CARD 1 OF 3 | POST BY THE PHONE

Emergency Escalation Tree

Call the next name yourself.

LIFE-THREATENING

- 1. Call 911, no permission needed
- 2. Site Lead
- 3. Area Director
- 4. Incident form, same day

INJURY / ILLNESS

- 1. Site Lead, right away
- 2. Area Director on call
- 3. Parent notified by Site Lead
- 4. Written report before you leave

MISSING CHILD

- 1. Site Lead, out loud, now
- 2. Area Director
- 3. Parent or guardian
- 4. 911 if not found in 5 min

FACILITY / WEATHER / LOCKDOWN

- 1. Site Lead
- 2. Area Director
- 3. Follow the emergency binder
- 4. Account for every child

SITE LEAD _____ AREA DIRECTOR _____

ON-CALL / AFTER HOURS _____ REGIONAL SAFETY _____

SCAN TO WATCH PART 1

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CALL | DON'T TEXT | NO ANSWER IN 2 MINUTES = NEXT NAME ON THIS CARD

EXTEND-A-CARE FOR KIDS

CARD 2 OF 3 | KEEP ON THE CLIPBOARD

Daily Communication Checklist

Every number gets said out loud and written down, twice if it's a child.

OPENING | FIRST 15 MINUTES

- Count read aloud and logged
- Allergy and med list current
- Doors, bathrooms, closets, play area
- Radio charged, channel on
- Board updated: schedule, flags

EVERY TRANSITION

- Count before the move, and after
- Absences noted with a reason
- Flag shared with the next adult
- One adult owns the group, always

CLOSING | BEFORE YOU LEAVE

- Final headcount matches sign-out
- One-sentence handoff for the next lead
- Incident log complete, nothing verbal
- Tomorrow's heads-up sent to the team
- Site sweep, lights, doors

TODAY'S HEADCOUNT _____ FLAGS FOR TOMORROW _____

SCAN TO WATCH PART 2

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IF IT ISN'T WRITTEN DOWN, IT DIDN'T HAPPEN

EXTEND-A-CARE FOR KIDS

CARD 3 OF 3 | INCIDENT REPORTING

Incident Reporting Quick Guide

Facts, times, names. No blame, no diagnosis, no group chat.

SAY IT IN FIVE LINES

- WHO was involved
- WHAT happened, plain facts
- WHERE on site
- WHEN: clock time, not “around snack”
- CONDITION: breathing, bleeding, calm

HOW FAST

- SEV 1 life or safety: verbal now, written in 1 hour
- SEV 2 injury or damage: verbal now, this shift
- SEV 3 behavior or near-miss: log today, review tomorrow

THEN WHAT

- Site Lead reviews before end of shift
- Area Director hears every SEV 1 and 2
- You hear back within one business day
- 3+ sites with the same issue: policy item

REPORT GOES TO _____ REVIEWED BY _____

SCAN TO WATCH PART 3

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REPORT IT | TRIAGE IT | HEAR BACK | SHARE THE FIX

EXTEND-A-CARE FOR KIDS