

Emergency Plan Checklist

Center Name:

License ID:

Prepare written emergency procedures delineating the following:

- Location of the first aid kit and additional first aid supplies
- Name, address and telephone number of the physician retained by the center or of the health facility used in emergencies
- Procedure for obtaining emergency transportation
- Hospital and or clinic to which injured or ill children will be taken
- Phone numbers for police, fire, ambulance and Poison Control (National Poison Emergency Hotline at 800-222-1222)
- Location of written authorization from parent(s) for emergency medical care for each child
- Diagram indicating how the center is to be evacuated in an emergency from each classroom and the outdoor play area
- Location of fire alarms and fire extinguishers
- Procedures for ensuring children's safety and communicating with parents in the event of evacuation, lockdown, natural or civil disaster and other emergencies
- Plan for informing parents of their children's whereabouts

The local law enforcement agency or emergency management office that has been notified of the center's identifying information as listed below:

- The center's name and location
- The number and ages of children enrolled
- The number of staff
- The need for emergency transportation; the location to which children will be evacuated
- The plan for a lockdown
- The plan for reuniting children with their parents

To Find Your County's Office of Emergency Management Coordinators, Visit:

<http://ready.nj.gov/about-us/county-coordinators.shtml>

Other:

- Ensure emergency plan is posted for reference or is readily accessible in a designated location in the center
- Maintain 1 evacuation crib per 4 enrolled non-ambulatory infant/toddler children (if applicable)
- Staff have been trained in procedures for operating locking devices used for lockdown procedures (if applicable)

Notes for Emergency Plan: