

EMERGENCY PREPAREDNESS MEETINGS

Local Agency Director: _____ WIC clinic: _____

I. Meeting to discuss emergency plan & individual responsibilities w(attach attendance sheet)

Date Completed: _____

Responsibilities:	Designated Personnel:
Inspection of all WIC clinic fire extinguishers	
Conducting training, drill and test exercises as part of LA Parent Emergency Preparedness Training	
Maintain phone contact with the SA Director	
Maintain contact with media for information	
Advise officials of WIC staff responsibilities	
Disseminate information to WIC participants	
Ensure vehicles are serviced and operational	
Secure facilities, equipment and records	
Disconnect all electrical equipment and turn off major source of electricity	
Complete/send email Documentation of Disaster Problems and Resolutions to SA	
Increase outreach efforts in disaster areas	

Attach plans to provide WIC services at a temporary back-up site or transfer of participants to another current WIC clinic in cases of fire, flood, etc.

II. Inspection of all WIC clinic fire extinguishers

Comments: _____

Signature of Inspector: _____ Date Completed: _____

III. Emergency preparedness meeting, drill and test exercises (attach attendance sheet)

Signature of Conductor: _____ Date Completed: _____

Keep completed sheet with the WIC clinic West Virginia WIC Alternate Operating Procedure Policy