

Emergency Preparation Forms

Talk with your supervisor. Complete this form with information from your program.

Child Care Program Information	
Name of Program	
Street Address	
City / State / Zip	
Telephone Number	
Alternate Facility 1 (Program may operate in this facility if the main facility is not accessible)	
Name of Facility	
Street Address/ Building Number	
City / State / Zip	
Telephone Number	
Directions to Facility	
Alternate Facility 1 (Program may operate in this facility if the main facility is not accessible)	
Name of Facility	
Street Address/ Building Number	
City / State / Zip	
Telephone Number	
Directions to Facility	

Emergency Preparation Forms

Primary Point of Contact (Administrator) for my Facility

Name	
Telephone Number	
Alt. Phone 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



Emergency Preparation Forms

Evacuation Plan	
Evacuation Manager & Alternate	
Person responsible for issuing all-clear	
Assembly site manager & alternate	
Assembly site location	
Person 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 to handle medical emergencies	
Storm shelter location	
Person responsible for maintaining and refreshing emergency supplies	
Location of stored personal supplies (if staff must stay in building for extended period of time)	
Location of stored children's supplies for extended shelter-in-place events	
Materials included in shelter-in-place kit	



Emergency Preparation Forms

Lock-Down Plan	
Person responsible for issuing all-clear	
Person to handle medical emergencies	
Person to handle medical emergencies	
Lock-down shelter locations in classroom	
Lock-down shelter 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? (television, chain of communication)	
How will emergency plans be communicated to families?	
How can I check in with my administrator following an emergency?	

Adapted from Child Care Aware USA (2006) and Sample Emergency Plan at www.ready.gov