



EFMP RESPITE CHILD CARE EMERGENCY CONTACT PROCEDURES

An emergency may arise while you are providing respite care. Each emergency situation needs your immediate response. Assess the situation, administer CPR/First Aid, and call 911 when appropriate. Be prepared to locate the following emergency forms: “*Emergency Contact and Release Information*” and “*Consent for Emergency Medical Treatment*” as necessary. Use the Emergency Line number below to contact the EFMP Respite Care staff ONLY in the following EMERGENCY situations:

- Medical emergencies
- Hospitalization of the parent, provider or child
- Severe injury to parent, provider or child
- Child abuse issues
- Fire and/or evacuation emergency

NOTE: The After Hours Emergency Line will be open Monday – Friday from 5:00pm to 11:00pm and on weekends from 10:00am – 11:00pm. The Emergency Line will **not** be open on *Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King Day, Easter Sunday, Memorial Day, July 4th, and Labor Day.*

Always contact the family for any emergencies.
To leave a message regarding this incident you can call:
(619) 857-9750

Emergency Procedures Checklist

- Evaluate the situation. Stay with the injured person. Administer CPR or First Aid as appropriate.
- Call 911.
- Call the parents.
- When paramedics arrive, give them the “Consent for Emergency Medical Treatment” form.
- If needed, get help from an individual on the family’s “Emergency Contact and Release Information” to care for siblings while you accompany the injured child to the hospital.
- Call the YMCA, which oversees Navy EFMP Respite Care, during business hours contact your appropriate Case Manager.