

Child Care Emergency Operations Check List.

Reviewed by: _____ Date: _____

Facility Name : _____

Referenced Statute: PA55-3270.27 (31)

Directions:

The Child Care Emergency Operations Plans will be evaluated against the requirements of PA55-3270.27-(31). The items that are the responsibility of the operator will receive a check in the operator box and will be tracked/ completed by the operator. The items that are to be determined to be present by the Emergency Management Agency will be marked as yes, for present, or no, for not present in the EMA section.

EMA	Operator	PA55-3270.27 (31)
Yes/No		
		The facility shall have an emergency plan
		The facility shall provide shelter for children during the following
		Lock Down
		Shelter in place at the facility
		Shelter at location away from the facility premises
		Evacuation from and away from the facility building. May be the same as those required by PA55-3270.94 (relating to fire drills)
		A method for facility persons to inform parents as soon as reasonably possible when an emergency occurs.
		A method for facility persons to inform parents that the emergency has ended.
		Provide instruction as to how parents can safely be reunited with their children.
		Accommodations for infants, toddlers, children with disabilities and children with chronic medical conditions
		Emergency drills shall be conducted annually and kept track of
		The operator shall review the emergency plan at least annually and update the plan as needed.
		Each review and update of the plan shall be documented and on file at the facility
		Each facility person shall receive training regarding the emergency plan on an annual basis. Record of this training shall be documented at the facility.
		The emergency plan shall be posted in the facility in a conspicuous location
		The operator shall provide to the parent of each enrolled child a letter explaining the emergency procedures described in subsection A. The Operator shall also provide to the parent of each enrolled child a letter explaining any subsequent update to the plan.
		The operator shall send a copy of the emergency plan and subsequent plan updates to the local municipality and to the county emergency management agency.