

GENERAL EMERGENCY PROCEDURES POLICY

Reason this policy is important:

Child care settings must safeguard each child in care at all times. An organized, comprehensive approach to injury prevention and control is necessary to maintain a safe environment in emergency situations, since they are not conducive to calm and composed thinking. Drafting a written plan provides for preparation that can prevent poor judgments made under the stress of an emergency. All staff must be prepared to deal with any crisis that may happen during child care, in order to minimize the effects of such events.

Procedure and Practices, including responsible person(s):

The facility shall have a written plan for reporting and managing any incident or unusual event that is threatening to the health, safety or welfare of the children, staff or volunteers. Methods of staff training will be included in this plan. In order that emergency procedures are carried out in an effective manner, _____ shall:

- a) Make and maintain a list of all staff names, phone numbers and positions, showing to whom each person reports and each staff member's responsibility in an emergency situation. For instance,
 - Who will keep the First Aid Kits?
 - Who will provide First Aid?
 - Who will keep medications?
 - Who will have the Emergency Information Cards for each child?
 - Who will keep track of Emergency Kits and supplies?
 - Which groups of children go with which staff members?
 - Who makes sure everyone in the building is accounted for?
- b) This list should show, at a glance, who is in charge when any staff member on the list is unable to respond in an emergency.
- c) Emergency roles/responsibilities of staff members should be discussed before employment, and the training required should be provided within 30 days of hire.
- d) Maintain all policies and procedures related to emergency operations in separate, marked notebooks, a copy of which is kept with other emergency supplies.

When an immediate response is required, the following general emergency procedures shall be used:

- e) Any needed First Aid will be immediately provided by the nearest qualified staff member(s), while other available staff are assigned by _____ to supervise uninjured children and meet other needs caused by the emergency;
- f) _____ (Assigned Staff Title) will contact Emergency Medical or Management Services, whichever is most appropriate, immediately to appraise them of the situation and request advice and assistance;
- g) All existing emergency procedures relevant to the immediate situation will be put into action by the Director and/or other staff appointed to do so by the Director.
- h) All staff will follow EMS recommendations for emergency transportation of any injured persons to the nearest hospital and/or for interim care at the child care facility;
- i) All staff will cooperate fully with requests and/or directions by responding emergency personnel, and provide them with any information needed to address the situation.
- j) At least one staff member shall accompany any child taken to the hospital, and stay with such child/children until their parent or emergency contact person arrives.
- k) After the emergency and its results have been resolved, and no one remains in danger, all staff involved will complete any related facility reports as required.

When this policy applies:

At any time an emergency occurs where this facility is providing child care, including away from the child care premises.

Communication plan for staff and parents:

Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment. Written notification will be given of any updates.

References:

- *Caring for Our Children* – <http://nrc.uchsc.edu>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>
- *Child Care Emergency Management Plans* by Massachusetts Office of Child Care Services-Beverly Regional Office, Beverly, MA, 2002- <http://www.nccic.org/pubs/emergenc.html>

Reviewed by: _____ Director/Owner

_____ Health Professional (physician, nurse, health department, EMS, Health consultant)

_____ Staff member

_____ Other (parent, advisory committee, police, CPS)

Effective Date and Review Date:

This policy is effective _____ (month/day/year)and will be reviewed annually or as needed.

This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000.