## Youth Program Info Sheet

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| Program or Camp Name |  |
| Sponsoring Unit or College |  |
| **LOCATION** |  |
| Facility Physical (not Mailing) Address |  |
| Nearest Major Intersection | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Hours of Operation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a.m./p.m.) |
| Days of Operation |  |
| **CONTACT INFORMATION** |  |
| Landline Tel. Number (area code first) | ( ) |
| Mobile Tel. Number (area code first) | ( ) |
| Alternate Tel. Number (area code first) | ( ) |
| **EMERGENCY RESPONSE TEAM** |  |
| Who is in charge in an emergency?  First and Last Name  Role or Title |  |
| Mobile Tel. Number (area code first) | ( ) |
| Who are alternate people in charge in an emergency? | 1. First and Last Name:   Mobile Tel: ( ) |
| 1. First and Last Name:   Mobile Tel: ( ) |
| 1. First and Last Name:   Mobile Tel: ( ) |
| **SHELTER-IN-PLACE LOCATIONS (*list all*)** |  |
|  | These locations are wheelchair-accessible.  These locations can be sealed.  Supplies and equipment are stored in the shelter locations.  Site diagrams, with shelters and exits marked, are posted and accessible.  Shelter-in-place locations are on file with local law enforcement. |
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Youth Program Info Sheet[[1]](#footnote-1) (continued)

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| **EVACUATION LOCATIONS** |  |
| On-the-Grounds Evacuation Location |  |
| This location is wheelchair-accessible. |
| A Safe Area a Short Distance Away  (*at least 500 feet from affected area*) |  |
| This location is wheelchair-accessible. |
| Near intersection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Off-Site Evaluation Location |  |
| This location is wheelchair-accessible. |
| Signed and dated Memorandum of Agreement on file for this site. |
| Near intersection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Alternate Off-Site Evaluation Location |  |
| This location is wheelchair-accessible. |
| Signed and dated Memorandum of Agreement on file for this site. |
| Near intersection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Program Data Storage  (*check all that apply*) | On an external hard drive in the office.  On a portable drive stored off-site.  On a password-protected web-based server.  In paper files to be transported to evacuation or shelter location.  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Adapted from Save the Children Federation, Inc. (2012), *Child Care Emergency Preparedness Training Workbook* [↑](#footnote-ref-1)