

IN CASE OF EMERGENCY: DOCUMENT EVERYTHING

Documentation may protect you and your business in the event of a crisis situation. What should be documented? Start with this list and refer back to your YPAD™ Certification course for more detail.

- ☒ Emergency Action Plan for your facility
- ☒ Emergency Action Plan for offsite events
- ☒ Contact information for staff and/or volunteers
- ☒ Proof of staff background checks (in compliance with employment laws)
- ☒ Proof of staff CPR/First Aid certifications
- ☒ All safety training dates
- ☒ Incident and/or injury reports
- ☒ Emergency retrospectives (a narrative review of the situation)
- ☒ Video or audio recordings regarding the situation, if available
- ☒ Communications made to staff, parents, and students
- ☒ Invoices, receipts, or other financial records related to the situation

Documentation need not be a burden if you are proactive. Work to gather information before it is needed, and efficiently organize time-sensitive information as it is available.

Note: be sure to check with your legal counsel and insurance company for recommendations on how to securely store documentation and how long to keep it.

Sources:

[Ready Business](#)

[Occupational Safety and Health Administration](#)

[Federal Emergency Management Agency](#)

[Internal Revenue Service](#)

[YPAD™ Education](#)