

Establishing Your Communication Procedures (Worksheet)

Use this worksheet to plan how you and your staff will interact with each other, first responders, children, and families during an emergency.

Who will alert children and staff about an emergency?

How will staff be alerted?

Who will call emergency services?

Using what device?

If cell service, phone lines, and/or power is out, how will you contact emergency services?

Who will communicate necessary information to parents/guardians?

How will parents/guardians be contacted and/or updated?

Text message Social media Email

What device will you use to receive information from emergency officials?

Battery-powered weather radio Mobile emergency alerts Television in office

How will you communicate with and provide updates to staff during an emergency?

What is your back-up communication plan if the power is out?

Once the all clear is received from first responders, who will alert staff about resuming normal activities?

How will the all clear message be communicated to families?
