

## Shelter-in-Place Procedure Checklist for Family Child Care Homes

Use this checklist when practicing your shelter-in-place response. Examples of emergency shelter-in-place situations include tornadoes, earthquakes, severe weather, landslides, or debris flow.

**TYPE OF EMERGENCY:** \_\_\_\_\_

Emergency is declared. Begin shelter-in-place procedures.



Count heads, grab emergency preparedness kit, and guide children to shelter.



Implement shelter-in-place procedures as practiced.



Take attendance to assure all children are safely sheltered. If a child is missing, alert first responders.



Calm the children. Communicate necessary information to parents. Ensure children are drinking water and eating.



Wait for all clear before leaving shelter and resuming daily activities, or begin evacuation procedures if the building is no longer structurally safe.



Instruct children to assume safe position for the event, such as tornado-safe position (sit on floor and protect head) or earthquake safe position (drop, cover, and hold on).