

# Classroom Emergency Board Procedure

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## Purpose

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

## Procedure

Each classroom and play and learn room must have a place to post emergency and medical information before the first day of class. There is no standardized format for the board, except to label it “Emergency Board.” The placement of it is the choice of the classroom staff. However, the Emergency Board must be displayed in a place that is easily seen, easily read, and accessible to all staff, classroom volunteers and families.

Classroom staff are responsible for the upkeep of the Emergency Board. If there are staffing changes, there may need to be updates to required documents.

Emergency boards will be monitored by Site Supervisors and Public Health Nurse Consultant.

### The following must be included:

- Emergency Evacuation Plan
- Classroom Emergency Plan for Accident or Illness
- Staff CPR and First Aid cards
- Staff Food Handlers Permit
- All Hazard Preparedness Drills and Safety Record
- OESD EL Emergency Procedures poster
- Reporting Health and Safety Incidents Form
- Food Service Permit and notice of Inspection Reports
- Active Supervision Classroom Zoning Chart
  - Behind the Zoning Chart is the Current Active Supervision Site Plan