

## **Emergency Procedures**

Each child is required to have all medical information and emergency release forms properly completed and on file.

### **1. Minor emergencies**

- \* Staff trained in first aid and CPR will take appropriate steps
- \* Accident reports are filled out on each accident. A copy is placed in our file and one is sent home to the parents.
- \* Contact the parent/guardian to report incident if necessary.

### **2. Critical emergencies**

- \* Staff trained in first aid and CPR will take appropriate steps, while another staff member attempts to call parent/guardian, and 911 if necessary.
- \* If we are unable to contact the parent/guardian we will transport the child to obtain medical care.
- \* Attempt to contact persons listed on the emergency pick-up list.

## **Disaster Plan**

A copy of our Disaster Plan is located in each classroom by the exit and is reviewed by all staff annually.