



Child Care Agency Emergency Preparedness Checklist

In consultation with local authorities and local emergency management, child care agencies shall develop a written multi-hazard plan to protect children in the event of emergencies as required by T.C.A. § 71-3-517.

A. Child Care Agency Information – Please Print

Agency Name: _____

Location Address: _____

Agency Contact: _____

Agency Phone: _____ Agency Contact Email: _____

- Provisions for a range of possible events that include, but are not limited to:
 - Fires
 - Tornados
 - Earthquakes
 - Chemical Spills
 - Floods
 - Law Enforcement Emergencies
- Potential risks specific to location have been identified
- Procedures for notifying parents in an emergency
- Designated relocation sites and evacuation routes to those sites
- Reunification plans for children and families
- Written individualized plans to accommodate children with special needs in an emergency
- Documentation that the emergency plan is reviewed monthly
- Agency staff trained on the emergency plan annually
- Documentation of the following practice drills shall be maintained for one (1) year:
 - Monthly fire drill
 - Alternating monthly drills to cover each shift (including extended hours)
 - One drill other than fire every six (6) months
 - Practice drills conducted to simulate (as closely as practical) conditions of a real emergency (utilize alarms, practice evacuation)
- The following emergency numbers posted next to agency telephones and readily available to staff:
 - Fire Department
 - Police Department and Sheriff's Office
 - Nearest Hospital Emergency Room

- Department of Children’s Services Child Abuse Hotline
- Local Emergency Management Agency
- Ambulance or Rescue Squad
- Poison Control Center
- Department of Human Services Child Care Complaint Hotline
- 911 or equivalent generic emergency numbers
- Emergency contact information for parents/guardians readily available to staff and maintained in a portable travel format:
 - Includes work, home and cell phone numbers
- Parents/Guardians of enrolled children have been informed of the plan

B. Consultation Efforts (enter information about consultation used to develop your plan):

Name of Consultant(s), Agency(ies), Date(s):

Describe Consultation and/or Recommendations:

(Attach a separate sheet if additional space is needed)

The Program Evaluator reviewed the agency emergency preparedness plan and used the above checklist to confirm that the plan contains all the elements required by law.

Program Evaluator Signature: _____ Date: _____

The child care agency representative acknowledges the review of the emergency preparedness plan and use of the above checklist with the Program Evaluator.

Agency Representative: _____ Date: _____