

## Participant Handout #13

### Tasks to Be Done After a Disaster

Prioritize the tasks a director or family child care provider must complete after a disaster. Use 3 for highest priority, 2 for second highest priority (high) and 1 for third highest priority (lower) and NO for not a priority. Try to have a similar number of items in categories 1-3.

Priority	Task
	Assess the damage from the disaster to the property and equipment
	Determine if the program can stay in the existing center or home
	Decide if the center or home has to be repaired or rebuilt
	Decide if the program can or should reopen
	Find a different facility if the program cannot be reopened in the existing facility
	Prioritize repairs to facilities and equipment
	Get funding and other support needed to reopen
	Obtain cleaning and other services needed to reopen the facility
	Get donated supplies and equipment for the program
	Restore records and administrative services
	Find displaced staff and recruit new staff or assistants
	Train new staff and assistants
	Communicate with former customers
	Communicate with staff and assistants
	Recruit new customers
	Get licensing waivers, if needed
	Become relicensed
	Pay employees for work completed
	Submit insurance claims
	Document damage with photos and descriptions
	Prepare and submit time-sensitive reports such as CACFP claims
	Pay bills
	Collect accounts receivable (parent fees)
	Communicate with suppliers
	Communicate with the board of directors or corporate headquarters
	If not able to reopen, help find child care for customers
	If not able to reopen, help find positions for employees

Number of Highest Priority Items:

Number of High Priority Items:

Number of Lower Priority Items:

Number of Not a Priority Items: