



*Helping Families.  
Strengthening Communities*

# HINDS COUNTY HUMAN RESOURCE AGENCY

## EMERGENCY PREPAREDNESS PLAN

# TABLE OF CONTENTS

<b>Introduction</b>	Page 1-2
<b>Routine Inspections</b>	Page 2
<b>Reporting Emergencies</b>	Pages 2-4
Alerting Building Occupants, Visitors, etc.	Page 3
Emergencies at Head Start Centers	Pages 3-4
<b>Building Evacuation</b>	Pages 4-6
Evacuation of Children	Pages 4-5
General Evacuation Procedures	Pages 5-6
Evacuation of Disabled Occupants	Page 6
Re-entry	Pages 6-7
<b>Armed Intruder or Any Dangerous or Illegal Activity</b>	Page 7
<b>Demonstration or Civil Disturbance</b>	Pages 7-8
<b>Fire/Smoke</b>	Pages 8-9
<b>Inclement Weather</b>	Pages 10-11
Tornadoes	Pages 10-11
Earthquakes	Page 11
<b>Medical Emergency</b>	Pages 11-12
<b>Missing or Abducted Child</b>	Pages 12-13
<b>Other Emergencies</b>	Page 13
Power Failure	Page 13
<b>Appendix</b>	

# INTRODUCTION

In an emergency, time is very critical. It is the intent of this policy to outline the emergency procedures for all employees and visitors to follow in the event of an emergency. Each emergency will be different, requiring variations of the plan, depending on the seriousness and magnitude. An emergency is any unplanned and unexpected happening that causes great harm or damage, serious or sudden misfortune, or a calamity such as fire, explosion, power failure, medical emergency, etc. Many happenings grow to emergencies, which could have been minimized by prompt reasonable reactions.

This Emergency Preparedness Plan is established to help employees become familiar with the following: the warning given to evacuate the building; the location of building exits and fire extinguishers; how and who to call for assistance; how to evacuate the building; and where to assemble outside of the building during an evacuation. In addition, we want to ensure that prompt and proper notifications are made as soon as an emergency is known; calm implementation of emergency procedures; the safety of Head Start children, other staff and the public using HCHRA's public facilities; and employees are able to return to work as soon as possible.

Each Head Start Center and HCHRA facility has an Emergency Response Team that maintains emergency supplies and assists with the implementation of the plan at their respective locations. The Emergency Response Team also works closely with Emergency Responders (Policemen, Firemen, Sheriffs, EMTs) in their area to build positive relationships, receive training and/or additional resources and conduct relief efforts. Because HCHRA has maintained relationships with the various disaster assistance agencies (i.e., Jackson Police Department, Hinds County Sheriff's Department, American Red Cross, Hinds County Emergency



Management Service, *et al*), the Agency will be more readily able to coordinate an effective disaster and/or emergency response.

## **ROUTINE INSPECTIONS**

HCHRA has a system for routine inspections to ensure on-going safety for all facilities. Each facility has an evacuation plan tailored to fit its needs. Employees at the facilities are trained on their individual responsibilities to ensure prompt response. Drills are held monthly at the Head Start Centers and other HCHRA facilities, so that employees are familiar with the procedures. Drills are unannounced, and results including the date, time, number of children and staff present, and amount of time required to totally exit the building are documented and posted in the centers. A copy of this plan is maintained in each of HCHRA's locations. The Emergency Preparedness Plan will be reviewed and updated annually.

## **REPORTING EMERGENCIES**

In the event of an emergency, the first person to observe an emergency (medical, fire/smoke, armed intruder or dangerous/illegal activity, etc.) will sound the alarm, using the central alarm system or by verbally notifying the Center Administrator, Director, Department Head or his/her designee. During an emergency, remain calm. Repeat only that information received from emergency services personnel. Do not circulate rumors. Follow instructions of supervisors, emergency personnel, or emergency response team members.

To report an emergency, such as fire, medical emergency, an intruder or any dangerous or illegal activity, the following general guidelines should be followed:

1. Call 911. Remember, from Agency phones you must dial a 9 to get an outside line. So, you would need to dial 9 + 911.
2. Give the exact location of the emergency, including street, intersection, building, floor, room number, area, etc.
3. State the nature of the emergency.
4. Give your name and the telephone number from which you are calling.



5. DO NOT HANG UP until the dispatcher indicates that the call is completed.
6. Answer all of the dispatcher's questions.

### **ALERTING BUILDING OCCUPANTS, VISITORS, ETC.**

Employees and visitors will be notified of an emergency through one or more of the following methods:

- Fire alarm system
- Announcement through the phone paging system
- Voice communication
- E-Mail

### **Sample Message**

*“Attention! There is the possibility of an emergency at this office [state emergency and location]. Please exit the building immediately! Exit through the main entrance door or the nearest emergency exit and go directly to the assembly area. If you need special assistance, please notify an HCHRA employee and the designated staff member will assist you.”*

### **EMERGENCIES AT HEAD START CENTERS**

Each of the Head Start and Early Head Start Centers has a plan to notify parents of emergencies or unplanned interruptions that occur in their area. The Center Administrator or Director will contact each parent and inform them of the emergency and if there is a need to pick the child up and arrange care. If evacuation at the center is needed, all staff and children will meet at the assembly area, as defined at each center. Transportation is provided. The Teacher or Teacher Assistant will count each child and report the information to the Center Administrator or Director. If needed, children and staff will be transported to a safe and secure location. Relocation information, as well as the Fire Evacuation Plan, are posted in each center on the community board. This information is also provided to parents at their first Parent Committee meeting. After any emergency, an Accident/Incident Report will need to be completed and sent to your immediate supervisor and to the Central Office immediately. In addition, a report will



need to be provided orally and submitted in writing to the Mississippi Department of Health-Child Care Facilities Licensure.

In an effort to further prepare for an emergency, HCHRA has purchased Emergency Ready Classroom and Office Survival Kits for each classroom and office at all Head Start and Early Head Start centers. Each survival kit has enough supplies/materials for ten persons up to three days. The survival kits have a shelf life of five years and include the following items: food and water, shelter, lighting and communication, sanitation and first aid items. The classroom and office staff are trained on the use of the kits in the event of an emergency. Each Head Start classroom and office has a survival kit that can be readily identified and is easily accessed by staff.

## **BUILDING EVACUATION**

All occupants of the building, including visitors, will evacuate when fire is detected, upon alarm activation, upon phone paging announcement or at the direction of your management team. Any building occupant may activate the alarm in the event of an emergency situation.

- A. Leave the building immediately by the nearest exit or as advised.
- B. Remain as calm as possible.
- C. Employees should walk. Do not run, push, shove, or talk unnecessarily.
- D. Follow instructions of the police, sheriff's deputies, fire fighters, emergency response team members, and other emergency personnel.
- E. Remove high-heeled shoes, if they impede your ability to exit safely.
- F. Go to designated assembly area as instructed and check in.

## **EVACUATION OF CHILDREN**

- A. The Center Administrator, Director, Department Head or his/her designee will call 911 and indicate the need for assistance.
- B. Evacuate all classroom staff and center employees to a designated safe area away from the building as quickly as possible.
- C. Head Start classroom staff will take the Child Attendance Report and Emergency Contact information with them when leaving the classroom for an emergency



evacuation.

- D. Before leaving the facility, confirm attendance by conducting a “Roll Call” to ensure all children and staff members are accounted for. Bring attendance list along to evacuation site. If possible, a staff member should bring along children’s and staff’s records.
- E. During the evacuation, classroom staff and center employees should adhere to predetermined evacuation routes as much as possible. However, staff should not hesitate to alter the designated route if it is unsafe.
- F. The staff will evacuate children as follows:
  - a. Infants  
Put up to four non-mobile babies in an evacuation crib or put two infants in rescue packs carried over shoulders of staff or carriers to evacuate.
  - b. Toddlers and Preschool  
Gather children in a group and supervise an orderly evacuation to the designated assembly area.
  - c. Special Needs Children  
These children will be assisted by specific staff members who have been trained in their role to evacuate children.
- G. Emergency disaster packs/backpacks are carried out by designated staff.
- H. Once classroom staff and other employees report to the designated safe area, a second “Roll Call” should be made to ensure that everyone has exited the building safely.
- I. No person should return into the facility until it is deemed safe by the proper authorities.
- J. The Center Administrator, Director, Department Head or his/her designee will carry the facility cellular phone or other communication device to notify children’s parents of the situation and the pick-up point for the children.

*Note: Under no circumstances are employees to stop to gather any of their own or children’s personal belongings, including, jackets, shoes, etc.*

## **GENERAL EVACUATION PROCEDURES**

When you hear the fire alarm or page:

- A. Leave the building immediately
  - a. DO NOT go back to your desk to collect personal items.
  - b. DO NOT remain in the building to search rooms.
  - c. DO NOT use the elevator or lift.
  - d. Once out, DO NOT re-enter the building until given the “all clear” from officials or the Safety Officer.
  - e. DO close doors behind you if you are the last person in the room.
  - f. DO be alert and watch for potential dangers while leaving.
  - g. DO feel doors for heat before opening them.



- h. DO follow fire safety practices such as crawling if the area is filled with smoke.
  - i. DO utilize the fire evacuation map next to the door for the safest exit route.
- B. Go to your designated gathering area as quickly as possible.
  - C. Check in with your supervisor at the designated gathering area and stay with your unit.
  - D. Stand quietly with your supervisor and unit; refrain from using cell phone, unless instructed.
  - E. If you are trapped in a room, place something around/under the door(s) to prevent smoke from entering. Try to notify someone of your position by using a cell phone, placing a sign in the window and yelling out the window for help.
  - F. Follow instructions given by emergency personnel.

### **EVACUATION OF DISABLED OCCUPANTS**

Employees and clients needing assistance must be identified immediately. Able employees must attempt to locate the individuals to assist in the evacuation and help relocate those individuals to safe areas adjacent to evacuation stairwells, if they are located upstairs in the facility. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocate the individual to a safe area on the second floor adjacent to an evacuation stairwell. Then, communicate to emergency personnel.

### **RE-ENTRY**

Emergency responders and the Center Administrator, Director, Department Head or his/her designee will give the “all clear” when it is safe to re-enter the building. Do not linger in the evacuation area after the all clear has been given. Work should resume when you reach your workstation.

If the building is unsafe to occupy, the Center Administrator, Director, Department Head or his/her designee will instruct staff on where to go to resume work. When an unsafe occupancy





determination is made, do not re-enter the building under any circumstances. Management will inform staff on where they can claim any personal items removed from the building.

## **ARMED INTRUDER OR ANY DANGEROUS OR ILLEGAL ACTIVITY**

If a person appears with a weapon or other dangerous or illegal activity occurs:

- A. Warn others in the immediate vicinity, if you can without risk to yourself.
- B. Escape from the area, if you can without risk to yourself. Yell “Code: 911”
- C. Upon hearing “code” immediately contact 911 (or 9 + 911) or get a co-worker’s attention and ask him/her to call 911 and report the following:
  - a. There is a person with a weapon, or what other illegal activity is occurring.
  - b. The address of this location.
  - c. Give a description of the person(s) with the weapon(s) and any information you have on the weapon(s), or a description of the events that are going on.
  - d. Give them your name.
  - e. Provide them with a call back number.
- D. Staff will close and lock classroom and office doors. Make sure that all outside doors to the building are locked.
- E. Reasonable judgment must be exercised by non-law enforcement personnel with regard to taking action to intervene.
- F. If possible, without causing risk to yourself, aid victims.

If you cannot escape, and there is no immediate threat, stay in a protected area. If you cannot escape, and the threat is immediately present, take cover, if possible, under a desk, behind furniture, behind a door, etc. Stay low and out of sight. Stay silent.

## **DEMONSTRATION OR CIVIL DISTURBANCE**

If a demonstration or civil disturbance arises in or around your office or anyplace around your work site, *do not become involved in the disturbance*. Remain calm and follow these procedures:

- A. Stay in the building, away from demonstrators. Do not attempt to determine the cause of the disturbance.
- B. Report the situation to your Center Administrator, Director, Department Head or his/her designee. If the demonstration presents a problem, management will notify local law enforcement agencies as appropriate. All outside doors will be locked. If in a Head Start Center, the classrooms will be locked as well.



- C. Continue business as usual and do not become part of the problem. Do not engage in or debate with individuals involved in the disturbance. Do not congregate, gesture, or show signs of approval or disapproval.
- D. Immediately contact 911 (or 9 + 911), if there is any threat of or actual disruption of services. If individuals involved in the disturbance enter your area, stay calm, be polite and do not provoke an incident.
- E. Remain inside the building if safe to do so. If an evacuation is ordered by supervisory or emergency personnel, exit according to evacuation procedures and assemble in your designated area, or leave according to instructions.
- F. Do not speak with members of the news media, unless you are authorized to do so. Direct all inquiries to Central Office 601-923-3930. The Crisis Communication Plan will be enforced.

## **FIRE/SMOKE**

Fires are the most frequent cause of loss of property and life. They appear suddenly and spread quickly. Many times they are the result of another kind of disaster such as tornadoes, hurricanes or lightning. Employees should know where fire extinguishers are located in your building or office. However, only use fire extinguishers for small fires, if they can be quickly and safely extinguished. Only employees trained in the use of fire extinguishers are permitted to use them. A fire should only be attempted to be put out after the alarm has been sounded. Your first efforts should be to notify co-workers, safely evacuate the building, and then call 911 or 9 + 911 from your desk phone. The safety of employees and the public is always more important than the efforts to save buildings or property and should always come first.

If you discover smoke or fire in your building or offices, immediately and loudly notify co-workers. Assigned staff will do the following:

- A. Call 911 or (9 + 911).
  1. Tell them you are reporting a fire.
  2. Give them the address of the location of the fire.
  3. Tell them where the fire is located.
  4. Do not hang up until you verify that the information was received.



- B. Contact the Center Administrator, Director, Department Head or his/her designee. That individual will be responsible for making an all page announcement to alert staff of the need to evacuate the building(s).
- C. Activate the building alarm system, if the building is equipped with one.
- D. Evacuate the building:
1. Close any doors and windows that you can, easily and quickly, as you evacuate. If a door or window is difficult to close, then leave it and continue to evacuate the building and report this to your supervisor when you get to the specified assembly area.
  2. Ensure that co-workers in your immediate area are aware that they need to evacuate the building.
  3. For fire outside your office:
    - a. Feel the door. If it is hot **DO NOT OPEN IT.**
      - i. Seal the bottom of your door with cloth material to keep the smoke out.
      - ii. Retreat. Close as many doors between you and the fire as possible.
      - iii. Stay calm and wait to be rescued. Hang a white or light-colored sheet outside the window alerting firefighters to your presence.
      - iv. If on the second floor, and an emergency escape ladder is available, open the window and release the ladder. Be careful when descending the ladder.
    - b. If the door is not hot, open it cautiously. Stand behind the door; prepare to close it fast if there is smoke or fire.
    - c. If safe, walk to the closest safe exit. Do not use elevators or lifts to evacuate; use stairways.
      - i. If smoke is present, stay as low to the ground as possible. Crawl low under any smoke to your exit. Heavy smoke and poisonous gases collect first along the ceiling, so stay low.
- E. Report to the specified assembly area and check in.
- F. Remain at the specified assembly area unless otherwise instructed. Your supervisor will account for staff using the Daily Absenteeism Form and report the results to the Center Administrator, Director, Department Head or his/her designee. The same will be done for children in Head Start Centers.
- G. No one shall re-enter a building after activation of a fire alarm or evacuation until authorized to do so by emergency responders and the Center Administrator, Director, Department Head or his/her designee.

If your clothes or a child's clothes catch on fire, you should:

- Stop, drop and roll until the fire is extinguished. Running only makes the fire burn faster.
- If you are burned or with burn victims, call 911; cool and cover burns to reduce chance of further injury or infection.



## **INCLEMENT WEATHER**

In the event of inclement weather or a natural disaster, the HCHRA President/Chief Executive Officer will notify agency administrative staff (Center Administrators, Directors, Department Heads, etc.), who will inform program staff of the need to report to or remain at work, if possible, in order to be available to meet the needs of our clients and families. If inclement weather starts before normal work hours, information on HCHRA facility closings, including all Hinds County Project Head Start Centers, will be posted on the Agency's website and on local news stations. Hinds County Project Head Start follows the Jackson Public School policy; if the Jackson Public Schools are closed, the Head Start and Early Head Start Centers will be closed. Parents of Project Head Start students will be notified of their center closings via text messages and/or phone calls.

## **TORNADOES**

If inclement weather starts during normal work hours, turn on your weather radio, radio or TV to get the latest emergency information from local authorities. Listen for announcements of a tornado watch (weather conditions that favor the formation of tornadoes) or tornado warning (a tornado funnel is sighted or indicated by weather radar). Listen carefully for tornado warning sirens issued by the county. If you hear the tornado warning siren, remain calm and follow these procedures:

- A. Center Administrator, Director, Department Head or his/her designee will sound the alarm with 3 short rings. All occupants will exit their rooms and go into hallways, away from windows.
- B. Once in the hallways, there will be a head count to make sure that everyone is present and accounted for. Head Start classroom staff will take the Child Attendance Report and emergency contact information with them when leaving the classroom for an emergency evacuation.
- C. Upon entering the hallway, each occupant will sit facing the wall or with their backs to the wall. If at a Head Start Center, children are to kneel, facing interior walls, torso and heads down, protecting their heads with arms behind head, fingers clasped.



Classroom staff will assist the children as needed.

- D. All occupants will remain in this position in the hallway until notified by designated staff person.

## **EARTHQUAKES**

Although earthquakes are not frequent in Mississippi, there is still a possibility for less severe earthquakes to occur, which can interrupt your normal living patterns and cause substantial injury. In the event of an earthquake:

- A. If inside, stay inside. Do not run outside or to the other rooms during shaking.
- B. Do not stand in a doorway. The doorway does not protect from the most likely source of injury-falling or flying objects.
- C. Drop down onto your hands and knees. This position prevents you from falling.
- D. Cover your head and neck (and entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get near an interior wall or next to low-lying furniture that will not fall on you, and cover your head and neck with your arms and hands.
- E. Hold on to shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
- F. If outside, stay outside and move away from buildings utility wires, sinkholes, and fuel and gas lines.

## **MEDICAL EMERGENCY**

If you observe a person in need of immediate lifesaving action:

- A. Remain calm.
- B. Ask a co-worker, supervisor or call out to passerby for help.
- C. Do not move the victim unless there is an immediate danger.
- D. Assign a co-worker to call 911 (9 + 911 from HCHRA phones) to seek emergency medical response.
  - a. Tell them the building address or location;
  - b. Room number;
  - c. Location of victim; and
  - d. Give a brief description of injury;
- E. Direct a co-worker, employee, supervisor, etc., to meet medical personnel when they arrive and bring them to the victim.
- F. Render first aid to the extent of your training until medical aid arrives.



- a. Make the victim as comfortable as possible.
  - b. Attempt to stop any bleeding.
  - c. Restore breathing if trained in CPR.
  - d. Treat for shock.
  - e. Look for MEDALERT tag or bracelet.
  - f. Do not leave the victim unattended.
  - g. Assist emergency personnel only if requested to do so.
- G. Complete an Accident/Incident Report and provide to the immediate supervisor and to Central Office.

If a medical emergency occurs at a Head Start Center, the Center Administrator will follow the procedures listed above. The child's parent or legal guardian will be contacted immediately. The Family Services Worker or Center Administrator will stay with the child and monitor the child's condition until emergency services arrive. Under no circumstances should the staff transport children in personal vehicles.

## **MISSING OR ABDUCTED CHILD**

If a child is taken from the center through forceful action by an unauthorized person:

- A. If a child is not accounted for at any time, the staff member responsible for the child should search the premises for them. Each area that a child could potentially hide in should be searched, as well as the outdoor areas of the facility. The staff member should also double-check to confirm the location of the child, such as the pick-up of the child by their parent or guardian.
- B. If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the Center Administrator should be notified that the child is missing.
- C. Begin Lock Down procedure. All exits are to be monitored by employees, letting no one in or out of the facility.
- D. The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features. The following information should be written down:
  - a. Child's name, age, height, weight, date of birth, and hair color
  - b. Child's clothing that he/she was wearing that day, along with any other identifying features
  - c. The time at which the child was noticed missing



- d. If child abduction is suspected, were there any suspicious vehicles or persons located around the Child Care facility? If so, what was the appearance/description of the person or vehicle?
- E. After authorities have been contacted, the Center Administrator will notify the parent or guardian, the Family and Community Services Director, the Vice President of Head Start and Early Childhood Programs, and the MS State Department of Health - Child Care Licensure Division.
- F. An Incident/Accident Report must be completed and received in the Central Office immediately after the occurrence.

## **OTHER EMERGENCIES**

### **POWER FAILURE**

In the event of a power outage or failure:

- A. Remain calm.
- B. Stay in the building.
- C. Remain where you are, and request any visitors or clients in your vicinity to stay with your area.
- D. If the area is dark, do not try to move around.
- E. Await instructions from your supervisor.
- F. Emergency Response Team members will locate and illuminate emergency flashlights, and open doors and window coverings to admit light.
- G. Turn off office equipment (computers, monitor, fans and other electrical devices). *Most of the time when electricity is restored, it comes back at full strength. There are times, however, that it is restored at less than full strength and can damage equipment and machinery that has not been turned off.*
- H. If you are outside the building DO NOT touch any downed power lines.
- I. If evacuation is necessary and the area is dark, await a management team member with a flashlight to lead you into sufficiently lit areas or to a building exit. Proceed to assembly area and check in.
- J. When power is restored, immediately check all machines and appliances to determine if any damage has occurred. Unplug any damaged equipment and notify your supervisor.





## HINDS COUNTY HUMAN RESOURCE AGENCY EMERGENCY PROFILE

Please complete form with the contact information and emergency numbers in your area.

**Center Location & Contact Information**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Organization Contact Information**

Hinds County Human Resource Agency  
 258 Maddox Road  
 Jackson, MS 39212  
 601-923-3930

Relocation Site: \_\_\_\_\_

Name

Address

Center Administrator: \_\_\_\_\_

Name

Cell Number

Vice President of HS/ECP: \_\_\_\_\_

Name

Cell Number

**Dial 9 + 911 for all emergencies**

<b>Hinds County Sheriff's Department:</b> 601-974-2900	<b>Police Department (non-emergency):</b> _____
<b>Ambulance (non-emergency):</b> 601-982-2775	<b>Hospital:</b> _____
<b>Doctor:</b> _____	<b>Dentist:</b> _____
<b>Child Abuse Hotline:</b> 1-800-222-8000	<b>Child Care Facilities Licensure:</b> 601-364-2827
<b>Poison Control:</b> 601-354-7660	<b>Additional Information:</b> _____

*As with any serious occurrence, notify the MS Department of Health- Child Care Facilities Licensure orally and follow-up with a written report.*

To report an emergency, such as fire, medical emergency, an intruder or any dangerous or illegal activity, the following general guidelines should be followed:

1. Call 9 + 911.
2. Give the exact location of the emergency (street, intersection, floor, room number, area, etc.).
3. State the nature of the emergency.
4. Give your name and the telephone number from which you are calling.
5. **DO NOT HANG UP** until the dispatcher indicates that the call is completed.

**--Post on Your Bulletin Board--**





## Facility Emergency Personnel

During an event, specific roles and responsibilities will be assigned to specific staff. The tables below identify the staff's roles and responsibilities during plan activation.

Center/Facility Location: \_\_\_\_\_

Evacuation Assembly Area: \_\_\_\_\_

### Staff Responsibilities

The following is a list of staff responsibilities. List a primary and back up staff member for each responsibility.

- Person responsible for making the call to 911.

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_

- Person responsible for keeping the building attendance list accurate and up-to-date and bringing the list when evacuating or sheltering in place.

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_

- Person responsible for carrying off-site the Emergency Supply Pack(s).

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_

- Person responsible for ensuring that the first aid kit is present during an emergency.

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_



- Person responsible for providing first aid if needed.

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_

- Person responsible for dispensing medications to child care attendees and staff.

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_

- Person to lead evacuation lines.

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_

- Person or persons responsible for evacuating disabled children

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_

- Person responsible for taking off-site the emergency contact information for all child care attendees and staff.

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_

- Person responsible for ensuring all child care attendees, staff, and guests are accounted for.

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_



• Additional Needs: \_\_\_\_\_

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_

• Additional Needs: \_\_\_\_\_

Primary: \_\_\_\_\_

Back Up: \_\_\_\_\_

