

Emergency Preparation Best Practices Checklist

Staff Member: _____

Date of Observation: _____

Note: *The term “children” is used throughout this checklist to refer to any individual between the ages of 6 weeks and 12 years of age.

	<i>Staff member never does this or does not seem aware of the practice.</i>				<i>Staff member always does this.</i>
	1	2	3	4	5
Staff member describes the natural disasters that are most likely in your area.					
Staff member posts emergency procedures in the classroom or program (includes evacuation, shelter in place, and lock-down procedures).					
Staff member has an emergency evacuation kit in the classroom or program.					
Emergency evacuation kit is adequately stocked.					
Staff member practices lock-down, shelter-in-place, and evacuation procedures as required.					
Staff member supervises children and maintains accountability during emergency drills and events.					
Staff member communicates with supervisors and co-workers during emergency drills and events.					

Notes: