

CHAPTER NINE: EMERGENCY PREPAREDNESS

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| Emergency Preparedness | Emergency Contact Information |
| Revised: November 18, 2014 | Policy Number: 9.4 (replaces policy 1.4) |

Policy Statement:

North Hastings Children's Services shall ensure that the following up-to-date information is in an Emergency Card and is readily accessible to each staff member for the children in their care and Emergency Contact Information will be posted in every room a child may be in.

Procedure:

The Emergency Card will include:

- FAMILY PHYSICIAN: Name, address, and telephone number
- PARENT: home and work addresses and telephone number
- EMERGENCY CONTACT PERSON: addresses and telephone numbers
- SPECIAL MEDICAL: or additional information (ie allergies- see anaphylaxis policy) provided by a parent that could be helpful in emergency.
- PICK UP: an approved list of persons to whom the child can be released.

The Emergency Cards should be taken on all field trips and evacuations of the programs.