

## EMERGENCY CHARGE PERSONNEL

The next part of the manual deals specifically with the duties and responsibilities of the Emergency Charge.

In the event of a disaster, assume your leadership role according to the line of succession. During a disaster there must be one and only one Emergency Charge. If another is to take the lead, assist him/ her until you are asked to take over.

1. Assess the type of disaster and determine the plan to be followed. Refer to this manual.
2. Assess the extent and amount of damage/danger and decide what needs to be done.
3. Take control! Take action!

Your concerns by priority are:

1. Life
2. Health
3. Safety
4. Water
5. Food
6. Waste Disposal (Biohazard materials and other waste)
7. Recreation for children
8. Notification of families (social media platforms, etc)
9. Reunification planning

Your line of succession to follow order is:

1.   e.g The Director\_\_\_\_\_
2.   e.g Site Manager\_\_\_\_\_
3.   e.g Lead Teacher\_\_\_\_\_