



### Preparation Checklist for Emergency Preparedness and Response Plan for Child Care

Use this checklist to gather the information you need to complete the online Emergency Preparation and Response (EPR) Plan. This list includes the key procedures, descriptions, and information to have ready when you fill in the fields in the online template. **The bolded, outlined fields are required by Child Care Rules.** \*Items must be completed in the template to print plan (May use NA or Complete Later in field). Items required by fire code will be identified by . Additional items are required by Fire Code. Ask your fire code official what additional information he needs at your annual inspection. The online EPR Plan template is available at <https://rmp.nc.gov/portal/#>.

#### Facility Information

<b>License Number*</b>		*Bring your facility address, telephone number and email.		
<b>Enrollment</b>	Facility Capacity*		Infant Enrollment*	
	Average Monthly Enrollment*		Ones Enrollment*	
	Infant Capacity*		Twos Enrollment*	
	Number of Staff*		Threes Enrollment*	
	Number of Children/Adults with Special Health Care Needs*		Fours Enrollment/Fives Enrollment*	

#### Essential Phone Numbers

<b>Emergency Phone Numbers</b>	Police Dept.*		Health Care Professional	
	Fire Dept.*		Out of Area Contact	
	Emergency Medical Service (EMS)*		Animal Control	
	NC Poison Control	1-800-222-1222	Food Supplier	
	Local Emergency Management Office			

<b>Agency Phone Numbers</b>	Child Care Licensing Consultant Name		County Human Services	
	Phone		Health Dept.	
	Child Care Health Consultant Name		Mental Health Services	
	Phone		Hospital	
	Child Protective Services		Other	

<b>Repair &amp; Restoration Services Phone Numbers</b>	Insurance Company Name		Plumbing Company Name	
	Phone		Phone	
	Air Conditioning Name		Restoration Contracting Name	
	Phone		Phone	
	Carpentry Name		Roofing Name	
	Phone		Phone	
	Electric Contractor Name		Well and Septic Co. Name	
	Phone		Phone	



	Gas Contractor Name		Other Name	
	Phone		Phone	
	Heating Name		Other Name	
	Phone		Phone	
<b>Electric</b> (If you do not have electric, type NA in the required fields)	*Name of Company		*Shutoff Location	
	*Phone			
	*After hours phone		*Electric Shutoff	
	Web Address		Instructions:	
<b>Natural Gas/Propane</b> (Provides a checkbox if you do not have Natural Gas)	*Name of Company		*Shutoff Location	
	*Phone #			
	*After hours phone#		*Gas Shutoff Instructions:	
	Web Address			
<b>Water System</b> (Provides a checkbox if you do not have public water service, but must still enter shutoff information)	*Name of Company		*Shutoff Location	
	*Phone #			
	*After hours phone#		*Water Shutoff Instructions:	
	Web Address			
<b>Alarm System</b>	Fire Alarm Location(s):	Smoke Detector Location(s):	Carbon Monoxide Detector Location(s):	
	Test Date:	Test Date:	Test Date:	
<b>Fire Extinguishing System</b>	Fire Extinguisher Location(s):	Sprinkler System Location(s):	Comments:	
	Test Date:	Test Date:		
<b>Floor Plan</b>   Can be uploaded or attached to printed EPR Plan	Includes location of all that apply		Rule .0302(e) requires: DCDEE enter dimensions of each room, including ceiling height and must show location of bathrooms, doors and required exits.	
	EPR Training Recommends including: <input type="checkbox"/> Circuit Breakers/Fuse Boxes <input type="checkbox"/> Gas Main Shutoff <input type="checkbox"/> Water Shutoff <input type="checkbox"/> Fire extinguisher location(s)  <input type="checkbox"/> Carbon Monoxide Detector location(s) <input type="checkbox"/> Ready to Go File location(s) <input type="checkbox"/> Ready to Go Kit location(s)		See Fire Code 404.3.2 and your Fire Code official for additional Fire Code requirements.	
		2012 Fire Code <a href="http://codes.iccsafe.org/app/book/content/PDF/2012/North_Carolina/Fire/PDFs/Chapter%204%20-%20Emergency%20Planning%20and%20Preparedness.pdf">http://codes.iccsafe.org/app/book/content/PDF/2012/North_Carolina/Fire/PDFs/Chapter%204%20-%20Emergency%20Planning%20and%20Preparedness.pdf</a>		



<p><b>Evacuation Diagram</b> ☞ Can be uploaded or attached to printed EPR Plan</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Two exit routes ☞ (in different colors)</li> <li><input type="checkbox"/> Handicap accessible exit(s) ☞</li> <li><input type="checkbox"/> Safe meeting places outdoors ☞</li> </ul> <p>2012 Fire Code  <a href="http://codes.iccsafe.org/app/book/content/PDF/2012/North_Carolina/Fire/PDFs/Chapter%204%20-%20Emergency%20Planning%20and%20Preparedness.pdf">http://codes.iccsafe.org/app/book/content/PDF/2012/North_Carolina/Fire/PDFs/Chapter%204%20-%20Emergency%20Planning%20and%20Preparedness.pdf</a></p> <p>See Fire Code 404.3.1. Evacuation plan must be approved that includes a floor plan. The floor plan required in fire code partly aligns to the EPR evacuation diagram.</p>		
<p><b>Facility Access for Emergency Responders, including law enforcement</b></p>	<p>Entry #1 Location</p>	<p>Entry #2 Location</p>	<p>Entry #3 Location</p>
<p><b>Security Equipment</b></p>	<p>Type</p>	<p>Location</p>	<p>Test date</p>
	<p>Keypad/ Swipe Card Entry</p>		
	<p>Door Buzzer</p>		
	<p>Security Alarm</p>		
	<p>Security Camera</p>		
	<p>Other</p>		
<p>* On the Risks Based on Facility Location page a flood map will automatically be populated using the address you provided on the Facility Location page. You must save the map using Save Map icon on the map.</p>			
<p><b>Emergency Preparedness</b></p>			
<p><b>Accounting for Children and Adults</b> ☞</p>	<p>*Describe how you/staff will account for all children. e.g. Use daily attendance sheets for children and where these are located.</p>		
	<p>*Describe how you will account for all staff and volunteers. e.g. Use daily attendance sheets for staff and volunteers, where these are located and who (name of person) brings them in emergency</p>		
	<p>*Describe how you will account for visitors. e.g. Keep sign-in sheet for visitors, where these are located and who (name of person) brings them in emergency</p>		
	<p>*List the names of the person(s) responsible for bringing attendance lists (classroom, staff, and visitor lists).</p>		
<p><b>Communication Method</b> ☞</p>	<p>Describe your facility's method for communicating with parents/guardians. e.g. widespread text messaging, email listserv, telephone tree, website/social media announcement.</p>		



Describe methods of communication with emergency preparedness and response teams. ☞				
<b>Role Assignments</b>  Can be a position or the name of a person.  <i>Some of these are required for fire code.</i>	*Calls 911 ☞		*Decides when to signal lockdown/shelter in place ☞	
	*Provides CPR ☞		*Communicates with families	
	*Provides First Aid ☞		*Brings <i>Ready-to-Go</i> File	
	*Decides when to close		*Brings <i>Ready to Go</i> Kit	
	*Decides when to evacuate		Other	
<b>Procedures for Specific Responses</b>				
<b>Procedures for Shelter in Place</b>	Describe the procedures for shelter-in-place. Use the following list to guide your description. <ul style="list-style-type: none"> <li>- How the message to shelter in place will be communicated</li> <li>- Where the safe rooms are</li> <li>- How children’s needs will be met</li> <li>- Who will communicate with families</li> <li>- How will you seal your room.</li> </ul>			
<b>Procedures for Lockdown</b> <i>☞ Must be approved by Fire Code Official at annual Fire Inspection.</i>	Describe your facility’s procedures for lockdown. Include: <ul style="list-style-type: none"> <li>-how the message to lockdown and return to normal will be communicated (signal/code word) ☞,</li> <li>-identify safe meeting places in classrooms and other areas of the building,</li> <li>-who will lockdown the facility,</li> <li>-procedure for locking down the facility (securing the rooms)</li> <li>-who will secure the rooms</li> <li>-who will call 911</li> <li>-who will report the absence of children ☞</li> <li>-who will communicate with families</li> <li>- 2 way communication between secured areas and a central location. ☞</li> </ul>			
<b>Procedures for Evacuation (Relocation) ☞</b>				
<b>Plan for Transportation by Walking</b>	*Describe how and when children will be transported by walking. Use the following list to guide your description. <ul style="list-style-type: none"> <li>-Identify how groups of children who can walk will be attended to as they evacuate to a nearby location;</li> <li>-Identify how children who cannot walk will be transported and by what means e.g. evacuation cribs, strollers, wagons, wheelchairs</li> </ul>			



	Identify how adults who need assistance will be helped. <input type="checkbox"/>		
	Equipment for walking (e.g. long rope)	Staff member	Location of equipment
<b>Evacuate Onsite</b>	<p>*Describe the procedure to evacuate onsite (fire drill). Use the following list to guide your description.</p> <ul style="list-style-type: none"> <li>-Include multiple ways how the message to evacuate will be communicated.</li> <li>-Provide location of the safe meeting places on the grounds (include an alternate space), who will call 911, and who will communicate with families.</li> </ul> <p>*Describe how the program will evacuate infants and other children who are non-mobile.</p> <p>*Describe how the program will help adults who need assistance during an evacuation (not required by Child Care Rule).</p>		
<b>Evacuate to Neighborhood Location</b>  Letter of Agreement can be uploaded or attached to the printed EPR Plan	<p>*Describe the procedures to evacuate in the neighborhood. Use the following list to guide your description.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>-how the message to evacuate will be communicated</li> <li>-who will call 911</li> <li>-who will communicate with families</li> <li>-when children would be transported by walking, or by vehicle, to a neighborhood location.</li> </ul> <p>*Describe how infants and other children who are non-mobile will be evacuated from the center.</p> <p>*Describe how adults who need assistance evacuating will be helped.</p>		
	*Address of Neighborhood Evacuation Site:	Directions will be generated by the online program. Add details if it is helpful.	
	*Contact Name		
	*Phone		



<p><b>Plan for Transportation by Vehicle</b></p>	<p>*Describe how and when children will be transported by vehicle. Use the following list to guide your description.</p> <ul style="list-style-type: none"> <li>- Describe the vehicles to be used and where they are located</li> <li>-State who (position or person) will drive the vehicles</li> <li>-Describe the methods for transporting children in the safest manner possible</li> <li>- Equipment needed (e.g.child safety restraints, adaptive equipment)</li> <li>- Staff member responsible for getting equipment</li> <li>- Location of equipment</li> <li>-State the staff:child ratio in the vehicles</li> <li>- Describe how you will safely transport individuals who cannot sit independently</li> <li>-Describe how people in wheelchairs will be transported</li> </ul>	
<p><b>Evacuate to Out-of-Neighborhood Location</b></p> <p>Letter of Agreement can be uploaded or attached to the printed EPR Plan</p>	<p>*Describe the procedures to evacuate out of the neighborhood. Include:</p> <ul style="list-style-type: none"> <li>-how the message to evacuate will be communicated</li> <li>-who will call 911</li> <li>-who would communicate with families</li> <li>-how infants and other children who are non-mobile will be evacuated from the center</li> <li>-how adults who need assistance evacuating will be helped</li> </ul>	<p>Directions will be generated by the online program. Add details if it is helpful.</p>
	<p>*Address of Out-of- Neighborhood Evacuation Site</p>	
	<p>*Contact Name</p>	
	<p>*Phone</p>	



<b>Evacuate to Out-of-Town Location</b>  Letter of Agreement can be uploaded or attached to the printed EPR Plan	*Describe the procedure to evacuate out of town. Include how the message to evacuate will be communicated, who will call 911, and who will communicate with families. -Describe how infants and other children who are non-mobile will be evacuated from the center. -Describe how adults who need assistance evacuating will be helped.		
	*Address of Out-of- Neighborhood Evacuation Site	Directions will be generated by the online program. Add details if it is helpful.	
	*Contact Name		
	*Phone		
<b>Ready to Go File</b>			
<b>Ready to Go File</b>	*Person(s) (Position or Name) responsible for bringing <i>Ready to Go Files</i> in an emergency		
	*Location of <i>Ready to Go File(s)</i> <i>Be specific. e.g. in second drawer of director's desk.</i>		
	Required Items	<ul style="list-style-type: none"> <li>✓ Copy of EPR Plan</li> <li>✓ Parent Contact Information</li> <li>✓ Staff Contact Information</li> <li>✓ Each Child's Application</li> <li>✓ Medication Authorizations/Instructions</li> <li>✓ Special Needs Action Plans</li> </ul>	<ul style="list-style-type: none"> <li>✓ Allergy List</li> <li>✓ Incident Report Forms</li> <li>✓ Area Map</li> <li>✓ Emergency Phone Numbers</li> </ul>



<b>Nutritional and Health Needs</b>			
<b>Nutritional and Health Needs</b>	*Describe how the facility will meet the nutritional and health needs of the children (include considerations for children with special health care needs).		
<b>Ready to Go Kit</b>			
<b>Ready to Go Kit (Optional and Recommended)</b>	Person(s) responsible for bringing <i>Ready to Go Kit(s)</i> in emergency (Position or Name)		
	Location of <i>Ready to Go Kit</i>		
	Items in the <i>Ready to Go Kit(s)</i>	<ul style="list-style-type: none"> <li>✓ Food and Water</li> <li>✓ Personal care items (diapers, toilet tissue, wipes)</li> <li>✓ Medications if refrigerated, describe how to keep cold)</li> <li>✓ Adaptive equipment for feeding</li> <li>✓ Adaptive equipment (wheelchairs, walkers)</li> </ul>	<ul style="list-style-type: none"> <li>✓ First Aid Kits</li> <li>✓ Back-up power (generator, rechargeable batteries)</li> <li>✓ Battery powered weather radio</li> <li>✓ Communications equipment (walkie talkies, cell phones)</li> </ul>
<b>Location of On-site First Aid Kits</b>			
<b>Location of First Aid Kits</b>	Kit 1		
	Kit 2		
	Kit 3		
	Kit 4		
	Other		
Include vehicles			
<b>Reunification Plan</b>			
<b>Re-unification Plan</b>	*Describe your process for deciding when to safely leave the evacuation site.		
	*Describe your process for notifying families of the decision to evacuate and where to pick up their children.		
	*Describe your process for releasing children to families.		



<b>Recovery Plan</b>		
<b>Recovery Plan</b>	Describe how you would assess facility damage. Include how the damage might affect daily operations and how business decisions regarding repairs and operating will be addressed.	
	Describe your facilities approach to repair and clean-up.	
	Describe how information will be communicated to families and the Division regarding reopening the facility or the need for alternative care.	
	Describe how your facility will provide support and information to families who have suffered trauma or damage to their homes. Include resources and methods to be used.	