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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CHILD CARE CENTER/HOME NAME:** Click here to enter text. | | | | | | | **MANAGER OF CENTER/HOME:** Click here to enter text. | | | | | | | |
| **PERSON COMPLETING CHECKLIST:** Click here to enter text. | | | | | | | **DATE COMPLETED:** Click here to enter a date. | | | | | | | |
| **FOOD, WATER, and BASIC SUPPLIES** | | **AMOUNT** | **REPLENISH/ EXPIRATION DATE** | **SHELTER, & SANITATION SUPPLIES** | | **AMT** | | **REPLENISH/ EXPIRATION DATE** | | **LIFE SAFETY SUPPLIES** | | **AMOUNT** | | **REPLENISH/ EXPIRATION DATE** |
| Nonperishable food items for 3 days onsite  Separate supply of emergency food: offsite  Infant formula\*  Bottles for infants\*  Baby food\*  Manual can opener\*  Disposable cups, dishes and utensils  Bottled water: 1 gallon per adult per day  Bottled water ½ gallon per child per day  Emergency supply of food for staff\*  Extra snacks  Distraction devices (e.g. games, toys)\*  Change of weather appropriate clothing (1 for each child & adult) | | * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount | * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date | * 10’ poles (x3) * Tarp * ¼ inch nylon rope * Privacy shelter * Plastic garbage bags\* * Plastic sanitation bags * Kitty litter * Toilet paper\* * Diapers and wipes\* * Hand soap * Disinfectant wipes\* * Sanitary napkins * Paper towels * Light sticks * Blankets (wool, fleece, safety) and/or sleeping bags * 5 gal plastic buckets for sanitation/ emergency toilets * Battery operated lanterns with extra batteries | | * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount | | * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date | | * Site maps * Hard hats * Work gloves * AM/FM battery powered weather radio with extra batteries\* * Walkie Talkies with extra batteries * Whistles\* * Orange reflective safety vests * Shovel * Matches in waterproof container * Signal flare * Tools:   + Bolt cutter   + Pry bar   + Crow bar   + Pliers   + Hammer   + Screwdrivers   + Wrench   + Utility knife * Barrier tape * Duct tape * Flashlights with extra batteries\* * First aid kit\* | | * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount | | * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date |
| **ADMINISTRATIVE SUPPLIES** | **Amount** | | **REPLENISH/ EXPIRATION DATE** | | **ADMINISTRATIVE SUPPLIES (CONT)** | **Amount** | | | **REPLENISH/ EXPIRATION DATE** | | **FIRST AID and MEDICAL SUPPLIES\*** | **Amount** | **REPLENISH/ EXPIRATION DATE** | |
| * Keys to center * Office supplies   + Pens\*   + Paper\*   + Tape   + Paper clips   + Clipboards * Camera * Child release forms * Staff rosters * Child rosters * Emergency Contact Forms for all children * Job Action Sheets * Emergency Operations Plan * Cash * Copies of all forms & important documents: (need to check list)   + Incident Report Log   + First Aid Log   + Notice of First Aid Care | * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount | | * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date | | * Copies of all forms/important documents:   + Child Release Log   + Child/Staff Roster   + Expenditure Log   + Staff time log   + Communication Log   + Authorization for Medical Treatment   + Health history forms   + Emergency Contact Information for each child   + Message Forms   + Insurance policies   + Supplier/ rental agreements   + Credit card and bank information | * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount | | | * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date | | * First aid reference book * Assorted adhesive bandages * Sterile gauze pads (various sizes) * Roll gauze bandages * Triangular bandages * Eye dressings * Various sized splints * Water in sealed containers for wound cleansing * Safety pins * Cold packs * Backboard * Scissors * Tweezers * Medical gloves * 1” and 2” tape * Masks (N-95, basic isolation masks) * Thermometer * Plastic bags for bloody materials * Medical supplies for any child in center with Special Health Care Needs * OTC medications * Prescription medications | * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount * Amount | * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date * Enter date | |