounting for different needs.

When developing your emergency plan, remember the importance of engaging the whole community.

REVIEW: MODULE 4: TESTING AND UPDATING YOUR PLAN

Visual 5.6

Review: Module 4: Testing and Updating Your Plan



- Communicate the procedures in your plan.
- Conduct and complete training to be prepared for emergencies.
- Conduct drills to practice the procedures in your plan.

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Visual 5.6
IS-36 Multihazard Planning for Childcare

Instructor Notes: Present the following key points.

After you have established your plan and procedures, you need to share information with children, staff, volunteers, parents, emergency management officials, and first responders.

- Communicate the procedures in your plan.
- Conduct and complete training to be prepared for emergencies.
- Conduct drills to practice the procedures in your plan.

A plan must not just sit on the shelf. You need to include in your processes how and when you will update the plan, your emergency information, and contact information. These updates will be based on training and exercise results, community input, changes in information, and an analysis of how your plan worked if the plan was implemented when something happened.

NEXT STEPS

Visual 5.7

Next Steps

- Develop your plan.
- Test it through training and exercises.
- Keep it updated.



FEMA Visual 5.7
IS-36 Multihazard Planning for Childcare

Instructor Notes: Present the following key points.

Now that you have completed this course, you have the building blocks to develop and implement an emergency plan to keep everyone at your site safe and:

- Prevent incidents.
- Minimize the impact of hazards.
- Act effectively when something happens.
- Recover quickly.

Once you have developed your plan, remember to test it through training and exercises and keep it updated.

Use the job aid on the following page to review the steps to ensure your childcare site is prepared.

Module 5: Course Summary

Job Aid: Emergency Plan Checklist

X	Needs Improvement (Specify)
Knowing Your Hazards: Conduct the following steps to ensure you have addressed your site's high-consequence, most likely hazards and threats.	
	Identify the hazards and threats for your childcare site.
	Identify how to prevent the hazard or threat.
	If the hazard or threat cannot be prevented, identify how to reduce its impact.
	Identify building and grounds mitigation steps.
Developing a Plan: Include the following processes and procedures in your plan, whether it is a simple emergency action plan or a formal emergency operations plan.	
	Develop a process to collect and update information on children at your site.
	Have a process to collect, post, and update emergency contact information.
	Identify procedures to track children's attendance (for example, sign-in/sign-out procedures).
	Identify site closing procedures.
	Designate shelter-in-place procedures.
	Obtain supplies for emergency kits.
	Designate evacuation procedures.
	Include provisions in your procedures for children with access and functional needs.
	Identify parent-child reunification procedures.
	Identify how you will recover from an emergency.
	Document your processes and procedures.
Testing and Updating Your Plan: Communicate about your plan, conduct training and exercises, and provide a process for feedback from your community (e.g., parents/guardians, emergency management officials, first responders, local businesses, and community organizations).	
	Develop relationships within your community (e.g., first responders, emergency management officials, parents/guardians, local businesses and organizations, etc.) and ask for input on your plan.
	Communicate procedures with staff, children, parents/guardians, first responders, emergency management officials, and others.
	Conduct, provide, and complete training as needed.
	Practice your procedures with staff, children, parents, and community participants.
	Have a process for reviewing and updating of your procedures.
	Encourage families and staff to have family emergency preparedness plans.

COURSE SUMMARY

Visual 5.8

Final Exam

Instructions:

1. Take a few moments to review your Student Manual and identify any questions.
2. Make sure that you get all of your questions answered prior to beginning the final test.
3. When taking the test . . .
 - Read each item carefully.
 - Enter the answers online.

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Visual 5.8
IS-36 Multihazard Planning for Childcare

Instructor Notes: Review the instructions for the final exam.

1. Take a few moments to review the Student Manual and identify any questions.
2. Ensure that all questions are answered.
3. When taking the test . . .
 - Read each item carefully.
 - Enter the answers online.

Participants may refer to the Student Manual when completing the test.

To receive a certificate of completion, students must take the 10-question multiple-choice exam and achieve a score of 75%.

Students must complete their tests online, and will receive a certificate in the mail.

- Go to <http://training.fema.gov/IS/crslist.asp> and click on the link for IS-36.
- Click on “Take Final Exam.”

COURSE SUMMARY

Visual 5.9

Thank You

You now have been introduced to the simple steps you can take to ensure your childcare site is prepared.

Thank you for attending this course.



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Visual 5.9
IS-36 Multihazard Planning for Childcare

Instructor Notes: Present the following key points.

Congratulations!

You now have been introduced to the simple steps you can take to ensure your childcare site is prepared.

Thank you for attending this course.