

## Emergency Preparation Forms

Talk with your facility director, coordinator, or administrator. Complete this form with information from your program.

Program Information	
Name of Program	
Street Address	
City	
State	
Zip Code	
Telephone Number	
Alternate On-Installation Facility (Program may operate in this facility if the main facility is not accessible)	
Name of Facility	
Street Address/ Building Number	
City	
State	
Zip Code	
Telephone Number	
Directions to Facility	
Alternate Off-Installation Facility	
Name of Facility	
Street Address	
City	
State	
Zip Code	
Telephone Number	
Directions to Facility	

Primary POC for my Facility	
Name	
Telephone Number	
Alternate Telephone Number	
Email Address	
Telephone number outside of area	
Emergency Contacts	
Life Threatening Emergency	911
Non-Emergency Police	
Non-Emergency Fire	
Insurance Provider	
Emergency Essential Personnel	
Evacuation Plan	
Evacuation Manager and Alternate	
Person responsible for issuing all-clear	
Assembly site manager and alternate	
Assembly site location	
Person able to handle medical emergencies	
Location of evacuation exits	
Location of Nearby-Assembly Site	
Location of Distant Assembly Site	
Location of More Distant Assembly Site	

Shelter-In-Place Plan	
Person responsible for issuing all-clear	
Person able to handle medical emergencies	
Storm shelter location	
Person responsible for maintaining and refreshing emergency supplies	
Location where personal supplies are stored (if staff must remain in building for extended period of time)	
Location where children's supplies are stored for extended shelter-in-place events	
Materials included in shelter-in-place kit	
Lock-Down Plan	
Person responsible for issuing all-clear	
Person able to handle medical emergencies	
Lock-down shelter locations in classroom	
Lock-down locations in common areas (playground, etc.)	
General Emergency Plan	
Location of First Aid kit in Classroom	
Communications	
How will emergency plans be communicated to me? (televisions, chain of communication)	
How will emergency plans be communicated to families?	
How can I check in with my command following an emergency?	

Adapted from Child Care Aware USA (2006) and Sample Emergency Plan at [www.ready.gov](http://www.ready.gov)