# Emergency Preparation Forms

Talk with your supervisor, trainer, or coach. Complete this form with information from your program.

<table>
<thead>
<tr>
<th>School-Age Program Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Program</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Facility 1 (Program may operate in this facility if the main facility is not accessible)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Facility</td>
</tr>
<tr>
<td>Street Address/ Building Number</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>Directions to Facility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Facility 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Facility</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>Directions to Facility</td>
</tr>
</tbody>
</table>
School-Age | Safety | Lesson 8 | Apply

<table>
<thead>
<tr>
<th>Primary Point of Contact (Administrator) for my Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>Alternate Telephone Number</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Telephone number outside of area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Threatening Emergency</td>
</tr>
<tr>
<td>Non-Emergency Police</td>
</tr>
<tr>
<td>Non-Emergency Fire</td>
</tr>
<tr>
<td>Insurance Provider</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Essential Personnel</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Evacuation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Manager and Alternate</td>
</tr>
<tr>
<td>Person responsible for issuing all-clear</td>
</tr>
<tr>
<td>Assembly site manager and alternate</td>
</tr>
<tr>
<td>Assembly site location</td>
</tr>
<tr>
<td>Person able to handle medical emergencies</td>
</tr>
<tr>
<td>Location of evacuation exits</td>
</tr>
<tr>
<td>Location of Nearby-Assembly Site</td>
</tr>
<tr>
<td>Location of Distant Assembly Site</td>
</tr>
<tr>
<td>Location of More Distant Assembly Site</td>
</tr>
</tbody>
</table>

This document was prepared by The Ohio State University for the Department of Defense's Office of Family Policy/Children and Youth and the US Department of Agriculture's National Institute of Food & Agriculture. © 2013 The Ohio State University. All rights reserved. Terms of use for this document are located at http://virtuallabschool.org/legal.
<table>
<thead>
<tr>
<th>Shelter-In-Place Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person responsible for issuing all-clear</td>
</tr>
<tr>
<td>Person able to handle medical emergencies</td>
</tr>
<tr>
<td>Storm shelter location</td>
</tr>
<tr>
<td>Person responsible for maintaining and refreshing emergency supplies</td>
</tr>
<tr>
<td>Location where personal supplies are stored (if staff must remain in building for extended period of time)</td>
</tr>
<tr>
<td>Location where children’s supplies are stored for extended shelter-in-place events</td>
</tr>
<tr>
<td>Materials included in shelter-in-place kit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evacuation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Manager and Alternate</td>
</tr>
<tr>
<td>Person responsible for issuing all-clear</td>
</tr>
<tr>
<td>Assembly site manager and alternate</td>
</tr>
<tr>
<td>Assembly site location</td>
</tr>
<tr>
<td>Person able to handle medical emergencies</td>
</tr>
<tr>
<td>Location of evacuation exits</td>
</tr>
<tr>
<td>Location of Nearby-Assembly Site</td>
</tr>
<tr>
<td>Location of Distant Assembly Site</td>
</tr>
<tr>
<td>Location of More Distant Assembly Site</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelter-In-Place Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person responsible for issuing all-clear</td>
</tr>
<tr>
<td>Person able to handle medical emergencies</td>
</tr>
<tr>
<td>Storm shelter location</td>
</tr>
<tr>
<td>Person responsible for maintaining and refreshing emergency supplies</td>
</tr>
<tr>
<td>Location where personal supplies are stored (if staff must remain in building for extended period of time)</td>
</tr>
<tr>
<td>Location where children’s supplies are stored for extended shelter-in-place events</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Materials included in shelter-in-place kit</td>
</tr>
<tr>
<td><strong>Lock-Down Plan</strong></td>
</tr>
<tr>
<td>Person responsible for issuing all-clear</td>
</tr>
<tr>
<td>Person able to handle medical emergencies</td>
</tr>
<tr>
<td>Lock-down shelter locations in classroom</td>
</tr>
<tr>
<td>Lock-down shelter locations in common areas (playground, etc.)</td>
</tr>
<tr>
<td><strong>General Emergency Plan</strong></td>
</tr>
<tr>
<td>Location of First Aid kit in classroom</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
</tr>
<tr>
<td>How will emergency plans be communicated to me? (television, chain of communication)</td>
</tr>
<tr>
<td>How will emergency plans be communicated to families?</td>
</tr>
<tr>
<td>How can I check in with my administrator following an emergency?</td>
</tr>
</tbody>
</table>

Adapted from Child Care Aware USA (2006) and Sample Emergency Plan at www.ready.gov