

Classroom Emergency Board Procedure

Purpose

This document explains how to create an Emergency Board for the classroom.

Procedure

Emergency Boards

Each classroom and socialization group room has a place to post emergency and medical information. The goal is to have this display easily seen, easily read, and accessible to all staff and classroom volunteers. There is no standardized format for the board, except to label it "Emergency Board." The placement of it is the choice of the teaching staff.

The following is posted:

- The telephone numbers of the police, fire department, poison control, and other local emergency numbers
- Emergency booklet
- Dental Emergency Card
- CPR Instructions Pictorial
- First Aid for Seizures Poster
- First Aid for Choking Poster
- All Hazard Plans
- Evacuation Plan/Route
- [Classroom Emergency Plan](#)
- [All Hazard Preparedness and Fire Drill Record](#)
- Location of:
 - [Monthly Classroom Health & Safety Checklist](#)
 - Well-supplied first-aid kit/emergency medications
 - [Emergency Treatment and Consent Forms](#)
 - Fire Extinguisher
 - Telephone
 - Evacuation plans identifying a staff person who has responsibility for each child who needs special assistance
 - Disaster Emergency Kit
 - *Child Health Plans*
 - Medication boxes

Teaching staff are responsible for the upkeep of the Emergency Board. Emergency boards will be monitored by Health/Nutrition/Safety Coaches.