

DISASTER AND EMERGENCY PREPAREDNESS CHECKLIST

Facility _____ DVN _____ Date _____

- Facility has written Disaster and Emergency Plan

PLAN INCLUDES:

- Identification of staff responsible for implementing plan and ensuring safety of children
- Location of daily children's attendance records
- Location of emergency contact information for children
- Location of emergency supplies
- Local Emergency Contact Information, specific to facility location
 - Name, Address, and telephone number of facility
 - Emergency numbers
 - 911 (if available)
 - Fire Department
 - Police Department
 - Ambulance Service
 - Poison Control
 - Local Media, if available
 - Name and telephone number of the facility's principle place of business if operated at more than one location
 - Name and telephone number of the owner or manager of the building if not owned by facility
- Diagram that identifies exit routes from each area of the facility used for child care to a safe location outside the facility
- Diagram that identifies routes to safe location inside the facility

PLAN CONSIDERS:

- Ages of children
- Mental ability of children
- Types of services offered (non-ambulatory or overnight care)
- The need for on-going communication with other agencies providing services to children and with state and local disaster emergency management agencies

PLANS ARE INCLUDED FOR:

- Evacuation (fire, flood, chemical exposure, bomb threat, etc)
- Shelter in Place (tornado, earthquake, severe storm, etc)
- Utility Failure (power, water, etc)
- Missing Child (kidnapping, elopement)
- Lock-down (intruder, shooting, trespasser)
 - Alert method or code word for announcement made by director or designee
 - Designate where staff should keep children (in their rooms or other designated area)
 - Staff responsibility to account for all children and to ensure no one leaves the safe area until "all clear" is announced
- Evacuation from a Vehicle, if applicable (accident, flooded road, etc)
- Other Disasters Likely to Affect Area (discuss) _____

PROCEDURES INCLUDE, AT MINIMUM:

- Use of alarms
- Emergency call to 911 or fire department
- Isolation of fire, closing doors to fire area
- Evacuation of building
- Identify two (2) off-site locations as meeting places (location other than the facility)
- Plan for relocation of staff and children, including individuals with special needs, non-ambulatory children, and children who sleep overnight, if applicable, to the off-site location
- System of contact for parents of children (parent info available and method for contact to be made)
- Prior notification to parents of re-unification plan in the event of an evacuation

