

Staff Responsibilities for Emergency Preparedness

Responsibility	Primary Person	Back-up Person	Initials of persons taking responsibility	Date of Notification
Assure First Aid Kits are stocked				
Provide First Aid				
Taking medications in on-site and off-site evacuations				
Matching children to sign-in/sign out form status				
Taking Emergency Information Cards for each child when evacuation is necessary				
Assuring Emergency Kits are stocked				