

# Emergency Disaster Plan Addendum for Child Care Programs

This form can be used with LIC 610/610A to show how child care providers meet the Federal Child Care and Development Block Grant (CCDBG) disaster planning requirements and best practice recommendations for emergency preparedness.

1) ADDITIONAL ASSIGNMENTS DURING AN EMERGENCY			
Name(s) of Facility Safety Coordinator			
Name(s) of Security, Attendance, and Reunification Coordinator			
Name(s) of Supervision and Care Coordinator			
Name(s) of Supplies Coordinator			
2) SHELTER-IN-PLACE AND LOCKDOWN			
Designated safe place location(s) in your building			
Location of long-term (72 hour) emergency supplies			
3) EVACUATION			
Location of on-site gathering place for evacuation			
Location of back-up, on-site gathering place for evacuation			
Location of "Ready-to-Go" Kit (6 hour) emergency supplies			
Location of "Ready-to-Go" File (emergency contact forms, documents, letters of agreement, maps, and other information)			
Location(s) of carbon monoxide detector			
4) COMMUNICATION			
Child Care Licensing Regional Office, phone number			
Resource & Referral Agency name and phone number			
Local Mental Health support name and phone number			
5) REUNIFICATION			
Location of daily attendance sheet			
Primary mode of communication with families			
Alternate mode(s) of communication with families			
6) ACCOMODATION OF INFANTS, TODDLERS, AND CHILDREN WITH SPECIAL NEEDS			
Location(s) of wheeled equipment for non-ambulatory children			
Location of special health care plans			
Location(s) of medications and special equipment			
Location(s) of infant and toddler feeding supplies (breast milk, formula, and appropriate food for infants and toddlers)			
7) CONTINUITY OF OPERATIONS AND SERVICES AND RECOVERY			
Contact information for local agency responsible for facility safety inspection			
Contact information for food service vendor			
Contact information for other vendors or professional services			
Location (s) of other available computers in the event that on-site computers are destroyed			
Name of person(s) responsible for backing up critical records including children's/staff records, payroll, accounts, etc.			
Location of back-up records			
8) PRACTICE DRILLS			
Types of drills (based on hazard assessment)			
Name of person(s) responsible for documenting drills			
9) EMERGENCY DISASTER PLAN TRAINING AND COMMUNICATION			
Emergency contact information for community partners and families is up-to-date.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
All staff members have completed training on this emergency disaster plan and have been instructed on their roles and responsibilities before, during, and after a disaster.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:

NEXT DATE THE PLAN WILL BE REVIEWED AND UPDATED: