



## Reducing Risk Planning Checklist

Prepared by Child Care Aware® of North Dakota

- Are fire extinguishers properly charged, mounted securely, within easy reach and staff, volunteers, and family members (for family providers) know how to use them properly?
- Are exits clear from obstructions such as locked doors, storage, or possible obstructions such as large nearby objects (i.e., bookcases, filing cabinets) that could fall and block the exit?
- Do you need a generator for back-up power? Are at least two people trained to start and operate the generator?
- Are appliances, cabinets and shelves attached to the wall or braced by being anchored together?
- Are heavy or sharp items stored on shelves with ledge barriers?
- Are blocks and heavy objects stored on the lowest shelves?
- Are television sets, fish bowls, and similar items restrained so they won't slide off?
- Are pictures and other wall hangings attached to the wall with wire and closed screw-eyes?
- Are cribs located away from the tops of stairs and other places where rolling could endanger them or where heavy objects could fall on them?
- Are lightweight panels, rather than shelving units or other tall furnishings, used to divide rooms?
- Are large windowpanes safety-glazed or covered with clear contact paper?
- Do partitions have plastic or safety glass panels, rather than ordinary glass?
- Is the street number of the center/home clearly and legibly visible from the roadway? In larger centers, is each internal/external door numbered or letter for identifications?
- Do you have lights for an emergency?
- Are exits marked and lit?
- Do you have a sign-in and sign-out procedures for everyone entering your buildings?
- Does the emergency shut off for the water supply and electric service supply have a sign placed by the control identifying it as the primary disconnecting/shutoff means?
- Do you know where the emergency shutoffs are, how to operate them, and have the tools needed handy?
- Where are the building's safe place and shelter-in-place location?