

Emergency Preparedness Checklist for Childcare Programs

Childcare Center: _____

Date: _____

Observer Name: _____



Yes	No	N/A		Yes	No	N/A	
			Emergency phone numbers posted where they can be seen in an emergency, near the telephone.				Ask about a pre-determined lockdown area and lockdown procedures.
			Fire extinguishers are checked annually. Check the date and the tag.				Ensure facility has a parent/child reunification plan in the event of an evacuation.
			Smoke detectors and carbon monoxide detectors in each room.				Mobility equipment is available for all children unable to walk (walkers, strollers, carriers).
			Emergency exits are unobstructed and accessible.				Sensory kits are available in rooms for children with sensory issues in the event of lockdown or evacuation. Includes stress balls, headphones, books, etc.
			First aid supplies are stocked in each room and kept out of reach of children. There should be at least one transportable first aid kit.				Diabetes kits are available in rooms for students with diabetes for lockdowns and evacuations. Includes water, sugar packets, candy, etc.
			Child food allergies are posted in the classroom where they can be seen when food is served.				Any special care plans are available and brought along in the event of an evacuation.
			Emergency medications are stored in the room, are properly labeled, not expired and out of reach of children. All other medications are stored properly and not expired.				Ask the director about lockdown drills, fire drills, evacuation drills.

Yes	No	N/A		Yes	No	N/A	
			Ask the director about evacuation procedures, route, and site.				Ask director about backup computer/communication systems during time of disaster or emergency.
			Emergency evacuation plans must be posted in the facility.				Ask the director about specific plans to help childcare workers, children, and families recover emotionally after emergencies or disasters.
			Ask the director if the facility is signed up to receive severe weather alerts.				Ensure facility has a plan to respond to pandemic infectious disease outbreaks.
			Ensure that staff are trained to use emergency shutoffs including water, gas, and electricity.				Ask director if the facility has a generator that can be used in the event of a power outage.
			Ask the director if the facility keeps standard emergency supplies (water, food, battery-powered radio, flashlight, extra batteries, can opener, garbage bags).				Ensure facility has a plan for continuity of operations after an emergency.

California Childcare Health Program. (2014). Health and Safety Checklist for Early Care and Education Programs. Retrieved from https://cchp.ucsf.edu/sites/g/files/tkssra181/f/6-6-2019-HS_Checklist_0.pdf

Caring for Our Children. (2019). 5.6.0.1: First Aid and Emergency Supplies. Retrieved from <http://nrckids.org/CFOC/Database/5.6.0.1>

Bradin, S., & Hashikawa, A., (2017). Child Care Emergency Preparedness. Retrieved from <https://www.aap.org/en-us/Documents/November15th-PediatricPreparednessAmbassadorTraining.pdf>

Federal Emergency Management Agency. (2014). Emergency Supplies. Retrieved from <https://www.fema.gov/media-library/assets/documents/89516>