**Emergency Preparation Best Practices Checklist**

**Staff Member:** ____________________________

**Date of Observation:** ________________________

**Note:** *The term “children” is used throughout this checklist to refer to any individual between the ages of 6 weeks and 12 years of age.

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<tr>
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<th>Staff member never does this or does not seem aware of the practice.</th>
<th>Staff member always does this.</th>
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Staff member describes the natural disasters that are most likely in your area.

Staff member posts emergency procedures in the classroom or program (includes evacuation, shelter in place, and lock-down procedures).

Staff member has an emergency evacuation kit in the classroom or program.

Emergency evacuation kit is adequately stocked.

Staff member practices lock-down, shelter-in-place, and evacuation procedures as required.

Staff member supervises children and maintains accountability during emergency drills and events.

Staff member communicates with supervisors and co-workers during emergency drills and events.

**Notes:**