

## Who's responsible?

In an emergency situation, having a plan in place that is shared program-wide and practiced regularly can reduce stress and promote good decision-making. This form can help organize your program's response by assigning tasks to specific team members. When using the form:

- Divide the tasks, remembering that one person can fulfill more than one role
- Assign backups to ensure emergency response tasks are always covered
- Provide each group/classroom within the program their own form outlining their group's specific emergency response plan

Task	Person responsible	Backup person
The teacher/caregiver with first-aid training who will supervise the ill or injured child		
The person who calls 911		
The person who alerts the director of the situation		
The person who will contact the child's parent/guardian or the emergency contact listed on the child's Emergency Contact form		
The teacher/caregiver who removes the other children from the area and takes responsibility for their supervision		
The staff member who fills out the Incident Report form and creates documentation of the situation		
The person who will admit EMS to the building and lead them to the ill or injured child		
The staff member who will accompany the ill or injured child in the ambulance and will remain with the child until a parent or guardian assumes responsibility		
The person at the facility who will ensure ratios within the center are maintained in accordance with supervision requirements		