



**February 17, 2016**

## **EMID 806A - CRISIS MANAGEMENT PROCEDURE**

### **I. EMID DISTRICT OFFICES**

EMID staff holding events in the EMID District Offices shall be trained on the EMID crisis plan.

### **II. EMID MEMBER DISTRICT LOCATIONS**

Program advisors holding events at EMID member district locations shall follow the host district crisis plan. If the event is happening under the supervision of a member district staff person, the host district staff member is responsible for executing the crisis plan. EMID staff will have rosters of all students participating which include

- Student name with their program advisor/teacher and school phone number or after hours contact information
- Parent/guardian name
- Parent's/guardian's address
- Parent's/guardian's phone number(s)
- Teachers' names and phone numbers
- Emergency health information (allergies, asthma, etc.)

If the event is happening at a member district location and no host district staff member is available, the EMID staff supervisor will determine the following:

- Evacuation route
- Lockdown location
- Location for severe weather safety
- Phone number for lead person (administrator, custodian, etc.) at building
- Health emergency procedure
  - o Which door for the ambulance to arrive
  - o Order of phone calls
    1. 911 (in life threatening situations)
    2. Other adult in the building
    3. Parent
    4. Direct supervisor

### **III. OTHER LOCATIONS**

Program advisors holding events at other locations shall follow the off-site location crisis plan.

EMID staff will have rosters of all students participating which include

- Student name with their program advisor/teacher and school phone number or after hours contact information
- Parent/guardian name
- Parent's/guardian's address
- Parent's/guardian's phone number(s)
- Teachers' names and phone numbers
- Emergency health information (allergies, asthma, etc.)

If the event is happening at an off-site location and a staff site member is available, that host site staff member is responsible for the crisis plan.

If the event is happening at an off-site location and no site staff member is available, the EMID staff supervisor will determine the following:

- Evacuation route
- Lockdown location
- Location for severe weather safety
- Phone number for lead person (administrator, custodian, etc.) at building
- Health emergency procedure
  - o Which door for the ambulance to arrive
  - o Order of phone calls
    1. 911 (in life threatening situations)
    2. Other adult in the building
    3. Parent
    4. Direct supervisor