



**Municipality of Anchorage
Child Care Licensing Program**

DISASTER PREPAREDNESS AND EMERGENCY EVACUATION PLAN CHECKLIST

Facility Name: _____

This checklist is used to ensure all required items are addressed in the facility's disaster preparedness plan as required by the *Get Out Alive! Disaster Preparedness and Emergency Evacuation Plan CC67* and regulations.

REQUIRED:

7 AAC 10.1010(e) An entity must have a disaster preparedness and emergency evacuation plan that includes the following:

- Pg. ____ Evacuation procedures that ensure complete evacuation of children in care within 150 seconds (2 ½ minutes). Plan must include evacuation drills for the following:
 - Complete detailed plan for children under 30 months of age (if applicable)
 - Complete detailed plan for children with limited mobility
 - Complete detailed plan for children who otherwise may need assistance including mentally, visually, or hearing impaired
- Pg. ____ Procedures facility will take during emergency situations or natural disasters to include: (if applicable to the facility's location)
 - Fire
 - Tsunami/flooding
 - Earthquake
 - Lock-down
 - Shelter-in-place
- Pg. ____ Relocation site
- Pg. ____ Plan to reunify children with parents in the event children are relocated due to an evacuation
- Pg. ____ Emergency evacuation drills
 - Conduct monthly emergency evacuation drills
 - Record monthly emergency evacuation drills
 - Participation of all caregivers who are on duty during the scheduled drill
- Pg. ____ Location of Disaster Preparedness kit
- Pg. ____ Location of First Aid kit
- Pg. ____ Location of second First Aid kit/abbreviated First Aid kit (if applicable)
- Pg. ____ Training of caregivers on the implementation of the *Disaster Preparedness and Emergency Evacuation Plan*
- Emergency Evacuation floor plan for each level of the facility which identifies the following:
 - Smoke detectors (**SD**) for each level and napping/sleeping room/s
 - Fire extinguishers (**FE**) for each level
 - Carbon monoxide (**CM**) detectors for each level
 - Escape routes from every room – homes, for each level, centers, include primary and secondary escape routes
 - Doors and windows clearly marked for each level
- Specified meeting place outside of the facility, describe meeting place, and mark the meeting place on the plan

Note: Additional information can be added at the discretion of the facility, such as: alternate location address and phone number, etc.