

Designated Staff Responsibilities

Planning

Task	Responsible For
Ensuring earthquake emergency # are on file	
Ensuring current sign-in sheets are in supplies	
Ensuring "comfort bags" are present	
Implementing monthly earthquake drills	
Monthly review of first aid supplies	
Checking for expiry dates on any food items	

Implementation

Task	Responsible For
Assessing safe evacuation route	
Care & supervision of children; roping off area	
Collecting stored supplies	
Setting up sign-in/out area for parents	
Providing triage and first aid	
Dealing with hysterical parents	
Distributing food	

Debriefing

Task	Responsible For
Debriefing Staff	