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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
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 | * 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
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 | * 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\*
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| **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
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 | * 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
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 | * 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
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