



BUILDING A HEALTHY START
Professional Development for Caregivers of Infants and Toddlers

Module Three Project Evaluation Instructions for Trainers: Protecting Infants and Toddlers in Early Childhood Settings from Disaster

Introduction

Support for this training module was provided by the Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services (Grant #H25MC00238). In order to fulfill grant requirements, project evaluation information must be collected at each training session conducted before August 1, 2016, and submitted to the *Building a Healthy Start* project director. The forms to collect the evaluation information are located in Attachment A and include the sign-in sheet, pre-and post-tests, training evaluation form, and training evaluation spreadsheet. Specific instructions for the completion these forms follow.

Sign-in Sheet

Each participant should provide his or her name and contact information on the sign-in sheet for each session. As part of evaluation of the training module's usefulness and effectiveness, a post-training survey will be distributed to a random sample of training participants three months after the training session by the Project's evaluation team. Slide 67 alerts training participants to this possibility.

Pre- and Post-Tests

Training participants should complete a pre-test before the training session and a post-test after the session. The pre- and post-test may be reproduced on two sides of the same sheet of paper at the trainer's discretion. Participants will enter a participant code on both the pre- and post-tests and later on the training evaluation form. The purpose of the code is to enable the trainer to match the pre- and post-test scores with the training evaluation form for data entry on the training evaluation spreadsheet. Trainers may use their customary method of creating a participant code.

If the trainer does not have a suitable or customary method, the code may be created by using the participant's first and last initial and birthday (month and day) in six characters. For example, Jane Doe, who was born on January 9, would have the code JD0109. Sue Smith, who was born on November 11, would have the code SS1111.

Training Evaluation Form

Each participant should enter their code on the training evaluation form and fill it out completely. The trainer should collect these forms at the end of the training session.

Training Evaluation Spreadsheet

The trainer should complete the training evaluation spreadsheet following the training session and submit it within 10 working days to the *Building a Healthy Start* project director for any training that falls within the project period of August 1, 2013 through July 31, 2016. In order to complete the spreadsheet in a timely manner, it is suggested that the pre- and post-tests and training evaluation forms be matched by the participant code prior to data entry. The date of the training session and the participant code are completed first. Next, the trainer should select the category that the participant self-reported as best describing his or her race/ethnicity from the dropdown box. The trainer should select "N/A" if the participant failed to provide information about his or her race/ethnicity. For each statement about the training on the evaluation form, the participant's numeric answer (1, 2, 3, or 4) should be entered on the spreadsheet. The participant's pre-test and post-test scores should then be entered on the spreadsheet. Finally, the participant's self-reported county of residence should be entered on the spreadsheet. If the participant does not live in Alabama, enter "Other." The module number will populate itself each line is created in the spreadsheet. (NOTE: It is very important to use the correct spreadsheet for each module because of this feature.) Please double-check the data for accuracy before submission. If multiple sessions are taught by the same trainer within a one-month period, the data from all sessions can be entered and submitted on one spreadsheet at the end of the month.

Submission of Training Evaluation Data

The trainer should make copies of the sign-in sheet(s), pre- and post-test tests, and evaluation forms. These items should be submitted by postal mail to Dawn Ellis, the *Building a Healthy Start* project director, at the following address:

Dawn Ellis, M.P.H., R.N.
Bureau of Family Health Services
Alabama Department of Public Health
P. O. Box 303017
Montgomery, Alabama 36130-3017

The spreadsheet should be submitted electronically to Dawn Ellis at dawn.ellis@adph.state.al.us. If electronic submission is not possible, please call (334) 206-2965 to arrange for an alternate means of submission.

Prompt submission of accurate data will enable to the Project to determine the effectiveness of the training and to use this information to improve the development and deployment of future modules.

ATTACHMENT A: Evaluation Forms

BUILDING A HEALTHY START: Professional Development for Caregivers of Infants and Toddlers
Module 3: Protecting Infants and Toddlers in Early Childhood Settings from Disaster

Date of training: _____ Trainer: _____

SIGN-IN SHEET
Please print clearly

Participant Name	Mailing Address, Including City, State, and ZIP Code	Telephone Number/ Email Address

BUILDING A HEALTHY START:
Professional Development for Caregivers of Infants and Toddlers
Module 3: Protecting Infants and Toddlers in Early Childhood Settings from Disaster

Pre-Test and Post-Test Answer Sheet

1. Infants and toddlers are less vulnerable to disaster because of their small body size and physical dependence on caregivers.
a. True **b. False****
2. Child care programs do not need a NOAA weather radio if there is a community tornado siren.
a. True **b. False****
3. During a disaster drill, you should “count heads” of children when gathering children, when exiting the room, when traveling, and when arriving at the meeting place.
a. True** b. False
4. Identification tags or wristbands should include the child’s name.
a. True **b. False****
5. When evacuating from a building, there should be “two ways out” from every classroom or nursery.
a. True** b. False
6. The safest area during a tornado or severe weather is on the lowest floor of the building, away from windows and outside doors.
a. True** b. False
7. An nearby explosion may cause shaking and destruction, similar to an earthquake.
a. True** b. False
8. Programs should have sufficient supplies to care for children for at least 12 hours.
a. True **b. False****
9. During “lockdown,” you should stay where you are; secure doors and windows to prevent access.
a. True** b. False
10. After a disaster, follow established procedures when signing out children to parents and authorized individuals.
a. True** b. False

Participant code: _____

Score: _____

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Pre-Test

Date of training: _____ Trainer: _____

1. Infants and toddlers are less vulnerable to disaster because of their small body size and physical dependence on caregivers.
a. True b. False
2. Child care programs do not need a NOAA weather radio if there is a community tornado siren.
a. True b. False
3. During a disaster drill, you should “count heads” of children when gathering children, when exiting the room, when traveling, and when arriving at the meeting place.
a. True b. False
4. Identification tags or wristbands should include the child’s name.
a. True b. False
5. When evacuating from a building, there should be “two ways out” from every classroom or nursery.
a. True b. False
6. The safest area during a tornado or severe weather is on the lowest floor of the building, away from windows and outside doors.
a. True b. False
7. An nearby explosion may cause shaking and destruction, similar to an earthquake.
a. True b. False
8. Programs should have sufficient supplies to care for children for at least 12 hours.
a. True b. False
9. During “lockdown,” you should stay where you are; secure doors and windows to prevent access.
a. True b. False
10. After a disaster, follow established procedures when signing out children to parents and authorized individuals.
a. True b. False

Participant code: _____

Score: _____

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Post-Test

Date of training: _____ Trainer: _____

1. Infants and toddlers are less vulnerable to disaster because of their small body size and physical dependence on caregivers.
a. True b. False
2. Child care programs do not need a NOAA weather radio if there is a community tornado siren.
a. True b. False
3. During a disaster drill, you should “count heads” of children when gathering children, when exiting the room, when traveling, and when arriving at the meeting place.
a. True b. False
4. Identification tags or wristbands should include the child’s name.
a. True b. False
5. When evacuating from a building, there should be “two ways out” from every classroom or nursery.
a. True b. False
6. The safest area during a tornado or severe weather is on the lowest floor of the building, away from windows and outside doors.
a. True b. False
7. An nearby explosion may cause shaking and destruction, similar to an earthquake.
a. True b. False
8. Programs should have sufficient supplies to care for children for at least 12 hours.
a. True b. False
9. During “lockdown,” you should stay where you are; secure doors and windows to prevent access.
a. True b. False
10. After a disaster, follow established procedures when signing out children to parents and authorized individuals.
a. True b. False

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Training Evaluation

Date of training: _____ Trainer: _____

My race/ethnicity: (Choose one)

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> More than one race	

What county in Alabama do you live in? _____ **or** I live outside of Alabama

Training Objectives

At the end of this training, participants will be able to:

- List types of disaster situations that could affect their programs.
- Describe evacuation procedures, including ways to move infants and toddlers.
- Identify areas of safe shelter in a facility.
- Describe lockdown procedures.

Please circle the number on the right that corresponds to the statement about the training.

Scale: 1 = Not at all 2 = Somewhat 3 = Yes, good work 4 = Yes, this was excellent

The information presented was easy to understand.	4	3	2	1
The training provided me with new knowledge.	4	3	2	1
The trainer was knowledgeable and answered questions.	4	3	2	1
The handouts provided were helpful to me.	4	3	2	1
The activities increased my understanding of the topic.	4	3	2	1
The length and format of the training was appropriate.	4	3	2	1
The slide presentation was appropriate and helpful.	4	3	2	1
The training session was interesting.	4	3	2	1

One new thing that I learned from this training is:

One thing that I will do differently as result of this training is:

Other comments:

