

Emergency Drill Guidelines

Each center must participate in drills by physically acting out scenarios or by team meeting discussion. To make certain that staff are able to effectively ensure the safety of children. A plan of action needs to be mapped out designating each staff member's role based on each scenario. This should be done by role playing, physically acting out, or discussing each scenario. Refer to the Emergency Action Procedure flip chart for policy and procedure. Scenarios will require, but are not limited to, lifting, sprinting, stooping, kneeling, crouching, crawling, or climbing.

MONTHLY

Week 1: Fire/Earthquake Drills: (Physically Act Out Scenario)

- Classroom
- Center
- Kitchen

Week 2: Child Abuse: (Team Meeting Discussion Only)

- Staff Member
- Parent/Volunteer in classroom
- Child Admission

Week 3: Supervision of Children: (Physically Act Out Scenario)

- Runners
- Missing Student
- Releasing Children: Unknown authorize/ Not authorize

Week 4: Accident or Injury: (Team Meeting Discussion Only)

- Child
- Staff
- Parent /Volunteer

SEPTEMBER, DECEMBER, MARCH

Week 1: Hazardous Spills: Ex. gas leak, water leak, broken pipes (Team Meeting Discussion Only)

- Near school property
- On school property

Week 2: Lockdown/Intruder: (Physically Act Out Scenario)

- Outside Situation: Local authorities notify center to lockdown do to external threat.
 - High speed chase
 - Local school lockdown
 - Fugitive or wanted person
- Internal Situation:
 - Unknown guest
 - Intruder with threat
 - Wandering or lost person

Week 3: Substance Use/Intoxicated Person/Confrontational Parent: (Team Meeting Discussion Only)

- Staff Member
- Parent/Volunteer
- Bus Driver

Submit by the 5th of each month to the Health Specialist.

Emergency Drills

Center: _____ Site Manager: _____

MONTHLY

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- Week 1: Fire/Earthquake Drills: (Physically Act Out Scenario) Date Completed: _____
 - Week 2: Child Abuse: (Team Meeting Discussion Only) Date Completed: _____
 - Week 3: Supervision of Children: (Physically Act Out Scenario) Date Completed: _____
 - Week 4: Accident or Injury: (Team Meeting Discussion Only) Date Completed: _____

SEPTEMBER, DECEMBER, MARCH

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- Week 1: Hazardous Spills: Ex. gas leak, water leak, broken pipes Date Completed: _____
(Team Meeting Discussion Only)
 - Week 2: Lockdown/Intruder (Physically Act Out Scenario) Date Completed: _____
 - Week 3: Substance Use/Intoxicated Person/Confrontational Parent Date Completed: _____
(Team Meeting Discussion Only)

Staff that were physically capable without limitations:

Staff that were *not* physically capable (List Limitations):

Center Limitations:

Training Opportunities:

Site Manager Witness Signature

Date