



| Staff Responsibilities for Emergency Preparedness and Response Checklist | | |
|---|------------------------------|---------------------|
| <ul style="list-style-type: none"> ⚙ Child care centers can use this list to assign staff members EPR responsibilities. Assign tasks based on the strengths of the staff members or ask staff to volunteer for the tasks they like to perform. More tasks are listed here than on the EPR Plan template. ⚙ Family child care homes can use this list as a checklist. Another adult can share the responsibilities of completing the tasks. ⚙ The first page includes Tasks for Preparedness. ⚙ The second page includes Tasks for Responding. | | |
| Tasks for Preparedness | Person(s) Responsible | Alternate(s) |
| Label shelter-in-place location(s): | | |
| Label safe meeting places outdoors: | | |
| Prepare the safe room: <ul style="list-style-type: none"> • emergency lighting • sufficient ventilation for the number of people • clearly marked • items stored safely | | |
| Compile the documents in <i>Ready to Go File(s)</i> : <ul style="list-style-type: none"> • use checklist • add information and medications for adults (Best Practice) | | |
| Stock and maintain the <i>Ready to Go Kit(s)</i> : <ul style="list-style-type: none"> • use checklist • add supplies for adults (Best Practice) | | |
| Gather materials/ activities for children: | | |
| Maintain equipment needed to evacuate by walking: | | |
| Maintain and gas vehicles: | | |
| Maintain copies of records and documents in a safe off-site location: | | |



Emergency Preparedness and Response in Child Care

| Tasks for Responding | Person(s) Responsible | Alternate(s) |
|--|------------------------------|---------------------|
| Make the decision to close the facility: | | |
| Make the decision to shelter-in-place: | | |
| Make the decision to lockdown: | | |
| Make the decision to evacuate: | | |
| Call 911: | | |
| Notify staff to shelter-in-place: | | |
| Signal staff to lockdown: | | |
| Lock (secure) the facility: | | |
| Notify staff to evacuate: | | |
| Communicate with staff: | | |
| Communicate with families: | | |
| Communicate with emergency personnel or law enforcement | | |
| Bring <i>Ready to Go File(s)</i> : | | |
| Bring <i>Ready to Go Kit(s)</i> : | | |
| Bring materials/ activities for children: | | |
| Shut off utilities when needed: | | |
| Drive vehicles: | | |
| Account for the children in their care: | | |
| Account for the adults in the facility at the time of emergency: | | |
| Monitor the radio for instructions: | | |
| Seal the room from contaminated air: | | |
| Provide First Aid and CPR: | | |
| Oversee reunification with families: | | |