

Youth Protection Emergency Preparedness Checklist

It is your responsibility to protect your participants, by:

- (1) being familiar with the environment where the program is held, and
- (2) being prepared for emergency situations.

Gather Contacts for Your List of Participants

- Collect name, gender, age, address, emergency contacts, etc.

Establish Emergency Procedures

- Arrange for first aid kits, medical care, and emergency medical services as appropriate for the nature of the program activities.
 - **On Campus?**
 - UVU Emergency Medical Services can be paid to be on-site during an event. This can be requested via their website: <https://www.uvu.edu/ert/request.php>
 - **Off Campus?**
 - Make sure you know where the closest hospital is and the approximate ETA for a 911 call to your area.
- You should have general procedures for injuries, natural disasters, and for nonemergency interruptions like a rainy day.

Involve Parents

- Make sure the parents know how to contact their youth during the program.
- Ensure staff know when to notify minors' parents or legal guardians
 - If emergency medical services are ever used.
 - If necessary restraint is ever used to protect the youth or another participant.
 - Violations of the Code of Conduct by Authorized Adults.