

(Name of Facility)

**Day Care
Emergency
Operations
Plan**

**Part II
Checklists**

Date: _____

CHECKLIST A: DIRECTION AND CONTROL OPERATIONS

With the exception of the "Building Intruder" procedures, the direction and control activities outlined in this annex apply to all emergency situations

Completed or N/A	Item
	Building Intruder/Suspicious Activity
	<i>Time is essential here. All staff and children must immediately take the actions planned. Any staff member who is aware of a potentially dangerous intruder should sound the alarm.</i>
	Intruder Alarm (<i>describe the alarm</i>) given.
	All interior and exterior doors locked and windows closed
	Children moved to shelter in the facility in (<i>list the room where they will be sheltered.</i>).
	9-1-1 notified.
	Parents notified.
	Building searched by police to find intruder.
	Parents notified.that the situation is back to normal.
	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 as well as an armed intruder or suspicious person outside may make sheltering the best choice.</i>
	Information gathered from sources in the facility about the emergency.
	Information gathered from County/Local EMA & Emergency Services about the emergency.
	Re-verify phone call with (<i>local EMA, County 911, etc.</i>)
	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?
	Children whose homes are not in safe areas identified.
	Parent notification.
	Modified Activities
	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.
	Parental notification of changes made.

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*

Completed or N/A	Item
	Immediate Shelter
	Alarm sounded.
	Doors to closets and utility spaces designated as shelters unlocked.
	Staff moved their children to the closest shelter areas.
	Outside air intakes for HVAC closed.
	Utilities turned off to avoid fire/explosion (if situation warrants).
	Closed windows, blinds, drapes & doors to block debris from becoming missiles.
	9-1-1 notified.
	Staff take attendance as soon as the immediate hazard passes.
	Parents notified.
	Staff maintains control of the children in his/her group until instructed to move to another location.
	Emergency services arrive on-site and briefed.
	Search of building revealed no hazards.
	"All-Safe" signal (<u>What will the signal be? </u>) sounded.
	Parents notified.that the situation is back to normal.
	Immediate Evacuation
	Alarm Sounded.
	Ensure that the pre-designated assembly area (<u>location</u>) is safe.
	Evacuation monitors posted in hallways and at doors.
	Name: <u>(list name of staff member)</u> Location: (<u>list location</u>)
	Name: <u>(list name of staff member)</u> Location: (<u>list location</u>)
	Staff lead children in an orderly fashion out of the building to the designated assembly area.
	Staff take attendance as soon as the children arrive in the assembly area.
	Staff maintain control of their group until instructed to return to classroom, or to another location..
	Building searched to ensure that everyone is out
	Search Team Members: <u>(list name of staff members)</u>
	9-1-1 notified.
	Emergency services arrived on-site and were briefed.
	Search of building revealed no hazards.
	Parents notified.
	"All-Safe" signal (<u>What will the signal be? </u>) sounded.
	Emergency services briefed regarding final status.
	Parents notified.that the situation is back to normal.

Completed or N/A	Shelter in Place
	Ensure that designated shelter areas are ready to receive and shelter children and staff.
	Take attendance to establish accountability for all children and staff.
	Remain in place and await further instructions from designated staff person.
	Notify 9-1-1.
	Staff move their group to the pre-designated shelter areas.
	Staff maintain control of their 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.
	Parents notified.
	Time permitting, place food and beverages in closed containers.
	Emergency services arrive on-site and briefed.
	Provide meals to sheltered children and staff if the duration of the emergency warrants.
	Search of building revealed no hazards.
	"All-Safe" signal (<u>What will the signal be?</u>) sounded.
	Parents notified.that the situation is back to normal.
	Evacuation to a Relocation Facility
	Relocation Facility (<u>name</u> , <u>phone #</u>) notified.
	Take attendance for accountability and to determine exact number of transport seats needed.
	Transportation arrives at the facility .
	County EMA (ph # _____) notified of shortage in transportation resources.
	Each driver given a map to Relocation Facility in case vehicles get separated. (Attach appropriate maps to this checklist.)
	9-1-1 notified.
	Transportation departs for Relocation Facility.
	Post "Notice of Relocation".
	Parents notified of the relocation of children.
	Children arrive at Relocation Facility & move to areas designated for their use.
	Staff retain supervision and accountability for all children.
	Attendance taken and numbers reported to designated staff person.
	Parents notified.that they can come and pick up their children..

CHECKLIST C: EMERGENCY SUPPORT FUNCTIONS

Procedures to accomplish functions required to support emergency action

Completed or N/A	Item
	Building Security
	Facilities locked with only one entry/exit point.
	Checkpoints staffed to ensure there are no intruders (see diagram).
	Communications
	Use commercial telephone (primary means of communication)..
	Make backup communication system available (cell phones).
	Sound appropriate alarm for Protective Action decided (evacuate immediately, standby or shelter).
	Establish contact with shelter facility as soon as evacuation is considered.
	Medical Emergencies
	Render first aid as needed/feasible..
	Brief Ambulance/EMS personnel when they arrive.
	Medical Procedures
	Review list of special needs children.
	Ensure individual staff are with special needs children.
	Take all medication to be moved if children relocate.
	Take first aid supplies to accompany the children.
	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
	Take emergency contact information and parental permissions, etc to relocation site.
	Take business records (license, employee training, lease, etc.).
	Recovery
	Develop a plan based on damage survey to clean up the center and make it safe for reoccupation.

	Begin clean-up and repair; document costs.
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