

Protecting Children in Child Care During Emergencies
Recommend State & National Regulatory and Accreditation Standards for Family Child Care Homes and
Child Care Centers and Supporting Rationale



Emergency “Ready to Go” File

When evacuating children from a child care facility or sequestering them into one part of the facility some program information and information on individual children and staff members must be taken along. This information includes:

- Daily sign-in and sign-out sheets showing which children, staff members, family members and volunteers were in the facility at the time of the emergency.
- Contact information for each child providing several ways to contact each child’s parents or other individual authorized to take the child from the program.
- Medication administration and medical emergency forms authorizing the program to administer medications to children requiring medications or medical treatment or to seek medical treatment for children requiring medical services.
- Contact information for each staff member providing several ways to contact each staff member’s family or other emergency contacts in the event the staff member is injured or becomes ill or the program needs to call in additional staff for assistance.
- A list of the food and other allergies of any children and adults in the program.
- Incident/injury forms on which to record incidents or injuries that occur during the emergency.
- The emergency contact numbers needed to secure help including fire, rescue, and emergency medical services.