Emergency Plan Checklist

This checklist is a guide to assist you in preparing a multi-hazard emergency and evacuation plan required by Louisiana Class A Child Day Care Center Regulations. Your plan is required to be a written multi-hazard plan, address potential disasters for your area and be prepared in consultation with appropriate state or local authorities. The plan shall include procedures for:

____ sheltering in place
____ lockdown situations (as detailed in regulations)
____ evacuations for:
____ natural disasters (such as severe weather or floods)
____ manmade disasters (such as utility disruption or hazardous materials)
____ attacks while children are in care (such as an intruder or hostage situation)
____ accounting for children/staff
____ handling children with special needs to include having individualized emergency plan must be in place for each child with special needs
____ handling infants through age two
____ contacting parents or authorized third party release caretakers of children
____ reunifying children and parents following an emergency (how and when parents will be notified)
____ notifying parents of the details of your emergency plan
____ nuclear evacuation if the facility is located within a ten-mile radius of a nuclear power/research plant
____ conducting monthly fire drills with required documentation (at least one every six months should be held at rest time)
____ conducting tornado drills once a month in March, April, May and June with required documentation
____ each center shall have an evacuation pack containing the contents detailed in regulations and all staff shall know the location of the pack.
____ the plan will be reviewed with staff at least twice a year
____ date of first review
____ date of second review
____ the plan shall be reviewed annually for accuracy and updated as changes occur
____ date of update ____________________

____________________________________
Signature of Director confirming review and update