EMERGENCY PLANNING AND PREPAREDNESS
FOR CHILD-RELATED PROGRAMS

Emergency Plans

- Your child-related program should synchronize with your department’s emergency plan, as part of the larger University’s emergency management plan. It will be an adjunct to your departmental emergency plan. Your department’s emergency plan can be created using a template linked under Section 2 of the University’s departmental Safety Information Book (linked also from documents on the EHS home page). For additional information, contact EHS at EHS@wwu.edu or at (360) 650-3064.

- Western Emergency Response Guide – Paper copies are available from EHS (see above contact info).

- An appropriate number of program representatives should have current Cardiopulmonary Resuscitation (CPR)/First Aid/Automated External Defibrillator (AED) training. Note that employees may contact EHS at EHS@wwu.edu or at (360) 650-3064 for this training.

Western Alerts

- All program representatives should subscribe to Western Alerts emergency messaging. Employees may also call Human Resources at (360) 650-3774 to subscribe.

- Western’s Emergency Information Website

24-Hour Program Contact

- Identify at least one program representative who is locally available for 24-hour contact by the University, especially University Police. This person notifies University Police of their assignment.

List of Children and Program Representative Contact Information

- Maintain a written list of all children and their parent/guardian contacts. The list should include a directory of program personnel, including the 24-hour contact person(s) listed above. Ensure University Police have a copy of the list. See the Participant List Form on the Children at Western toolkit.

- Provide information to parents or guardians detailing the manner in which the child can be contacted during the child-related program.

Media

- Identify who will respond to media inquiries regarding a program emergency. This program representative must coordinate with Western’s University Communications and Marketing Department.

Reporting Accidents

- All accident should be reported using this form: Reporting student, employee or visitor injuries

For assistance, please contact Paul Mueller, Risk Management, 360-650-3065 or paul.mueller@wwu.edu.