

# DISASTER CHECKLIST

## FOR CHILD CARE PROFESSIONALS



**Get Ready. Get Safe.**

*Child care professionals are often the first line of response for children in their care. You need to know how to respond quickly and calmly in an emergency. Use this checklist to plan ahead in case of disaster.*

### **MAKE A PLAN**

*Help ensure that all staff, parents and guardians are informed and know how to respond to various types of emergencies.*

#### **PLANS SHOULD INCLUDE:**

- How to evacuate and move kids to a safe location
- How to notify parents and/or guardians
- How to reunite kids with parents and/or guardians
- How to assist infants and kids with special needs in emergencies

### **HAVE A COMMUNICATION STRATEGY**

*Electricity may be lost when disaster strikes. You may not have access to phone, internet or important information. Plan ahead on how you'll communicate with staff, parents and guardians.*

#### **WHEN DEVELOPING YOUR COMMUNICATIONS PLAN:**

- Find a way to store and access vital records in case power is lost
- Know two ways to contact a parent and/or guardian
- Have a contact outside of your area for each child
- Provide parents with a way to contact your facility during and after a disaster
- Ensure local emergency agencies know your location
- Plan how to get reopening information to parents post-disaster



**EACH CHILD IS *UNIQUE***

MAKE SURE YOU KNOW THE SPECIAL AND/OR MEDICAL NEEDS OF ALL  
THE CHILDREN IN YOUR CARE



## PRACTICE EMERGENCY DRILLS

*Different types of emergencies require different responses. Be sure to practice each type of drill to help familiarize children and staff with the actions and surroundings:*

- Evacuation drills
- Shelter-in-place drills
- Lock-down drills

## CREATE A DISASTER KIT

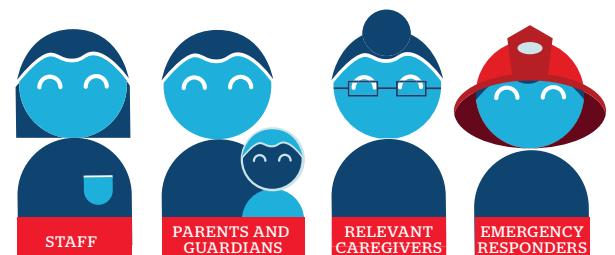
*A classroom disaster kit should contain all contact and safety information, food and medical supplies, as well as essential items that will help children cope with emergencies.*

- Contact info and photos of all children
- List of special needs (diet, medications)
- List of emergency procedures
- Whistle and hat for leader
- First aid supplies
- First aid instruction manual
- Medical supplies
- Non-perishable foods and kid-friendly snacks
- Water
- Battery-powered flashlight
- Batteries
- Battery-powered radio
- Towelettes and toilet paper
- Games and puzzles to occupy children
- Comfort items like stuffed animals

### FOR INFANTS

- Pre-packaged baby food
- Formula
- Baby wipes
- Diapers
- Nursing supplies

### GIVE COPIES OF YOUR PLAN TO:



*For more information and support, visit:*  
[www.savethechildren.org/getready](http://www.savethechildren.org/getready)