

**Mitigation Assessment Checklist**

Actions taken to reduce the loss of life and damage to property from all hazards

1.	Are fire extinguishers properly charged, mounted securely, within easy reach, and do staff, volunteers, and family members know how to use them properly?
2.	Are exits clear from obstructions such as locked doors, storage, or possible obstructions such as large nearby objects (e.g., bookcases, filing cabinets) that could fall and block the exit?
3.	Is a generator needed for back-up power (a licensed electrician must install generator)? Are at least two individuals trained to start and operate the generator?
4.	Are appliances, cabinets, and shelves attached to the wall with wire and closed screw-eyes or braced by being anchored together?
5.	Are heavy or sharp items stored on shelves with ledge barriers?
6.	Are blocks and heavy objects stored on the lowest shelves?
7.	Are television sets, pet containers such as fish bowls, and similar items restrained so they won't slide off?
8.	Are pictures and other wall hangings attached to the wall with wire and closed screw-eyes?
9.	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?
10.	Are blackboards and bulletin boards securely mounted to the wall or hung safely from the ceiling?
11.	Are light weight panels, rather than shelving units or other tall furnishings, used to divide rooms?
12.	Are large windowpanes made of shatter-resistant glass or covered with safety film (e.g., clear contact paper)?
13.	Is the street number of the home/building legible and clearly visible from the roadway?
14.	Do florescent lights have transparent sleeves to keep broken glass pieces from scattering?
15.	Are emergency lights in place and are exits clearly marked?
16.	Are there sign-in and sign-out procedures for everyone entering and leaving the building?
17.	Does the emergency shut off for the water supply and electric service supply have a sign placed next to the control that identifies it as the primary disconnecting/shut off means?
18.	Are staff aware of where the emergency shut offs are, how to operate them, what tools are needed and how to quickly access them?

**New Hampshire – Child Care Center, Family Child Care & School Age Program  
Emergency Operations Plan Template**

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	19. Are the building's safe places (areas of refuge), shelter-in-place locations, and evacuation assembly areas marked on your posted floor plan?
	20. Have funds been set aside in case of a disaster to help financially with reopening the business?

**Risk Assessment Worksheet**

Hazard	Probability	Magnitude	Warning	Duration	Risk Priority
	<ol style="list-style-type: none"> <li>4. Highly Likely</li> <li>3. Likely</li> <li>2. Possible</li> <li>1. Unlikely</li> </ol>	<ol style="list-style-type: none"> <li>4. Catastrophic</li> <li>3. Critical</li> <li>2. Limited</li> <li>1. Negligible</li> </ol>	<ol style="list-style-type: none"> <li>4. Minimal</li> <li>3. 6 – 12 hrs.</li> <li>2. 12– 24 hrs.</li> <li>1. 24+ hrs.</li> </ol>	<ol style="list-style-type: none"> <li>4. 12+ hrs.</li> <li>3. 6 - 12 hrs.</li> <li>2. 3 – 6 hrs.</li> <li>1. &lt; 3 hrs.</li> </ol>	<ol style="list-style-type: none"> <li>High</li> <li>Medium</li> <li>Low</li> </ol>
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