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
 - o 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 MINIUMUM:

- □ 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

ACCESS TO EMERGENCY INFORMATION:

- A copy of the facility's disaster and emergency preparedness plan is readily available in the office area and in each room used for care of children
- Posted by phone:
 - Local Emergency Contact Information, specific to facility
 - Diagrams of evacuation routes (to locations outside and inside the building)
 - Special instructions for non-ambulatory children

DISASTER EMERGENCY RESPONSE DRILLS FOR STAFF AND CHILDREN:

- □ Must have on file documentation that, at least every three (3) months:
 - All staff and children at the facility have participated in a disaster or emergency

preparedness drill based on the facility's plan (fire and tornado drills meet this requirement)
Staff will review:

- Staff duties and responsibilities in an emergency
- Disaster drill procedures
- The use of and response to alarms
 - The use of fire extinguishers

(Facilities must complete and document drills as per rule 19 CSR 30-62.087.)

ADDITIONAL COMMENTS: