

Sample Staff Training Agenda

Staff Training on Emergency Preparedness

Sometimes staff members react very strongly to a disaster or emergency. Include staff in emergency planning for their own safety and for optimal child outcomes.

Goal: Staff members will be engaged in disaster preparedness activities and committed to minimizing injury, loss, and destruction before, during, and after a disaster or emergency.

Objective 1: All staff will know their assignments, roles, and responsibilities in a disaster.

Objective 2: Staff will know how to access emergency services; the location of the emergency exits; and how to use emergency equipment.

Objective 3: Staff will be prepared to run an emergency drill with children.

Objective 4: Staff will be familiar with typical emotions following a disaster or emergency.



Sample Agenda

1. Welcome and introductions
2. Why it is important for child care facilities to prepare for disasters and to have a plan.
3. Update staff emergency contact information.
4. Encourage staff to make an emergency plan for their families.
5. Review the details in your child care program disaster plan.
6. Review Job Action Sheets: ask for volunteers and make assignments.
7. Review drill schedule for the year, and the drill log.
8. Conduct a walkthrough of disaster drills to prepare staff for conducting drills with children.
9. Check that CPR and first aid certifications have been updated within the last two years.
10. Introduce the After Action Report form to document and evaluate each training exercise, emergency event, or drill.
11. Introduce the Young Children and Disasters Health and Safety Note and discuss the unique needs of children and appropriate response to children's physical and emotional needs during and after a disaster.