

Safe-Place and Shelter-in-Place Checklist

Choosing a location for a Safe-Place and Shelter-in-Place:

Is there an area inside your facility with:

- Telephone or other means to communicate with emergency personnel?
- Cell phone coverage at that location?
- Access to at least one outlet for charging a cell phone? (And is a spare cord kept there?)
- Access to a bathroom or other sanitary facilities?
- Limited access to the outside?
- Can all outside doors and windows be locked?
- Do your windows have drapes, curtains or shades for additional protection?
- Do you have access to your emergency supplies in the Shelter-In-Place and Safe-Place areas?
- Do the police and local emergency personnel know your safe place?
- What are the local protocols for safe place (closing blinds, locking doors)?

Preparing your Shelter-in-Place location:

- Do you know where the turn-offs for the heating system are and how to operate them? Is the information posted?
- Do you know where the turn-offs for the air conditioning systems are and how to operate them? Can you switch intakes to the closed position? Is the information posted?
- Where are the exhaust fans in your child care (e.g., over the stove, bathroom)?
- Do you have duct tape and plastic sheeting to cover and seal fireplaces, bathroom exhaust and grilles, range vents, dryer vents, outlets, and other openings to the outdoors to the extent possible? Is the window sealing equipment stored in the Shelter-In-Place room and is it easily accessible?