



## Staff Duties

### Director, Provider or Designee Duties

Create written D.E.E.P plan – update every 6 months or as situations change

#### Staff – related

Special needs plans – children and staff

Phone tree; email addresses

Transportation specifics – How to get children to the off-site location, facility/staff vehicles or alternate mode

Train staff – Included in orientation and ongoing/updating, including changes in staff

Assign duties to each staff member – in writing (checklist), review, update

#### Parent – related

Reunification specifics

Phone tree; email addresses

Inform parents – Initially, update every 6 months or as situations change

#### Facility – related POSTING

Post evacuation plans in each room; office; lobby

- Primary exit route

- Secondary exit route

- Fire extinguishers

- Locations of first aid kits

Post Accident and Emergency Plan (emergency numbers, staff with CPR/first aid, emergency numbers, location of first aid kits) in each activity area; maintain in office

#### Administrative

Contact nearby school district or alternate location; create Letter of Agreement

Contact local police and fire departments – days and hours of operations, ages of children in attendance; location

Gather phone numbers of local utilities companies – electric, gas, phone, water

Determine how to turn off utilities

#### Supplies

Determine and acquire Shelter-in-Place supplies; update due to expiration dates

Determine and acquire Lockdown supplies; update due to expiration dates

Determine and acquire Grab and Go supplies; update due to expiration dates

One set of activities/supplies per activity area/room or 1 per facility/home (may be dependent on size of facility)

## Classroom Staff

Gather/have ready to go (Grab and Go):

### Infant Room

Babies

Evacuation crib(s) or other transportation mode for multiple infants

Bedding/blankets

Formula, bottles, nipples, feeding instructions

Baby food, serving utensils

Diapers, wipes, ointments, diaper bags

Change of clothes; outerwear

Toys/activities

Attendance form

Allergies

### Toddler Room

Toddlers (children)

Diapers, ointments, wipes

Extra clothing; outerwear; diaper bags; blankets

Age-appropriate food; sippy cups

Toys/activities

Attendance form

Allergies

### Preschool/School-age Room

Children

Toys/activities

Attendance form

Allergies

Extra clothing; outerwear

### Facility's Grab and Go:

PAPER	Emergency Cards/Immunization records/children's photos
	Sign-in/out records (children and staff)
	Checklists for each staff member/activity area/room
	Staff emergency contacts
	Community contacts
	School District or alternate location contact; Letters of Agreement
	List of relocation sites; letters of Agreement
	Emergency release forms
	Transportation information and releases
	Injury/incident forms
	Essential facility information; inventory lists; operating manuals; insurance information
	Logins; passwords
	Staff files
HEALTH / MEDICATIONS	1 <sup>st</sup> aid kit; thermometer; hand sanitizer; wipes; toilet paper; Kleenex; masks; extra gloves
	Special health care supplies (children and staff); IEPs
	Allergies list
Supplies	
Flashlight; batteries	Weather radio; batteries
Whistle	Cell phone; charger
Water (1 gallon/4 children); cups	Nonperishable food for 72 hours; utensils/paper plates/ Can opener
Money; credit cards; checkbook	Pets; food
Laptop	Paper/pens; scissors
Toys, materials, activities	