

IN THE EVENT OF AN EMERGENCY

STAFF WILL BE ASSIGNED TO THE FOLLOWING DUTIES:

Center office handling incoming/outgoing calls keep the lead teacher-Director-Specialists apprised of all developments. Notify 911 emergency assistance.

Release children to their parents or guardians.

Contact each parent or guardian as necessary.

Transport children to residence when necessary.

Administer First Aid/CPR when necessary.

Place name tags on children if relocated from center.

Assist children in actions, evacuations, stop, drop, and cover, - duck, cover and hold, stay with children during emergency situation.

Accompany child to hospital if necessary.
