

## SELF ASSESSMENT PLANNING TOOL FOR IMPLEMENTING APS 10.13

EMERGENCY PLANNING	RESOURCES FROM OYPDS	ACTIONS NEEDED
<p>Does your program have standards for training staff and participants on emergency response?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><a href="#">APS 13.1: Emergency Management</a></p>	
<p>Does your program have standards for administering first aid?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><a href="#">EH&amp;S First Aid plan Guidelines</a> <a href="#">APS 10.5 First Aid</a></p>	
<p>Does your program have standards for keeping track of children in a crisis?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Does your program have standards for parent reunification after an emergency?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Does your program have standards for inclement weather?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Does your program have standards for documenting injuries and incidents?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><a href="#">APS 10.8 Accident, Injury and Illness Reporting</a></p>	
<p>Does your program include the above standards in a staff handbook?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>I have the means to know where my program participants are at any given point in time during program hours.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>I know the designated assembly points (primary and secondary) for all program locations.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><a href="#">Assembly Area Map</a></p>	
<p>The locations of program activities have sheltering and assembly points that are a manageable distance for the youth in my program (considering age, ability and access issues) to get to safely.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>The building coordinator is aware of my group using space in their building.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><a href="#">Check with Building Coordinator for building fire and evacuation plan</a></p>	

<p>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.</p> <p>Staff have access to hard copies of parent/guardian emergency contacts for participants during program activities.</p> <p>Staff have reliable methods for communication (i.e. ability to call 911, director, parents/guardians, etc.)</p> <p>Staff have an emergency kit on hand in program locations.</p> <p>Staff are signed up for UW Alert.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Contact EH&amp;S</a> <a href="#">Contact UW EM</a> <a href="#">Contact UW PD</a>          <a href="#">UW Alert</a>
<p>Drills are completed with participants including fire drills, earthquake drills, threat of violence drills, discussions of what to do in case of evacuation and reunification with staff if separated.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>I have collected emergency contact information from parents/guardians.</p> <p>I have made parents or guardians aware of emergency plans and protocols.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Tip: encourage parents/guardians to follow OEM Twitter or Facebook accounts during program</p>
<p>The Office of Emergency Management has been informed about my event or activity.</p> <p>UWPD is aware of my event or activity.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	