

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of fire at your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Fire	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<b>✓ Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Have properly working smoke detectors.                             <ul style="list-style-type: none"> <li>○ Place smoke detectors on every level of your facility and, if possible, in every sleeping area.</li> <li>○ Test and clean smoke detectors once a month.</li> <li>○ Replace batteries in your smoke detectors at least once a year. If the alarm chirps, replace the battery immediately.</li> </ul> </li> <li>• Have heating, cooling, gas, and electrical systems checked regularly.</li> <li>• Use fire-resistant materials.</li> <li>• Install carbon monoxide detectors.</li> <li>• Install sprinklers, if possible.</li> <li>• Install fire extinguishers in each room and check regularly (i.e., charge levels, mounted securely, within easy reach, staff and volunteers know how to use).</li> <li>• Have plan to evacuate infants and toddlers.</li> <li>• Have Fire Marshal visit facility regularly. (Ask about fire codes, regulations, and training for children and staff.)</li> <li>• Keep portable heaters at least 3 feet away from things that can burn – paper, curtains, furniture, bedding, clothing, etc. Ensure they are turned off when adults are not in the room.</li> <li>• Keep matches and lighters up high and, if possible, in a locked cabinet.</li> <li>• Train on STOP, DROP, and ROLL and evacuation procedures.</li> <li>• Check for overloaded outlets.</li> <li>• Have a site diagram.</li> <li>• Clear exits and ensure there are two exits for evacuation, clearly marked.                             <ul style="list-style-type: none"> <li>○ All windows open.</li> <li>○ Doors are unobstructed.</li> <li>○ Escape ladders are available for higher floors.</li> </ul> </li> <li>• Have a designated meeting area.</li> <li>• Cut back bushes and trees.</li> <li>• Ensure street address is clearly visible.</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the general safety and childproofing at your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> General Safety	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<input checked="" type="checkbox"/> <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Childproof the facility.                             <ul style="list-style-type: none"> <li>○ Protect electrical outlets.</li> <li>○ Remove access to electrical cords.</li> <li>○ Place safety locks on cabinets.</li> <li>○ Place door knob covers on doors.</li> <li>○ Place safety gates at top and bottom of stairs.</li> <li>○ Ensure window blind strings do not have loops.</li> <li>○ Secure tall furniture to walls.</li> <li>○ Lock up cleaning products.</li> <li>○ Lock medicines in high cabinets.</li> <li>○ Place locks on toilets.</li> <li>○ Place guards on windows.</li> <li>○ Place corner and edge bumpers on sharp edges of furniture.</li> <li>○ Place houseplants out of reach of children.</li> <li>○ Remove choking hazards.</li> <li>○ Keep cribs away from draperies, blinds, and electrical cords.</li> </ul> </li> <li>• Ensure children cannot access water features (e.g., ponds, fountains, pools).</li> <li>• Ensure trash is not accessible to children.</li> <li>• Remove broken or unsafe play equipment.</li> <li>• Designate any unsafe areas as off-limits to children.</li> <li>• Follow established standards for the care of infants with respect to sudden infant death syndrome (SIDS).</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of hazardous materials and explosions at your childcare site and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Hazardous Materials	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<input checked="" type="checkbox"/> <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Lock up chemicals, poisonous/toxic items, medicines, and flammable items.</li> <li>• Dispose of hazardous materials correctly.</li> <li>• Keep products containing hazardous material in their original containers. Do not remove labels. Do not store hazardous material in food containers.</li> <li>• Know who to call when there has been contact with a hazardous chemical.</li> <li>• Know what to do if there is an explosion.</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of a utility outage at your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Utility Outages/Blackouts	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<b>✓ Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Know how to use emergency shutoffs for water, gas, and electricity—and mark the shutoffs clearly.</li> <li>• Turn off and unplug all unnecessary electrical equipment.</li> <li>• Have surge protectors.</li> <li>• Prepare frozen water containers.</li> <li>• Know how to keep food safe and how identify if food is safe.</li> <li>• Have a land-line phone that does not require electricity.</li> <li>• Consider purchasing an emergency generator, especially if your building is located in an area where power losses are frequent.</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of criminal activity impacting your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Criminal Activity	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<input checked="" type="checkbox"/> <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Take precautions to ensure people working at your site have not been arrested or convicted for crimes involving children.</li> <li>• Ensure doors and windows lock.</li> <li>• Be aware of people around your facility.</li> <li>• Build a relationship with local law enforcement in your area.</li> <li>• Contact police about criminal activity, areas of concern, and prevention recommendations.</li> <li>• Have a process for reporting anything out of the ordinary.</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of children being abducted from your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Missing Child	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<input checked="" type="checkbox"/> <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Have a process for releasing children including documenting who they can be released to and ensuring any legal orders against a parent or guardian are documented and easily identified before releasing children.</li> <li>• Have a sign-in/sign-out process that also identifies who can be in areas with children.</li> <li>• Conduct background/reference checks on all staff.</li> <li>• Designate how children will be accounted for when in and out of the facility—on field trips, at the playground, during drills.</li> <li>• Do not share information about a child with anyone but parents or guardians.</li> <li>• Establish a notification process if a child is missing.</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

**Use this worksheet to assess the risk level of severe weather impacting your childcare site, and to identify steps you can take to minimize your risk and prepare your site.**

<b>Hazard/Threat:</b> Severe Weather – General	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<b>✓ Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Have a NOAA Weather Radio onsite.</li> <li>• When there is a threat of severe weather, listen to the radio or television and a NOAA Weather Radio for information.</li> <li>• Listen to instructions from local officials.</li> <li>• If severe weather has been forecasted, stay inside, postpone outdoor activities, and bring children and staff indoors.</li> <li>• Have a process for closing the facility and notifying parents/guardians and staff.</li> <li>• Know weather terms—watch, warning, advisory.</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of excessive heat impacting your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Excessive Heat	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<input checked="" type="checkbox"/> <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Ensure air conditioners are installed and insulated properly.</li> <li>• Install temporary window reflectors.</li> <li>• Cover windows with drapes, shades, or awnings.</li> <li>• Keep yourself, staff, and children hydrated.</li> <li>• Be aware of signs of heat-related health concerns.</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of floods impacting your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Floods	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<b>✓ Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Protect your building: elevate the furnace, water heater, and electrical panel; seal the basement with waterproofing; and install “check valves.”</li> <li>• Talk with your insurance representative about flood protection insurance.</li> <li>• Keep informed about whether water is safe to drink.</li> <li>• Have plans to move to higher grounds.</li> <li>• If you have to evacuate, then secure your site and turn utilities off, if instructed.</li> <li>• Avoid floodwaters and moving water. Keep children out of water.</li> <li>• Stay away from downed power lines.</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of hurricanes and tropical storms impacting your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Hurricanes/Tropical Storms	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<input checked="" type="checkbox"/> <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Know the differences between the hurricane categories.</li> <li>• Secure outside items or bring them inside.</li> <li>• Cover windows with pre-cut plywood or shutters.</li> <li>• Remove damaged/diseased limbs from trees.</li> <li>• Turn off utilities as instructed; otherwise, turn refrigerators to their highest setting.</li> <li>• Turn off propane tanks.</li> <li>• Ensure you have a supply of water for sanitary purposes; fill bathtub and other large containers.</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of thunderstorms at your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Thunderstorms	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<input checked="" type="checkbox"/> <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Remove dead and rotting trees.</li> <li>• Secure outside objects.</li> <li>• Shutter windows (or close blinds, shades, curtains) and secure outside doors.</li> <li>• If you can hear thunder, go indoors.</li> <li>• During a thunderstorm, do not take baths or showers or use plumbing.</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of a tornado at your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Tornadoes	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<b>✓ Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Prepare a safe room in advance: storm cellar or basement, interior room, or hallway on lowest floor possible.</li> <li>• If you are under a tornado warning, immediately take everyone to safe shelter.</li> <li>• Keep everyone away from windows, doors, outside walls, and corners.</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of winter storms and extreme cold at your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Winter Storms and Extreme Cold	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
✓ <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Have rock salt, sand, and snow shovels.</li> <li>• Ensure you have extra blankets and adequate clothing for children.</li> <li>• Make sure your site is well insulated.</li> <li>• Insulate pipes and allow faucets to drip a little during cold weather.</li> <li>• Know how to shut off water valves.</li> <li>• Be careful when using alternate heat sources.</li> <li>• Have a supply of extra food and water.</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of earthquakes at your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Earthquakes	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<b>✓ Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Familiarize yourself with earthquake terms.</li> <li>• Fasten/secure heavy items and furniture to wall studs and brace overhead light fixtures.</li> <li>• Place cribs, sleeping mats, and sitting areas away from hazards that can fall in or on them (pictures, mirrors, lamps, etc.).</li> <li>• Clear exits and ensure there are at least two exits for evacuation. Make sure all exits are clearly marked.</li> <li>• Know how to shut off gas valves.</li> <li>• Have emergency kit ready.</li> <li>• When shaking starts, drop, cover, and hold; keep everyone away from windows; and stay inside until the shaking stops. (Be prepared for aftershocks.)</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of landslides and debris flow at your childcare site.

**Hazard/Threat:** Landslides and Debris Flow

**Identify Hazard/Threat Risk Level (circle one):** *None, Low, Moderate, or High*

✓ <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Follow proper land-use procedures.</li> <li>• Be familiar with whether debris flow has occurred in your area.</li> <li>• Watch how water flows during storms.</li> <li>• If in imminent danger, evacuate your site immediately.</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of tsunamis at your childcare site.

<b>Hazard/Threat:</b> Tsunamis	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<b>✓ Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Listen to local officials.</li> <li>• Be prepared to act quickly and evacuate inland.</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of volcanoes at your childcare site.

<b>Hazard/Threat:</b> Volcanoes	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<b>✓ Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Listen to local officials.</li> <li>• Be prepared to evacuate quickly.</li> <li>• Include goggles and nose and mouth protection in your emergency supply kits.</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of an illness outbreak at your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Illness Outbreaks	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
✓ <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Avoid close contact with people who are sick. Advise staff to stay home when they are sick and ask parents to keep sick children home.</li> <li>• Cover your mouth and nose with a tissue when coughing or sneezing.</li> <li>• Clean your hands often.</li> <li>• Avoid touching your eyes, nose, and mouth.</li> <li>• Practice good health habits: Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, get your flu shot, and eat nutritious foods.</li> <li>• Require proper immunization of children in your care.</li> <li>• Have disinfectant/cleaning processes for bathrooms (including changing tables and children's potties), food preparation areas (including dishes, high chairs, and utensils), toys, beds, and bedding.</li> <li>• Establish a policy for handling sick children: exclusion, dismissal, and care.</li> <li>• Clean/sanitize hands between handling of children.</li> <li>• _____</li> </ul>	

**Hazard/Threat Worksheet**

Use this worksheet to assess the risk level of food safety hazards or threats at your childcare site, and to identify steps you can take to minimize your risk and prepare your site.

<b>Hazard/Threat:</b> Food Safety	
<b>Identify Hazard/Threat Risk Level (circle one):</b> <i>None, Low, Moderate, or High</i>	
<input checked="" type="checkbox"/> <b>Steps to reduce my risk:</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• If you prepare food at your site, follow food safety procedures: clean, separate, cook, and chill.</li> <li>• Know how to properly store foods – including breast milk, formula, and baby food.</li> <li>• Know foods not to serve due to child choking hazards.</li> <li>• Ensure everyone knows of any children’s food allergies, and how to respond if a child has an allergic reaction.</li> <li>• Know when to save and when to throw out food after power outages.</li> <li>• _____</li> </ul>	

<b>Building and Grounds Mitigation Checklist</b>	
<b>Area:</b>	
<b>Surveyed By:</b>	
<b>Date Surveyed:</b>	
Hazard	Mitigation Measures
<p><b>Building:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extended, unsupported roof spans</li> <li><input type="checkbox"/> Large windows or panes of glass, especially if:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Not composed of safety glass</li> <li><input type="checkbox"/> Located near exits or evacuation routes</li> </ul> </li> <li><input type="checkbox"/> Suspended ceilings and light fixtures</li> <li><input type="checkbox"/> Incompatible chemicals stored in close proximity or not stored in a manner to withstand falling and breaking</li> <li><input type="checkbox"/> Hazardous materials located in areas that do not have warning signs</li> <li><input type="checkbox"/> Paper or other combustibles (e.g., greasy rags) stored near heat source</li> <li><input type="checkbox"/> Unsecured heavy or unstable items, including:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Portable room dividers</li> <li><input type="checkbox"/> Appliances (e.g., water heaters, space heaters, microwave ovens)</li> <li><input type="checkbox"/> Filing cabinets, bookcases, and wall shelves</li> <li><input type="checkbox"/> Athletic equipment</li> <li><input type="checkbox"/> Vending machines</li> <li><input type="checkbox"/> TV monitors</li> <li><input type="checkbox"/> Wall-mounted objects</li> <li><input type="checkbox"/> Aquariums</li> <li><input type="checkbox"/> Table lamps</li> <li><input type="checkbox"/> Hanging plants above seating areas</li> </ul> </li> <li><input type="checkbox"/> Electrical equipment</li> </ul>	
<p><b>Grounds:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Equipment in need of repair</li> <li><input type="checkbox"/> Rocks or other material that could cause injury</li> <li><input type="checkbox"/> Fences in need of repair</li> <li><input type="checkbox"/> Exposed nails, screws, or bolts</li> <li><input type="checkbox"/> Trees or shrubs that present a fire hazard or wind hazard or provide areas for an intruder to hide</li> <li><input type="checkbox"/> Streams in close proximity</li> <li><input type="checkbox"/> Electrical wires</li> <li><input type="checkbox"/> Gasoline or propane tanks</li> <li><input type="checkbox"/> Natural gas lines</li> </ul>	