



Ready to Go File Facility Checklist

NC Child Care Rules .0607(d)(10) and .1714(d)(10) require that ECE programs have a *Ready to Go File* to ensure that all necessary information is available during an emergency. The *Ready to Go File* must be accessible during evacuation and shelter-in-place, and if safe to take it, during lockdown. Large facilities may want to have two or three *Ready to Go Files*.

Staff responsible for bringing the *Ready to Go File(s)* during an emergency should know where it is located. Mark the location of the *Ready to Go File(s)* on the facility floor plan.

Forms / Documents			√
Copy of Emergency Preparedness and Response Plan			
Contact information for individuals to pick up children: family members and those authorized in writing by the child's parent/guardian			
Each child's Application for Child Care			
Medication authorizations and instructions			
Action Plans for children with special health care needs			
List of known food allergies of children and staff			
Staff Contact Information			
Incident Report Forms			
Area Map			
Emergency Telephone Numbers			
Recommended and optional			√
Medication and instructions for adults with special health care needs			
Action Plans for adults with special health care needs			
File location	File marked on floor plan	Yes	No