

## Communication Checklist for Out-of-School Time Providers

In the event of an emergency, it is imperative that programs inform specific people of program status and changes of daily processes based on the emergency at hand. This checklist can assist in determining who, why, how, when, and by whom information should be communicated.

Who	Why	How	When	By Whom
<b>Staff</b> (e.g., full-time and part-time teaching and support staff, contracted service providers, others)	Delayed opening/closings, responses to emergencies, relocation of services, status on the safety of the staff members	<input type="checkbox"/> Group Text* <input type="checkbox"/> Facebook page** <input type="checkbox"/> Phone tree <input type="checkbox"/> Other		
<b>Parents</b>	Notification of drills, evacuation locations, reunification updates	<input type="checkbox"/> Group Text <input type="checkbox"/> Facebook page**		
<b>Media</b> (TV, radio, newspaper)	Local media outlet(s) your program can access to get the information out	<input type="checkbox"/> Interview (phone or in person)		
<b>Partners</b> (e.g., building owner, school, transportation provider, CCR&R, other)	Emergency relocation, equipment failure resulting in closure or limitation of services	<input type="checkbox"/> Email <input type="checkbox"/> Phone call		



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<b>Regulatory Agency</b> (e.g., state/territory/ county licensing staff, Child and Adult Care Food Program)	Emergency relocation, equipment failure resulting in closure or limitation of services	<input type="checkbox"/> Email <input type="checkbox"/> Phone call		
<b>Funders</b> (e.g., child care subsidy agency, Department of Education/school board, Head Start partners, other)	Emergency relocation, equipment failure resulting in closure or limitation of services	<input type="checkbox"/> Email <input type="checkbox"/> Phone call		

\*These groups should have your cellular contact information to make direct contact.

\*\*Remind parents and staff to respond directly, rather than to the group text or Facebook, to maintain confidentiality.

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