

Child Care Emergency Preparedness and Response Plan Review Check list

	ELEMENT (follow when doing the pages)	COMMENTS
	1. Cover Page Complete with:	
	Name of Center	
	Physical & mailing address, contact person, contact information	
	Table of contents	
	Brief purpose of the plan	
	Emergency Contacts	
	Primary emergency phone numbers: CCLP, CCDF, DPS, EMS, HSEM, Fire Division, CHCC, Ambulance Services, etc.	
	Dates this plan was Reviewed	
	2. Staff Assignment During Emergency:	
	Primary Contact (Emergency Manager	
	Alternate Primary contact	
	First aid attendant	
	Infant/toddler and special needs attendant(s)	
	Transportation	
	Brief Description of each staff person's responsibilities	
	3. Secondary Emergency Contacts:	
	Health/ medical	
	Electrical company	
	Gas company	
	Plumbing company	
	Division of Youth Services	
	Red Cross	
	Others that a center feels are needed	
	4. Disasters Likely to Occur Around the Area:	
	i.e. Structural fire, wildfire, flooding, tsunami, etc.	
	5. Preparedness Plan:	
	a. Evacuation Plan Drawing to show	

	i. At least 2 entrances/ exit ways	
	ii. Room to room access to exit point	
	iii. Holding area inside or outside the facility	
	iv. Name of streets to cross if any; and	
	v. Name and location of nearest shelter from your holding area	
	b. Narrative to Clearly Explain the Evacuation Procedures	
	i. Vertical, in- place, on- site, and off- site evacuations.	
	ii. Role of each staff inclusive of their names, designations, and duties	
	iii. List of equipment(s) available to use (for every very young children)	
	iv. Itemized steps for infants, toddlers, and non-ambulatory	
	v. Timeframe of competition (from audible to holding area if applicable)	
	vi. Evacuation checklist of emergency items to bring	
	vii. Documentation page to log drills done thus far	
	viii. Explain how staff will be trained for emergencies	
	c. Mitigation Plan	
	i. Emergency power and water source	
	ii. Narrative on how you plan to lessen the impact of disaster to your center	
	6. Response Plan	
	Communication procedures	
	Transport from the holding are to evacuation shelter/ hospital	
	Process of notifying parents	
	Alternate location to operate	
	Operating your daycare elsewhere (i.e. evacuation shelter)	
	Reunification of families	
	7. Recovery Plan	
	Alternate sites	
	Narratives	
	Time frame to normalcy of operations	
	8. Attachments	

	Staff roster with contact numbers	
	Children roster with age information/parent contact numbers	
	Volunteer roster with contact numbers	
	List of available vehicles in case of off-site evacuation	
	Memorandum of Agreements	
	Parent notification procedures	
	Family reunification procedures	
	Guidelines on Responding to Emergencies/Disasters	
	Glossary	