

Care About Childcare - Utah State University

Course Cancellation and Emergency Policy

Effective 6/17/2020

Plan for cancelling CAC-USU training courses:

- In the event a course is cancelled, every attempt will be made to contact those who are registered for the course (via text, email, phone) to inform them that the course has been cancelled. In addition, information will be emailed to participate when the make-up course will be taught.
- If the course will not be made up then a credit of the cost of the course will be issued to the caregiver.

Plan for evacuation in case of fire, disaster or safety emergency

Building will be evacuated upon request of authorities, upon audible alarm or when it remains life-threatening.

- 1- Knowledge of fire, smoke or other emergency that force to evacuate the building.
Participants must calmly leave the area; Instructor will bring the course roll with them. The Instructor will close the front door and if applicable dial 911 to notify emergency services.
- 2- The meeting place when the building is evacuated will be at the bottom of the stairs across the street, 700 North below Old Main Hill. If meeting place is unsafe then evacuate the area.
- 3- Once all caregivers are safely out of the building, the instructors will read course roll to verify that all caregivers are safely evacuated.
- 4- After emergency, CAC who will notify caregivers of the rescheduled training course.

Steps to follow for medical emergency.

The plan to follow in medical emergencies and arrangements for medical care, including notification of participant's physician or nearest relative is as follows:

- 1- If necessary, contact local emergency response personnel by telephone. Calls by cell phone is 911, on USU phone is 9911.
- 2- Instructor will inform emergency responders they are calling from Utah State University and will give the physical address of where the building address which is 493 North 700 East in Logan Utah.
- 3- Care for the injured or ill person as appropriate until medical personnel arrives and keep the person as comfortable as possible.
- 4- Follow instructions from medical personnel after they arrive.
- 5- Report the situation to the CAC as soon as possible.