



(Name of Facility)

Child Care Emergency

Checklists

Date: _____

These checklists support the (name of facility) Child Care emergency Plan. When filled in, they are confidential, and not to be released outside the facility, except to emergency response organizations.

CHECKLIST A: DIRECTION AND CONTROL OPERATIONS

The direction and control activities outlined in this annex apply to all emergency situations. Some of the activities, to include annotating when tasks are completed, may be assigned to individual staff. It is important that each person know what (s)he is responsible to do.

Completed or N/A	Item
	Senior On-site Facility Person <i>This designates the person</i>
	<i>(insert name of primary person in charge)</i> is in charge of the facility
	<i>(insert name of secondary person in charge)</i> is 2nd in charge of the facility
	<i>(insert name of third person in charge)</i> is 3 rd in charge of the facility
	Building Intruder/Suspicious Activity
	Give alarm given to lock all doors & shelter children at facility.
	Notify 9-1-1.
	Police search building to find intruder.
	Notify parents.
	Considerations for Protective Action Decision <i>Evacuation may not be the best decision. Sudden occurrences (explosions, tornadoes, etc.), violent storms/weather conditions, hazardous materials events and an armed intruder or suspicious person outside may make sheltering the best choice.</i>
	Monitor Weather Radio (if available).
	Gather information from sources in the facility about the emergency.
	Gather information from County/Local EMA & Emergency Services about the emergency.
	Consider: Is there time to evacuate?
	Consider: Is it safe outside?
	Consider: Is there time to send the children home?
	Consider: Are the children's homes in a danger area?
	Consider: Can the children & staff be safe inside the building?
	Consider: How long will this event last?
	Identify children whose homes are not in safe areas.
	Notify parents of protective action decision.
	Modified Activities <i>Emergencies may not affect those protected inside the facility, but may require adjustment of schedule, early dismissal or cancellation of certain activities.</i>
	Cancel all out-of building activities.
	Determine the extent of cancellations and schedule modifications.
	Make provisions to keep those children whose homes are not in a safe area.

CHECKLIST B: PROTECTIVE ACTIONS

Procedures to accomplish one of four pre-planned protective actions: immediate shelter, immediate evacuation, shelter in place or evacuation to relocation facility. NOTE: "Go-Kits" should be pre-prepared to accompany you wherever you need to go. Contents of go-kits are specified.

Completed or N/A	Item
	Immediate Shelter
	<i>If there is not sufficient time to move the children to the safest spot in the facility (tornado, intruder) whatever shelter is available at or near the children's classroom should be used.</i>
	Sound Alarm.
	Unlock doors to closets and utility spaces designated as shelters.
	Move the children to the closest shelter areas.
	Move "Go Kits" and medications to shelter area (time permitting).
	Close air intakes for HVAC.
	Turn off utilities to avoid fire/explosion (if situation warrants).
	Close windows, blinds, drapes & doors to block debris from becoming missiles.
	Notify 9-1-1.
	Take attendance as soon as the immediate hazard passes.
	Maintains control of the children until instructed to move to another location.
	Brief emergency services when they arrive on-site.
	Search building for hazards.
	Sound "All-Safe" signal (<i>What will the signal be? .</i>).
Completed or N/A	Item
	Immediate Evacuation
	<i>Some emergencies require that everyone leave the facility as soon as possible. There normally isn't time to arrange transportation or get to another facility. Immediate activation moves everyone to a safe "assembly area" outside, but near the facility.</i>
	Sound Alarm.
	Ensure that the pre-designated assembly area (<i>location</i>) is safe.
	Post evacuation monitors in hallways and at doors.
	Name: <i>(list name of staff member)</i> Location: (<i>list location</i>)
	Name: <i>(list name of staff member)</i> Location: (<i>list location</i>)
	Lead children in an orderly fashion out of the building to the designated assembly area.
	Ensure that children/staff who need help getting out have been evacuated.
	Take attendance as soon as the children arrive in the assembly area.
	Move "Go Kits" and medications to assembly area (time permitting).
	Notify 9-1-1.
	Move to another shelter if the assembly area is exposed to inclement weather.
	Maintain control of their children until instructed to return to classroom, or go to another location.
	Search building to ensure that everyone is out
	Search Team Members: <i>(list name of staff members)</i>

	(list name of staff member)
	Brief emergency services when they arrive on-site.
	Search building for any hazards.
	Sound "All-Safe" signal (What will the signal be?).
	Brief emergency services regarding final status.
Completed or N/A	Item
Completed or N/A	<p align="center">Shelter in Place</p> <p><i>If the emergency makes it unsafe to go outside and there is sufficient warning time, it's best to move the children to a spot in the facility that offers the best protection. It may be necessary to stay there for several hours – or even a few days.</i></p>
	Ensure that designated shelter areas are ready to receive and shelter children and staff.
	Staff move their group to the pre-designated shelter areas.
	Ensure that children/staff who need help moving have arrived in shelter areas.
	Take attendance to establish accountability for all children and staff.
	Remain in place and await further instructions from designated staff person or emergency services.
	Notify 9-1-1.
	"Go Kits" and medications moved to shelter areas.
	Maintain control of the group until instructed to move to another location.
	Close windows, blinds, drapes & doors to impede debris from becoming missiles.
	Close air intakes for HVAC.
	Reduce all other sources of external air.
	Staff take attendance as soon as they arrive in the shelter area.
	Time permitting, place food and beverages in closed containers.
	Brief emergency services when they arrive on-site.
	Provide meals to sheltered children and staff if the duration of the emergency warrants.
	Search building for additional.
	"All-Safe" signal (What will the signal be?) sounded.
Completed or N/A	Item
	<p align="center">Evacuation to a Relocation Facility</p> <p><i>If the entire neighborhood is in danger, it may be necessary to move the children and staff to another facility that is far enough away to not be in danger. It's convenient if that "relocation facility" is another child care center because it has facilities and equipment. If nothing else is available, the community may have evacuation shelters established.</i></p>
	Notify relocation Facility (name , phone #).
	Take attendance for accountability and to determine exact number of transport seats needed.
	Transportation arrives at the facility.
	Notify county EMA (ph #) of shortage in transportation resources.
	Give each driver a map to Relocation Facility in case vehicles get separated. Attach appropriate maps to this checklist.
	Loaded "Go Kits" and medications on transportation.
	Transportation departs for Relocation Facility.
	Ensure that children/staff who need help moving have arrived in shelter areas.

	Post "Notice of Relocation".
	Move children to areas designated for their use at Relocation Facility.
	Retain supervision and accountability for all children.
	Take attendance and report numbers to designated staff person.
	Notify parents of the relocation of children.

CHECKLIST C: EMERGENCY SUPPORT FUNCTIONS

Procedures to accomplish functions required to support emergency action.

Completed or N/A	Item
	Building Security
	Lock facilities with only one entry/exit point.
	Staff checkpoints to ensure there are no intruders (see diagram).
	Communications
	Get information on hazards
	Monitor NOAA Weather radio to find out about emergencies.
	Monitor local radio/TV stations to stay aware the progress of an emergency
	Communicate with parents
	Use land-line telephone (primary means of communication).
	Make backup communication system available (cell phones).
	Post emergency information on the facility's website (if available).
	Use text messaging and social networking sites to notify parents
	Communicate within the facility
	Sound appropriate alarm for Protective Action decided (evacuate immediately, shelter or evacuate to host).
	Establish contact with relocation facility as soon as evacuation is considered.
	Go Kits
	Contain emergency contact information and pick-up authorizations for all of the children.
	Contain medications for the children and staff.
	Contain special medical information on children and staff.
	Contain first aid supplies.
	Contain water & snacks for everyone (time permitting).
	Contain important business records (second priority)
	Other (specify _____)
	Medical Emergencies
	Render first aid as needed/feasible.
	Brief Ambulance/EMS personnel when they arrive.
	Medical Procedures
	Review list of special needs children (lists in "go-kit").
	Ensure individual staff are with special needs children.
	Take all medication to be moved if children relocate (in go-kit).
	Take first aid supplies to accompany the children (first aid supplies in "go-kit").
	Examine all children/staff for injuries after emergency has passed.
	Establish and maintain log of any medication administered.

	Public Utilities
	Shut off Electricity manually.
	Shut off Water manually.
	Shut off Gas manually.
	Important Records
	Put emergency contact information and parental permissions, etc in "Go-Kit".
	Put business records (license, employee training, lease, etc.) in "Go-Kit".
	Recovery
	Develop a plan based on damage survey to clean up the center and make it safe for reoccupation.
	Begin clean-up and repair.
	Keep records of costs for insurance reasons