Disaster Emergency Evacuation Preparedness™

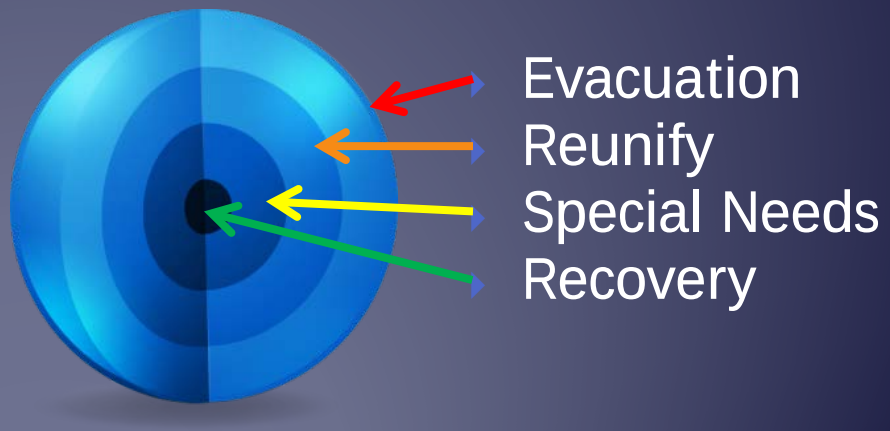
Module 1.3
Authority & Responsibility

D.E.E.P.™

Bureau of Child Care Licensing, Arizona Department of Health Services

Authority / Responsibility

In order to adequately address all the target areas of your plan, you and your staff need to understand these assignments.



These assignments need to be clear

- What specific tasks are assigned to individuals?
- How are those tasks related to effective management during an emergency?

- Who is in charge?
- Who has the authority to make decisions for the group as a whole?

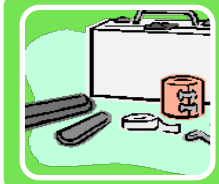
AUTHORITY

RESPONSIBILITY

Workbook – p. 22, 28-29

FIVE ESSENTIAL EVACUATION (AND GENERAL EMERGENCY) RESPONSIBILITIES

Evacuation Chief



First Aid Assignment

Communication Assignment

Play Space Assignment

Pick-up Assignments

FIVE Essential Evacuation Responsibilities

Evacuation Chief

- Account for all children
- Determine need for Plan B

First Aid Assignment

- Designate an area away from play area(s) for First Aid to control access

FIVE Essential Evacuation Responsibilities

Communication Assignment

- Share accurate and current information
- Child's condition and the pick-up location
  - Emergency record cards
  - All staff update Evacuation Chief

Play Space Assignment

- Use of rooms
- Supervision needs based on location
- Report to Chief regarding items needed: Emergency Evacuation Kit, play materials

FIVE Essential Evacuation Responsibilities

Pick-up Assignments

- Sign-out sheets to track pick-ups
- Designate staff to collect & bring children to pick-up point
- Communicate with Evacuation Chief

Workbook – p. 30

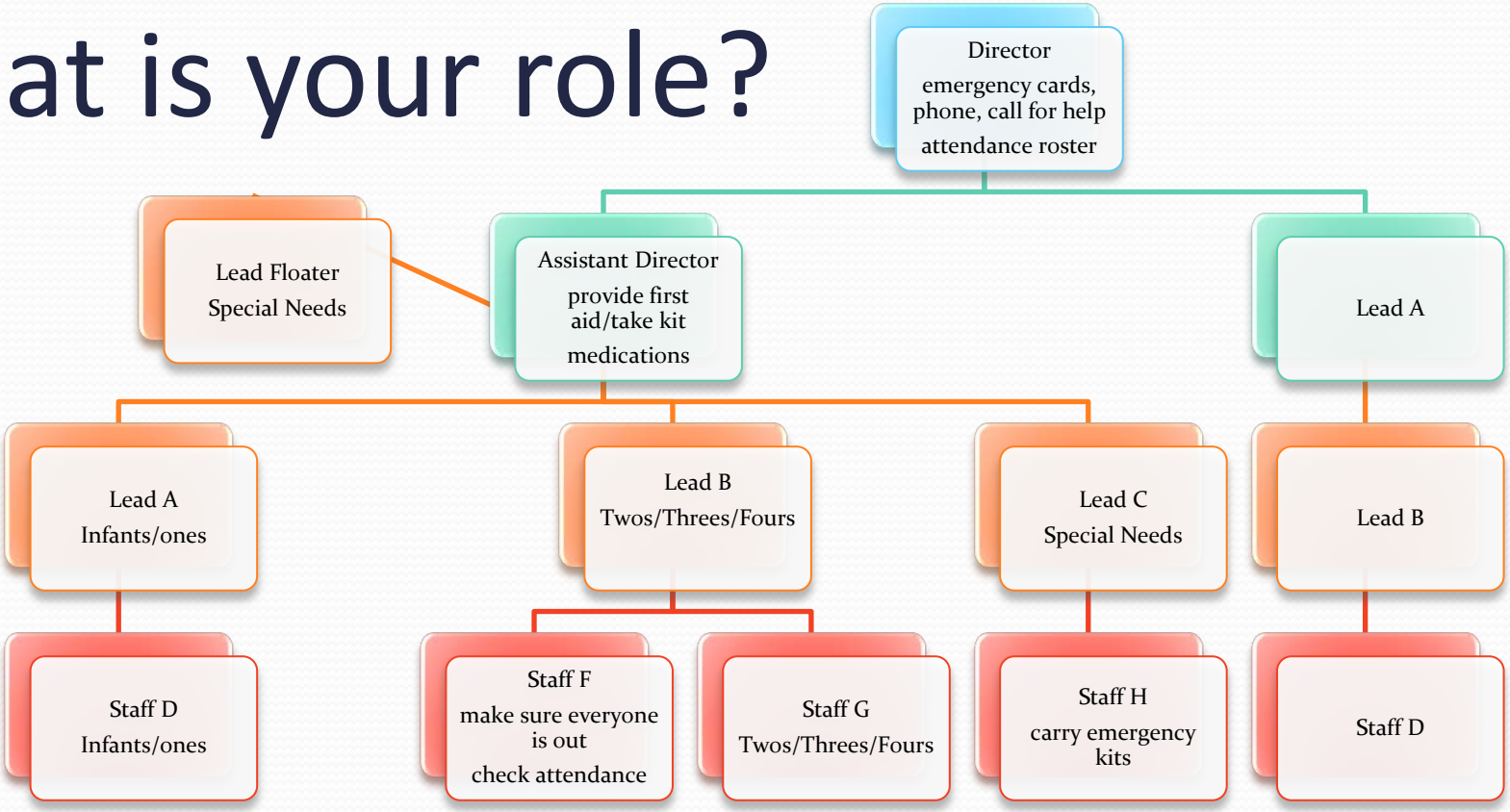
What is your role?

- Consider which staff members can be assigned to necessary tasks
- Assigning alternates helps the plan be more flexible

We do not always know how we will react when there is an emergency, and we may not always react the same in every emergency.

- A chart, a list, or a picture is an easy way to help you stay on track.

What is your role?



An example of possible emergency role assignments within a child care facility

Exercise – p. 22

Additional Resources

Ready.gov		
FEMA	Fema.org	
Bureau of Child Care Licensing, ADHS	602-364-2539	www.azdhs.gov/childcare www.azdhs.gov/als/childcare/preparedness
Bureau of Public Health Emergency Preparedness, ADHS	602-364-3289	www.azdhs.gov/phs/edc/edrp

End of Module 1.3
D.E.E.P. Online Training

Authority & Responsibility

Next

Module 1.4