## Programs Involving Minors: Emergency Preparedness Assessment Planning Tool

| **Question** | **Answer** | **Actions Needed** |
| --- | --- | --- |
| Does your program have standards for training staff and participants in emergency response? | Yes  No |  |
| Does your program have standards for administering first aid? | Yes  No |  |
| Does your program have standards for keeping track of children in a crisis? | Yes  No |  |
| Does your program have standards for parent reunification after an emergency? | Yes  No |  |
| Does your program have standards for inclement weather? | Yes  No |  |
| Does your program have standards for documenting injuries and incidents? | Yes  No |  |
| Does your program include the above standards in a staff handbook? | Yes  No |  |
| I have the means to know where my program participants are at any given point in time during program hours? | Yes  No |  |
| I know the designated assembly points (primary and secondary) for all program locations. | Yes  No |  |
| The locations of program activities have sheltering and assembly points that are manageable distance for the youth in my program (considering age, ability and access issues) to get to safely. | Yes  No |  |
| The building coordinator is aware of my group using space in their building. | Yes  No |  |
| Staff have received training on fire drill and response protocols, earthquake drills and response protocols, what to do in situations where there is a threat of violence, evacuation and assembly protocols and parent reunification and communication protocols. | Yes  No |  |
| Staff have received training on fire drill and response protocols, earthquake drills and response protocols, what to do in situations where there is a threat of violence, evacuation and assembly protocols and parent reunification and communication protocols. | Yes  No |  |
| Staff have reliable methods for communication (i.e. ability to call 911, director, parents/guardians, etc.) | Yes  No |  |
| Staff have an emergency kit on hand in program locations. | Yes  No |  |
| Staff are signed up for SAFE-U | Yes  No |  |
| Drills are completed with participants include fire drills, threats of violence drills, discussions of what to do in case of evacuation and reunification with staff if separated. | Yes  No |  |
| I have collected emergency contact information from parents/guardians. | Yes  No |  |
| I have made parents or guardians aware of emergency plans and protocols. | Yes  No |  |
| The Department of Emergency Management has been informed about my event or activity. | Yes  No |  |
| UMPD is aware of my event or activity. | Yes  No |  |