



**East Baton Rouge Parish
Mayor's Office of Homeland Security and
Emergency Preparedness**

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Baton Rouge, LA 70807

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**JOANNE H. MOREAU, CEM, LEM
Director**



LOUISIANA DAYCARE EMERGENCY PLAN CROSSWALK

DAYCARE NAME _____

ADDRESS _____

Phone _____ Fax _____ Email _____

Every daycare in Louisiana is required to have an emergency plan that conforms to the format of the Louisiana Daycare Model Emergency Plan. Each daycare is required to forward its plans to the Parish Office of Homeland Security and Emergency Preparedness to be reviewed. This crosswalk is to be used with the Model Plan to review daycare emergency plans. Any plans that do not have all the elements listed in the Model Plan are to be returned to the daycare to be corrected. This crosswalk is current as of 2009.

1. Does the plan have a General paragraph? _____

2. Does the plan have a Situation paragraph? _____

A. Is there a description of the facility, including physical address? _____

B. Is a floor plan included showing the office, utility spaces, exits and hazardous materials storage? _____

C. Does the plan identify the hazards that could affect the center? _____

D. Does the plan include a list of the staff and the average number of children at the center daily? _____

E. Does the plan include a list of contact numbers for parents/guardians? _____

3. Does the plan have a Concept of Operations paragraph? _____

A. Does the plan designate a person in charge who will be immediately informed of an emergency? _____

- B. Does the plan include an evacuation plan? _____
 - 1. Does the facility have a plan for a Shelter-In-Place? _____
- 4. Does the plan include an Assignment of Responsibilities paragraph? _____
 - A. Has the facility designated a person responsible for the children? _____
 - B. Will the facility provide copies of the emergency plan for staff members? _____
 - C. Will the plan be updated annually and will the staff members be drilled on this plan? _____
- 5. Does the plan include a signature by the appropriate director/administrator of the facility? _____
- 6. Does the plan include a Quick Response Guidelines section? _____
 - A. Do the Quick Response Guidelines include a Building Damaged section, listing an Alert Phase, Action Phase, and Recovery Phase? _____
 - B. Do the Quick Response Guidelines include an Evacuation section, listing an Alert Phase, Action Phase, and Recovery Phase? _____
 - C. Do the Quick Response Guidelines include a Fire section, listing an Alert Phase, Action Phase, and Recovery Phase? _____
 - D. Do the Quick Response Guidelines include a Flood section, listing an Alert Phase, Action Phase, and Recovery Phase? _____
 - E. Do the Quick Response Guidelines include a Natural Gas Leak section, listing an Alert Phase, Action Phase, and Recovery Phase? _____
 - F. Do the Quick Response Guidelines include a Hazardous Materials Release Section, listing an Alert Phase, Action Phase, and Recovery Phase? _____
 - G. Do the Quick Response Guidelines include a Tornado section, listing an Alert Phase, Action Phase, and Recovery Phase? _____
 - I. Do the Quick Response Guidelines include a Criminal Act section, listing an Alert Phase, Action Phase, and Recovery Phase? _____