

Emergency Action Plan

After completing the Emergency Planning activity in the Explore section, note that criteria you assessed as “Somewhat prepared” and “Not prepared,” and develop this emergency action by identifying tasks to be completed, the staff members responsible, action steps to take, and timeframes for completion.

Emergency plan requirements	Tasks to be completed	Staff responsible for completing task	Action Steps	Timeframe for Completion
Children and youth supervision needs/options				
Personnel, facility and transportation needs				
Financial and community resource needs				
Other needs				