

Be Prepared

A Guide for Disaster Emergency Evacuation Preparedness

Organizational ROLES and RESPONSIBILITIES

It is important to document the roles and responsibilities expected of each staff member during an emergency. Everyone functions more effectively when they know what is expected of them.

- ❖ List all staff names, addresses and phone numbers (regular & emergency), as well as position in the program.
- ❖ For each person, list whom that person reports to, in order of responsibility. Be able to show at a glance who is in charge if someone above is unable to respond.
- ❖ List roles and responsibilities in an emergency. Consider overlaps in case someone is not able to fulfill their role.
- ❖ Answer these questions:
 - Who will provide first aid?
 - Who will transport any medications?
 - Who will transport the first aid kit?
 - Who will take emergency information on each child?
 - Who will call for help?
 - Who will carry the cellular phone?
 - Who will carry the emergency kits?
 - Which groups of children go with which staff?
 - Who makes sure everyone is out of the building?
- ❖ Share the list with the staff and discuss it so there is no surprise during an emergency. Everyone should know their primary and back up responsibilities.
- ❖ Maintain an attendance list at all times; do not put children, staff, visitors, or emergency personnel at risk by not knowing these three things:
 - Who is in the building?
 - When did they arrive?
 - When did they leave?
- ❖ Have emergency information with the attendance list. Make sure you know health information and have permission for emergency medical treatment and know of any special requirements or medications for children and staff.