

## EARTHQUAKE PREPAREDNESS CHECKLIST (EPC) \*

Health & Safety Code 1596.867 requires an Earthquake Preparedness Checklist be included as an attachment to the Emergency Disaster Plan (LIC 610, LIC 610A and 610A (SP)) and be made accessible to the public. This form is intended to meet this requirement.

### A. ELIMINATE POTENTIAL HAZARDS IN CLASSROOMS AND THROUGHOUT THE SITE:

Bolt bookcases in high-traffic areas securely to wall studs.

Move heavy books and items from high to low shelves.

Secure and latch filing cabinets.

Secure cabinets in high traffic areas with child safety latches.

Secure aquariums, computers, typewriters, TV/VCR equipment to surfaces (e.g., by using Velcro tabs).

Make provisions for securing rolling portable items such as TV/VCRs, pianos and refrigerators.

Move children's activities and play areas away from windows, or protect windows with blinds or adhesive plastic sheeting.

Secure water heater to wall using plumber's tape.

Assess and determine possible escape routes.

Enlist parent and community resource assistance in securing emergency supplies or safeguarding the child care site.

Store a 3-day supply of nonperishable food (including juice, canned food items, snacks, and infant formula).

Store a 3-day supply of water and juice.

Store food and water in an accessible location, such as portable plastic storage containers.

Store other emergency supplies such as flashlights, a radio with extra batteries, heavy gloves, trash bags, and tools.

Maintain a complete, up-to-date listing of children, emergency numbers, and contact people for each classroom stored with emergency supplies.

### B. ESTABLISH A COORDINATED RESPONSE PLAN INVOLVING ALL OF THE FOLLOWING:

#### CHILDREN:

Teach children about earthquakes and what to do (see resource list below).

Practice "duck, cover, and hold" earthquake drills under tables or desks no less than 4 times a year.

#### PARENTS:

Post, or make available to parents, copies of the school earthquake safety plan (including procedures for reuniting parents or alternate guardians with children, location of planned evacuation site and method for leaving messages and communicating).

### C. CHILD CARE PERSONNEL AND LOCAL EMERGENCY AGENCIES:

Identify and assign individual responsibilities for staff following an earthquake (including accounting for and evacuating children, injury control and damage assessment).

Involve and train all staff members about the earthquake safety plan, including location and procedure for turning off utilities and gas.

Contact nearby agencies (including police, fire, Red Cross, and local government) for information and materials in developing the child care earthquake safety plan.

#### \* For more free resources contact:

- (1) Federal Emergency Management Agency (FEMA)
- (2) Office of Emergency Services (OES)
- (3) Red Cross