

Help Keep Kids Safe in Emergencies.



Save the Children®



PREP RALLY





Contents

Prep Rally Event Checklist.	2
Prep Rally Leader Training.	4
Register Your Prep Rally	4
The Right Stuff Checklist.	6
Promote Your Prep Rally.	8
Inviting Special Guests	9
Tips For Talking to Kids About Disasters	10
Tips for Teaching Kids	11
Informing Parents	12
Tracking Your Service Hours	13
Share Your Prep Rally	14

APPENDICES

Appendix A: Sample Press Release.	15
Appendix B: Sample Special Guest Invitation	16
Appendix C: Service Hour Tracking Template	17
Appendix D: Example Service Hour Tracking Sheet	18
Appendix E: Photo Release – English	19
Appendix F: Photo Release – Spanish.	20

QUICK RESOURCES

Disaster Checklist for Parents and Families	21
Get Ready Get Safe Pledge.	23
Disaster Supplies Checklist.	25

* All these resources and more can be found in the Prep Rally Kit
(www.savethechildren.org/PrepRally)

Prep Rally Event Checklist

PREPARING FOR SUCCESS

- ☐ **Know Your Stuff.** Get familiar with the content. Download the *Prep Rally Kit* (Playbook, Child Guide & Family Guide) and read it (YES, READ IT!). Familiarize yourself with the Prep Steps, activities and resources provided.
- ☐ **Find a Buddy (or two).** You can do Prep Rally activities and events on your own, but the experience is often more enjoyable and easier to do with a friend or a team. Invite people to join you in completing your Prep Rally activities.
- ☐ **Get Trained.** Prep Rally Leader training is FREE and available to help ensure that you have successful events. The current online training schedule can be found on www.savethechildren.org/PrepRally. Email GetReady@savechildren.org for upcoming online and in-person training opportunities or to request a recording.

THE NUTS AND BOLTS

- ☐ **Identify Your Audience.** Decide who your audience will be. What ages and what size group do you plan on working with? Will you be working with young children in child care, elementary aged students, or families and peers at a community event? Choose activities that are appropriate for your group (*Prep Rally Activities are sorted by ages and group size in the Prep Rally Playbook).
- ☐ **Design Program Format.** Work with site leaders or teachers to determine the best format for your Prep Rally activities. How long should your program/activity be? Which Prep Steps should you cover? Which activities make sense in the space that is available? Should you return to the same place more than once and cover a different Prep Step each time?

- ☐ **Connect Within Your Community.** Ask if community groups, such as first responders, local businesses or other organizations would be interested in helping to lead or participate in your Prep Rally. This can help make your event more visible and valuable and may help you reach a bigger audience.
- ☐ **Choose Place and Time.** Confirm with partnering leaders or teachers the best location and time for your event.
- ☐ **Register Your Prep Rally.** Sign-up your Prep Rally with Save the Children at www.savethechildren.org/PrepRally. You will need an adult sponsor or teacher to complete the online registration form.
- ☐ **Get the Right Stuff.** Coordinate with the hosting program or event leader to ensure you have all the necessary supplies and materials you need to run your program. Do you have the props you need for your games? Do you need a video player or a PowerPoint set up? Have you selected and printed the handouts you want to distribute?
- ☐ **Promote Your Event.** Let people know what you're doing. If you are working with a local school, child care program or community organization, create a flyer or letter that can be sent home to parents before the event, letting them know about your Prep Rally. If it is a community event, make fliers and posters and consider advertising through local newspapers or radio stations.



THE FUN PART

- ☐ **Host the Event.** Use your Prep Rally Kit and training to lead a great event. Engage children and families, and try to get everyone to participate in the discussions and activities. Be sure to have a ton of fun!
- ☐ **Share Your Event.** Use social media hashtags #PrepRally or #GetReady to share your Prep Rally event and encourage others to take a stand to protect kids in emergencies. Write up a summary and have it published in your school newspaper. Present your Prep Rally event to your club, school, PTA or other organization, showing how you're making a difference in your community.

DON'T FORGET!!!!

- ☐ **Let Us Know How It Went.** After you complete a Prep Rally event, please complete Save the Children's *Prep Rally online survey and feedback form*. We want to know it went and how we can improve the program. From these reports we will be highlighting Prep Rally leaders and events on Save the Children's website and newsletter. You can also share highlights and photos with us by emailing GetReady@savechildren.org.

Prep Rally Leader Training

Save the Children hosts FREE in-person and online Prep Rally trainings so that leaders can feel confident in presenting and host successful events. Led by Save the Children staff, the training helps leaders get familiar with content, participate in program games and activities, and learn from previous Prep Rally implementations across the country. Prep Rally leader training is a great forum for you to ask questions and engage in discussion so that your event can meet your community's needs and goals.

IN-PERSON LEADER TRAINING

Available where Save the Children has local staff, participants actively take part in the Prep Rally program, playing games, having discussion and trying different activities. Ask the Save the Children staff facilitator questions along the way.

- Duration: 1.5–2 hours
- Participants receive Prep Rally Playbook, Family Guide and Child Guide books.
- Email GetReady@savechildren.org to learn about availability and scheduling.

ONLINE LEADER TRAINING

No matter where you are, you can become a better Prep Rally leader with our online Leader Training. Complete the training when it best fits your schedule.

- Duration: 1.5 hours
- The webinar training schedule is available online at www.savethechildren.org/PrepRally.
- Request a live webinar training for your group or a training recording by emailing GetReady@savechildren.org.

Register Your Prep Rally

- Visit www.savethechildren.org/PrepRally.
- Click on the Register Your Community Button.
- Have an adult sponsor or leader complete the information form.
- After you submit your information, the leader should receive a confirmation email.
- It's that easy!

WHY REGISTER?

- Your community name will be added to our list of Get Ready Get Safe communities on our Get Ready Get Safe website.
- After you complete your Prep Rally event, you have the chance to be featured on our website or in our newsletter.
- You'll receive regular Get Ready Get Safe updates, including new tools, ideas and trainings.
- Registering will help us help you!

Here are some tips to think about once you have your Prep Rally booked to ensure you have the right stuff ready the big day.





The Right Stuff Checklist

GENERAL

- ☐ Decide what Prep Steps to cover and what activities to do.
- ☐ Plan Ahead! Gather Wise Supplies. In other words, think through all the details and make sure you have all the materials you need to run the activities you've selected.
- ☐ Consider what, if any, technology needs you have.
 - o Are you using a PowerPoint presentation or showing videos?
 - o Do you need internet access?
 - o A computer?
 - o A projector?
 - o Speakers?

Work with your contact to figure out what you need to bring and what you can borrow.

- ☐ Print out whatever resources you need from the Prep Rally guides.
 - o Try to get an estimate of how many children/families might attend so you have enough copies of activities and information printed out.
- ☐ Let your contact know the kinds of activities you have planned. They may be able to help you choose the right activities for the space you will be in.
- ☐ Find out what resources, if any, might be available to you at the location (i.e., photocopy machine, blank paper, markers, pencils, easel pads, etc.)
- ☐ Get there early to set up.
- ☐ Decide the easiest way to count the number of people who are participating in your activity or event so you can let us know in your feedback form. For a large community event, raffle tickets will help you keep track of the number of people in attendance.

TIPS FOR SPECIFIC ACTIVITIES

1. Disaster Supplies Relay Race

- ☐ Make sure there is enough space to safely run the relay race. Explain the activity to your teacher or contact and let them help you decide if it's a good activity for the space.
 - ☐ Do you have all your supplies ready? Remember:
 - o You will need two of each supply item (one for each competing team), but the items don't have to match exactly for each team.
 - o Consider the age group you're working with when picking out the items that don't belong. Choose items that are really obvious for younger children. For older kids, try to find more challenging items that may or may not belong. This will probably lead to an interesting conversation with the group!
- ** If you can't get actual items, you can also play the game with pictures. Print out pictures or clip art and laminate them.

2. Dance Party

- ☐ Do you have a song picked out that is appropriate for your audience?
 - ☐ Is there a speaker or CD player so you can play the song?
- ** If you forgot these things, don't worry. You can still do the activity without any music. Kids will love it anyway.

TIPS FOR SPECIFIC FORMATS

1. Assembly or large group presentation?

- ☐ Do you want to invite local first responders like firefighters, police and EMT to contribute to the discussion on community safety?
- ☐ Make sure you have the right files and links ready (e.g., videos, websites, presentations etc.).
- ☐ Check that the place you are going has internet access if needed.
- ☐ Arrive early to test all the equipment.

2. Setting up a booth?

- ☐ Do you need to provide tables and chairs?
- ☐ Think visual! What materials might attract people to your booth?
- ☐ Print off all the materials you want to hand out.
- ☐ Ask local businesses to donate a few emergency supply items as raffle prizes.
- ☐ Ask for a donation of small items like stickers or pencils or reusable bags to give away to everyone.
- ☐ Print a large copy of the I-Spy game and/or the Disaster maps—it's an easy and visual way to help kids understand the importance of recognizing risks if they're just passing by.

3. Going to a classroom setting?

- ☐ Be clear with the teacher beforehand what you intend to do and about how long you think the activities will take.
- ☐ Decide which Prep Steps you want to focus on.
- ☐ If doing a story activity:
 - o Read the story beforehand so you are familiar with it.
 - o Find places in the story where you can ask questions to the kids about the topic you want to cover.
 - o Consider pairing your story with an activity that will get kids moving like the Dance Party or Disaster Supplies Relay Race.

- ☐ Print out family checklists to send home to parents.
- ☐ Remember the teachers and staff in the classroom are there to help so if you're unsure of anything, ask them!
- ☐ Don't forget to count how many children you are presenting to (#boys & #girls) so you can complete your feedback form.

4. Leading a community event?

Pre-Event:

- ☐ Advertise your event.
- ☐ Send a reminder to any special guests you may have invited.
- ☐ If part of a school or program, send a reminder note home to families.
- ☐ Check out the place where your event is taking place. Think about what activities will work best there (e.g., Is there enough space to run a relay race?).
- ☐ Decide on format: booths, Prep Stations, large group presentation.

Day of:

- ☐ Pre-meet with your Prep Team. Make sure everyone understands their role and responsibilities. Examples might be:
 - o Leading stations on different Prep Steps
 - o Leading games with the kids
 - o Talking to parents
 - o Making sure everyone stays safe
 - o Cheerleaders—keeping the energy levels up!
 - o Checking in with special guests
 - o Keeping track of attendance
 - o Set-up/Cleanup
- ☐ Be flexible and have fun!

Promote Your Prep Rally

How you promote your event will depend on the type of event and the audience. Here are some ideas for promoting your Prep Rally!

PROMOTE IN YOUR COMMUNITY

Advertise your event through community networks. Be creative!

- Make posters and fliers or use our *template*. Post in schools, local businesses and community centers.
- Make school announcements or advertise in the school newspaper.
- Spread through social media or electronic event invitations.
- Set up a display using disaster supplies, posters or other Prep Rally materials in the Prep Rally location the week leading up to the event.

GET LOCAL MEDIA COVERAGE

Inviting the media to attend may help get your message to a larger audience and encourage others to prepare for emergencies.

- Call a local newspaper or TV news station and invite reporters to the event.
- Write a press release and send to local media. Use our template as an example [Appendix A].

INVITE COMMUNITY LEADERS

Having community leaders attend or participate in your Prep Rally will increase the visibility of your event and encourage more people and media to come.

- Invite local first responders like firefighters, police and emergency medical service staff. Have them present some of the program or take part in the activities.
- Invite local officials to make opening or closing remarks and participate in games with children.
- Invite other local VIP's—like an athlete or mascot from a local sports team. Their voices can be powerful in making the message meaningful to children and families.



Inviting Special Guests

Inviting first responders and other local leaders can help bring more attention to your Prep Rally. Asking them to play an active role in the presentation can help build your credibility as well as take some pressure off of you. For example, when covering Prep Step 1: Recognizing Risks, you may invite a firefighter to present more fully on fire safety or another disaster that affects your area.

TIPS FOR SPECIAL GUESTS

- Email a written invitation to the individual or department (see an example in the APPENDIX B). Follow-up with a phone call to check if they have received the invitation and answer any questions.
- If they accept the invitation, clarify the event details and ask if they need any special equipment or set up for their presentation.
- Include their participation in any promotional efforts, including fliers, posters and announcements.
- Give special guests a point of contact on your team who will help them and guide them the day of the event.
- Following the event, send a written thank you to each special guest, expressing your gratefulness for their participation at the Prep Rally. Include event photos or a small gift to make it extra special.

GUESTS TO CONSIDER

- School officials
- Local emergency manager
- First responders (e.g., firefighter, police, emergency medical service personnel)
- Local officials (e.g., Mayor, Councilman, Sheriff etc.)
- Local sports team players or mascots
- Local news personality
- Local entertainment acts



Tips for Talking to Kids About Disasters

Disasters are scary—for kids and for adults. But talking about disasters before they happen and teaching kids basic preparedness skills can empower them to feel secure in times of crisis because they know what to do and understand that adults who care for them are working to keep them safe. Here are some tips for talking to kids about disasters so that your Prep Rally will be a positive and engaging environment for children to learn.

Explain Why. From the start, let children know what you will be doing at the Prep Rally and why. For example: “Today, we are having a Prep Rally so that we can know what to do to be ready for emergencies and so when emergencies happen, we know what to do to stay safe.” Repeat this throughout the program to help stay positive and on topic.

Be Honest. Give children information that is clear, accurate and age appropriate. Don’t lie. The truth is that disasters are dangerous and people could die, but don’t let this be the focus of your program. Remember, you’re there to help them stay safe. Don’t give in-depth details or graphic examples that will confuse or disturb children. Find out what children know and understand about different disasters before responding to questions. This will help alleviate their distress and clear up confusion.

Listen. One of the best ways to understand what kids already know and need to know about disasters is listening to them. Listen carefully to their discussions and answers. Let them express their feelings in a safe atmosphere.

Be Reassuring. Children can experience stress when they do not understand what they perceive to be a dangerous situation. Let them know that disasters are scary and it’s okay to be scared when thinking about disasters. But let them know that you’re talking about disasters today so that we can know what to do. Let them know that during an emergency, many caring adults including parents, teachers and other caregivers will be working to keep them safe.

Limit Graphic Images. Although it’s okay to show examples of different types of disasters, avoid using graphic images or videos that show destruction. For

younger kids, use animated images that may be less scary. During or following a disaster in the area, limit children’s exposure to news media that may scare children or confuse them as it can appear like the disaster is happening over and over again.

Focus on the Learning. Kids are curious and love learning new things through play, activities and reading. This is how the Prep Rally was designed. Rather than focusing on disasters’ destructive nature, focus on teaching kids what disasters are from an educational, exploratory perspective.

Recognize Helpers. When disasters strike, let them know that there are many helpers on the scene—people like first responders, police and emergency medical services personnel who will be working to keep them safe. Use this as a lesson in compassion and teach kids the importance in helping others who may be facing a crisis.

Know Your Audience. Before your Prep Rally, talk with adult leaders at the event site to discuss if there is any content that you should not cover or examples that you should not use. If the community recently experienced a disaster, be sensitive to kids’ emotional needs.

It’s Okay to Say “I Don’t Know.” Children and parents may ask questions to which you may not know the answers. Don’t freak out or make up an answer. It’s okay to say that you don’t know and then offer to find an answer for them or refer them to additional resources (e.g., local first responders or emergency management). There are also a lot of great resources and tools available from Save the Children, the American Red Cross, FEMA and others on their websites and in our Prep Rally Disaster Resource Library (in the Family Guide).

Tips for Teaching Kids

You're a big deal. You may not feel like it, but younger kids look up to you and when you lead a Prep Rally, they'll be excited. Whether it's your first time teaching kids or you're a pro, here are some tips to remember to help ensure that everyone can learn and have fun during your Prep Rally.

Establish Control. Kids can be loud and rowdy, especially, when they see you as a fun leader. From the beginning, it's important that you have control of the group. Establish a sign for when it's time to pay attention and be quiet (e.g., holding up your hand; clapping twice; saying a key phrase). Before your Prep Rally, speak with adult leaders at the site to discuss what the behavior protocol is. You should not be responsible for reprimanding bad behavior.

Use Simple, Age-Appropriate Language. This is not the time to show-off your SAT words. Use simple and direct language so that all children can understand. Speak slowly and clearly, enunciating your words so everyone can hear and understand.

Confirm Understanding. When teaching key points or giving instructions for a game or activity, ensure that the children comprehend by asking, "Do you understand?" and "Does anyone have any questions?"

Ask Questions. This will help encourage discussion and improve children's learning.

Discussion tips:

- After asking a question, give kids the chance to think before filling the silence.
- If children are having a difficult time answering a question, try to rephrase it in a way that they may understand and give an example answer.
- Ask multiple children for answers before moving to the next question.
- Always be encouraging. If a child gives you a wrong answer, help her think through her choice to get to the right answer.

Use Examples and Demonstrations. Many children learn best when they can see an example, participate in an activity, or touch and feel a sample. Help them make the connections by giving examples through photos or pictures and doing the interactive hands-on Prep Rally activities.

Be Affirming. Thank children for giving answers, behaving well and trying their best.

Have Fun. Kids are fun. If they see you having fun, they will be more engaged in the program. It's okay to be a little silly at the right times.



Informing Parents

Children are powerful advocates in their own home and can help encourage their families to prepare for emergencies. Consider sending a letter home with children who participate in your Prep Rally to help inform parents about the event and encourage them to take actions to make or update their family emergency plan. Craft your own message or pull from the sample letter below.

SAMPLE PARENT LETTER

Dear Parent,

Today your child participated in a Prep Rally hosted by the Woodbridge High School Key Club.

A Prep Rally is emergency preparedness program for children that teaches them the basics of getting ready for disasters including 1) Recognizing Risks, 2) Planning Ahead, 3) Gathering Wise Supplies and 4) During Disaster. The program is based on the idea that although we cannot prevent emergencies from happening, there are simple things that we can do with our families to prepare and stay safe.

The Prep Rally is full of cheers, games and activities that got your child thinking about what makes them feel safe and protected. At the end of the program, we hope that your child knows that although disasters and storms can be scary, by talking with our families and making a plan we can know what to do and know that there are adults working to protect them.

But the learning doesn't end with the Prep Rally. We hope that you will follow up with your child and ask him what he learned at the Prep Rally. Talk about your family emergency plan, including emergency contacts, evacuation routes and meet-up locations.

Don't wait until it's too late. Talking about emergencies before they happen can help your child feel more secure and empowered when the next disaster strikes and she needs to act quickly.

For more information about protecting children in disasters, including a family disaster checklist, you can visit Save the Children's Get Ready Get Safe website at: www.savethechildren.org/GetReady.

Thanks for your help in keeping kids safe!

Woodbridge High Key Club

Tracking Your Service Hours

Make sure to record the service hours you earn through Prep Rally activities. Use the Service Hour-Tracking Form provided (Appendix C) to help you keep track or create a tracking form of your own. Be sure to include the following information when recording your hours.

Activity. A descriptive name of the completed activity.

Date. The date of when the activity was completed.

Location. Where Prep Rally hours were completed.

Hours. The total time earned for a completed Prep Rally activity including preparation time.

Notes. Any information you think it is important to share. This may include a breakdown of how the total hours were calculated (i.e., training +prep time +activity time), how many checklists were given out at your booth, or how many kids participated in your Prep Rally activities.

Sponsor Title. The position that an authorizing adult holds as it pertains to the activity. An adult sponsor may be a club/group sponsor, a school faculty member, a program manager or leader, an event coordinator, or a Save the Children staff member.

Sponsor Signature. Only activities that have been signed by an adult sponsor will be counted toward your total service hours.

WORK YOUR WAY TO THE TOP

Prep Rally activities can be repeated to help you accrue the total amount of service hours desired. We encourage you to mix advocacy activities (i.e., a pledge drive or writing to a local official), with program activities (i.e., activities that educate children and families). When working as teams or in groups, each individual should record the time when he or she was actively present and participating in activities. Add your total number of hours, writing the sum on the bottom of the sheet.

Individuals who complete 10, 20, 30 or more Prep Rally service hours will be awarded an official Save the Children certificate recognizing their level of completion.

LEVEL	HOURS COMPLETED
BRONZE	10
SILVER	20
GOLD	30
CHAMPION	30+

To receive your certificate, scan and email your completed service hour-tracking form to GetReady@savechildren.org or give a copy to your local Save the Children staff member.



Share Your Prep Rally!

By sharing your Prep Rally with your community, Save the Children and through social media, you can multiply the reach of the message and encourage others to take action to keep kids safe.

Use the suggestions below to:

- Help spread the word about protecting families and children in emergencies.
- Encourage others to take action by making a plan or hosting their own Prep Rally.
- Be recognized as leaders for children's safety.

Take the Prep Rally Survey. This short [survey](#) only takes 5 minutes and will help us know that you completed your Prep Rally. Use this tool as a way to share the creative ways in which you used the Prep Rally materials and suggestions for how to make it better. Only one survey needs to be completed for each event.

Send Photos and Stories. You are making a big impact in your community by taking a stand for children. Save the Children wants highlight you or your group on our Get Ready Get Safe website, blog or newsletter so send us stories from your Prep Rally. In your submission, include:

- Your name, age, city, state, organization or club you represent.
- Photo of yourself (if you are under the age of 18, please have a parent complete the photo release form in the Appendix).
- What did you do and how? What was the format and which activities did you do?
- Where was your Prep Rally and who was the audience?
- What was the best part of the Prep Rally?

- What did you learn from organizing and leading a Prep Rally?
- What was the response of the children or families whom you interacted with during your event?
- * Note: If the photos you submit feature children, please have parents of the children in the photos sign Save the Children's photo release form [See Appendices E & F]. Submit these forms (copies or scans) to Save the Children so we can use your photos online or in our newsletter.

Email submissions to GetReady@savechildren.org.

Share on Social Media. Use your personal and group social media accounts to show your community what your Prep Rally is all about. Use hashtags #PrepRally and #GetReady and tag @Savethechildren.

Present Your Prep Rally. Present what you did to other groups, encouraging them to host a Prep Rally or take other actions to protect children in emergencies. Present in your classroom, to another branch of your club, for the PTA or a parent group, at a faith-based community or for local officials or first responders. Present education information as well as what you did in your Prep Rally to demonstrate how you brought the content to life.



APPENDIX A. Sample Press Release

Media Contact Name

Phone Number

Email

YOUTH CLUB LEADS CHARGE TO PROTECT KIDS **Hosts Prep Rally Program to Help Children and Families Be Ready for Disasters**

CITY, STATE (Day, Month)—YOUTH CLUB is taking a stand for kids in CITY, to help ensure that when the next disaster strikes, families will be ready and children will be safe. This week, it hosted a Get Ready Get Safe Prep Rally to give children in a local afterschool program the tools they need to recognize risks, plan ahead, and make disaster supplies kits.

“We know that children are the particularly vulnerable during disasters,” said YOUTH CLUB PRESIDENT OR SPONSOR. “By teaching them about emergency preparedness, we can build their resiliency so they can feel safe and healthily cope with crises.”

Each day, 69 million children are in school or child care away from their parents if a disaster were to happen. Yet less than half of American families have an emergency plan and may not know how to reunite during or following an emergency. These startling statistics reveal a huge gap in our nation's ability to protect children during disasters. That's why YOUTH CLUB has stepped up to make preparedness a priority here in CITY.

ADD SPECIFIC PREP RALLY INFO HERE:

(Example) With teen leaders taking charge, children in a local afterschool program learned how they can help their families prepare for emergencies through Save the Children's Get Ready Get Safe Prep Rally program. Each day, leaders covered 1 of 4 Prep Steps: 1. Recognizing Risks, 2. Planning Ahead, 3. Gathering Wise Supplies, and 4. During Disaster. Practical lessons and discussions were paired with fun and engaging activities such as the Disaster Supplies Relay Race, Emergency Mad Libs and Make a Plan Picture Game. Kids filled out ID cards and disaster checklists were sent home to families along with tornado tips, to help families start to make emergency planning part of their regular routine. The week was filled with lots of cheers, smiles and a whole lot of energy or “Prep Pep” about being safe.

“The Prep Rally program makes disasters less scary by giving children the tools they need to prepare and be ready,” said YOUTH CLUB representative. “Through fun activities and discussions, it helped children feel less afraid and more empowered to take actions that can help protect themselves and their families.”

Representative added, “By teaching kids about emergencies now, we have the opportunity to raise a generation of prepared citizens in the CITY community. This is a commitment that will last and shape the future of our city. We've taken a stand for kids and we hope that others will too. By protecting our children, we're protecting our future.”

###

About YOUTH CLUB:

Brief description of who you are and what you do.

About Save the Children's Get Ready Get Safe Initiative

Get Ready Get Safe is a pioneering Save the Children initiative designed to help U.S. communities prepare to protect and care for the most vulnerable among us in times of crisis—our children. We help generate child-focused emergency plans, provide emergency training and ensure emergency resources are in place before crisis strikes. Learn more at www.savethechildren.org/GetReady.

APPENDIX B: Sample Special Guest Invitation

To: Fire Department 22
From: Sarah Lauer
CC: Mrs. Peacock
Date: October 20
Subject: Prep Rally Invitation

Dear Woodbridge Fire Department Station 22,

I am a member of the Woodbridge High School Key Club and I would like to invite you to present at our upcoming Prep Rally at **Westridge Elementary School on Thursday, November 22, 6–8 pm.**

A Prep Rally is emergency preparedness event for children and families that teaches them the basics of getting ready for disasters including 1) Recognizing Risks, 2) Planning Ahead, 3) Gathering Wise Supplies, and 4) During Disaster. The Key Club is hosting evening which will be full of interactive activities that help families make emergency plan while making preparedness fun.

We'd like to invite you to speak about fire safety as part of our Recognizing Risks presentation. It would help us to have your experience and expertise as part of the program as we try to help families be ready for all types of emergencies. A brief 20-minute presentation would fit perfectly into our program, and we'd hope you'd stick around so children and families could ask you questions afterwards.

We hope that you can join us! Please let us know if you are interested in being a part of our Prep Rally by Friday, October 31.

Please don't hesitate to reach out to my or our club sponsor, Mrs. Peacock with any questions.

Best,

Sarah Lauer
SLauer232@mailbox.com
702-933-8773
Key Club President
Woodbridge High School

APPENDIX C: Service Hour Tracking Template

FIRST NAME	
LAST NAME	
SCHOOL/ORGANIZATION	

ACTIVITY	LOCATION	DATE	HOURS	NOTES	SPONSOR TITLE	SPONSOR SIGNATURE
TOTAL HOURS						

APPENDIX D: Example Service Hour Tracking Sheet

FIRST NAME	John
LAST NAME	Littlefield
SCHOOL/ORGANIZATION	Uptown High School Key Club

ACTIVITY	LOCATION	DATE	HOURS	NOTES	SPONSOR TITLE	SPONSOR SIGNATURE
Football game preparedness pledge drive	Uptown High	10/26/14	3	121 people signed the pledge	Key Club Sponsor	
Community Safety Fair Disaster Checklist giveaway	South Uptown Community	11/3/14	4	Handed out 89 checklists	Event Coordinator	
Football Game Pledge Drive 2	Uptown High	11/5/14	3	60 people signed the pledge	Key Club Sponsor	
Letter to the Editor	The Daily Journal	11/21/14	2	My letter was published on 11/30/14.	Key Club Sponsor	
Prep Rally Activities—Child Care	Little Ones Day Care	12/5/14	3	We did story reading and the disaster supplies relay. Includes training and prep time.	Little Ones Director	
Prep Rally Activities—2nd and 3rd Graders	Faith United Church	12/18/14	2	We covered recognizing risks and making a plan.	Sunday School Teacher	
Prep Rally PSA	Uptown High	1/7/15	5	Includes planning, filming and editing time.	Key Club Sponsor	
Basketball Game Disaster Supplies Checklist Giveaway	Uptown High	1/12/15	3	Gave out 64 checklists	Key Club Sponsor	
Elementary School Family Night Prep Rally	Austin Elementary	2/10/15	7	4 prep step stations—300 attendees—hours include prep, event and clean up.	Austin Elementary Principal	
Uptown Health Festival Pledge Drive	Main Street Community Center	2/20/15	3	Got 103 pledge signers	Event Coordinator	
TOTAL HOURS						

APPENDIX E: Save the Children Photo Release Form

Original Materials, Interviews, Film, Photos, Tape and Video Consent and Release

In furtherance of Save the Children's charitable mission, and without expectation of compensation or other remuneration, now or in the future, I hereby give consent to Save the Children, its affiliates and agents for the following:

- (a) to interview, film, photograph, tape or otherwise make a video reproduction of me and/or my child;
- (b) to use, copy and publish original materials created by child (such as essays, poems, photos and artwork);
- (c) to use my name and/or my child's name; and,
- (d) to use my child's original materials, my or my minor child's image (whether photographic, video and/or electronic), interview statements (and excerpts of statements) from me or my child, in whole or in part, in Save the Children's publications, in newspapers, magazines and other print media, on television, radio and electronic media (including the "Internet") in theatrical media and/or in mailings for educational and awareness campaigns by Save the Children, in connection with the promotion of Save the Children products, and/or to help raise funds for Save the Children.

This consent is given without expiration, and futures uses do not require additional permission from me.

The below signed individual, parent or legal guardian hereby consents to and gives permission to the above.

SIGNATURE OF RESPONSIBLE INDIVIDUAL/PARENT/LEGAL GUARDIAN	DATE
PRINT NAME	
ADDRESS	

The above signed parent/legal guardian consents to and gives permission to the above statements on behalf of the child named below.

CHILD'S NAME	CHILD'S AGE
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The following is required if the consent form has to be read to the responsible individual/parent/legal guardian:

I certify that I have read this consent and release form **in full** to the responsible individual/parent/legal guardian whose signature appears above.

SIGNATURE OF SC REPRESENTATIVE, PARTNER ORGANIZATION REPRESENTATIVE OR COMMUNITY LEADER	DATE
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APPENDIX F: Save the Children Photo Release Form – Spanish

Consentimiento y Liberación de Materiales Originales, Entrevistas, Filmes, Fotos, Tape y video

En fomento a la misión caritativa de Save the Children, y sin la expectativa de compensación o remuneración, ahora o en el futuro, doy por este medio el consentimiento para Save the Children, afiliados y agentes para lo siguiente:

- (a) Permiso para entrevistar, filmar, fotografiar, tape o de otro modo hacer la reproducción de un video de mi persona y/o de mi niño(a);
- (b) Permiso para usar, copiar y publicar materiales originales creados por el niño(a) (tales como ensayos, poemas, fotos y trabajos artísticos);
- (c) Permiso para usar mi nombre y/o el de mi niño(a); y,
- (d) Permiso para utilizar las citas de la(s) entrevista(s) (o extractos de las citaciones), película, fotografía(s), tape(s) o reproducción de nosotros y/o grabación de nuestra voz(s), en partes o en su totalidad, en sus publicaciones, en periódicos, revistas y otros medios de impresión, en televisión, radio y medios electrónicos (incluyendo la página Web de Save the Children), en medios de teatro y/o para educación y/o campañas de Save the Children, en conexión con las promociones de Save the Children para ayudar a recolectar fondos.

Este consentimiento es dado sin expiración, y para usos futuros no requiere permiso adicional de mi persona.

Mi firma abajo, como padres / tutor legal, aquí consiento y doy permiso de lo dicho anterior.

FIRMA DEL RESPONSABLE INDIVIDUAL/PADRE/GUARDIÁN LEGAL	FECHA
NOMBRE	
DIRECCIÓN	

Yo consiento y doy permiso por la presente al niño(a) menor de lo dicho anterior en nombre de tal niño y reconozco (acuso recibo).

NOMBRE DEL NIÑO(A)	EDAD DEL NIÑO(A)
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Lo siguiente es requerido si el formulario de consentimiento tiene que ser leído al responsable padres/tutor legal:

Certifico que yo he leído este formulario de consentimiento por completo al padre o tutor legal cuya firma aparece anteriormente.

FIRMA DEL REPRESENTANTE DE SC, ORGANIZACIÓN SOCIA REPRESENTANTE O LÍDER DE LA COMUNIDAD	FECHA
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DISASTER CHECKLIST

FOR PARENTS AND FAMILIES



Save the Children®

Get Ready. Get Safe.

Do you have a plan in place to help ensure your children are safe and secure if a disaster strikes? If the worst happens, your children will look to you to know how to react and respond. Use this checklist to help prepare and keep your children safe in a disaster.

MAKE A FAMILY PLAN

Before a disaster strikes, make sure you and your family all know these details to help stay safe.

YOU AND YOUR FAMILY SHOULD DETERMINE:

- ☐ Which facilities will be used as shelters in your community in case of emergency
- ☐ A designated meet-up location if your family is separated
- ☐ A family contact outside of your area who would not be affected by a local disaster

TEACH YOUR KIDS

Your children may need to act in an emergency.

MAKE SURE THEY KNOW THE FOLLOWING:

- ☐ Basic personal information to identify themselves if separated from you
- ☐ Home phone number
- ☐ How to dial 911
- ☐ Family's meet-up locations
- ☐ How to reach the family's out-of-town contact

HAVE A COMMUNICATION STRATEGY

Communication systems are often unreliable during emergencies. Be sure to have a back-up plan.

- ☐ All family cell phones should have "ICE" (In Case of Emergency) programmed into their phone's contact list with all family phone numbers plus out-of-area contacts.
- ☐ Remind family members that text messages often get through in an emergency, even when a phone can't.

CREATE A GO KIT

Prepare a backpack or portable bag for each family member with essential hygiene items and contact information in case you need to leave home.

BE SURE TO INCLUDE:

- ☐ Each child's contact and medical information
- ☐ Recent photos of each child
- ☐ Comfort food and treats
- ☐ Activity items like books, puzzles and games
- ☐ Comfort items like a stuffed animal or blanket

STOCK UP AT HOME

In addition to basic survival items like water, flashlights, a battery-powered radio and extra batteries, have these kid-friendly supplies on hand.

NON-PERISHABLE FOOD

- ☐ Nursing supplies
- ☐ Formula
- ☐ Pre-packaged baby food
- ☐ Ready-to-eat canned foods and opener
- ☐ Juice pouches
- ☐ Non-perishable pasteurized milk
- ☐ Dry cereals, protein bars, fruit snacks
- ☐ Nuts and nut butters
- ☐ Vitamins

MEDICAL SUPPLIES

- ☐ Fever reducer
- ☐ Antibacterial ointment
- ☐ Rash ointment
- ☐ Each child's medications

PERSONAL HYGIENE ITEMS

- ☐ Baby wipes
- ☐ Diapers
- ☐ Nursing pads
- ☐ Feminine products

CHECK WITH YOUR CHILD CARE FACILITY

Since your children may be at a child care facility when disaster hits, make sure all caregivers have each child's most recent contact info.

Remember to ask the staff about their emergency plans. If they do not have a plan, you may want to ask them to create one.

*For more information and support, visit:
www.savethechildren.org/getready*



I, _____,

**PLEDGE TO WORK WITH
MY FAMILY AND MY COMMUNITY
TO MAKE A PLAN AND BE READY
FOR ANY DISASTER.**

DATE

SIGNATURE

Get Ready. Get Safe.



Save the Children®

DISASTER SUPPLIES CHECKLIST

Every family needs a disaster supplies kit filled with items needed to help keep all family members safe and healthy during an emergency. Store enough of each item to last at least seven days. Be sure all family members know where the kit is located and when and how it should be used. Update your disaster supplies kit regularly to replace expired food or medicine or outgrown clothing items. Get children involved in putting together the disaster supplies so they can learn the importance of being prepared.

FAMILY DISASTER SUPPLIES KIT

- ☐ Flashlights and extra batteries
- ☐ Radio (battery-powered or hand crank)
- ☐ Non-perishable food items
- ☐ Water (one gallon/person/day)
- ☐ One complete change of clothing for each person, including jackets/coats
- ☐ Blankets
- ☐ Cash and coins
- ☐ Map of the area marked with places you could go
- ☐ Toolset
- ☐ Extra set of car keys and house keys
- ☐ Roll of duct tape
- ☐ Plastic sheeting pre-cut to fit shelter-in-place room openings
- ☐ Pet supplies
- ☐ Small fire extinguisher
- ☐ Matches in a waterproof container
- ☐ Special items such as denture needs, contact lenses
- ☐ Items for seniors or people with disabilities

MEDICAL SUPPLIES

- ☐ Prescription and non-prescription medicine, including for children
- ☐ First Aid Kit
- ☐ Fever reducer
- ☐ Antibacterial ointment
- ☐ Rash ointment

HYGIENE ITEMS

- ☐ Baby wipes
- ☐ Diapers
- ☐ Nursing pads
- ☐ Sanitary pads
- ☐ Toilet paper
- ☐ Soap
- ☐ Bleach

DISASTER SUPPLIES CHECKLIST

INFORMATION

- ☐ Medical information, including copies of medical prescriptions
- ☐ Copies of passports and birth certificates
- ☐ Copies of personal identification, such as a drivers' license
- ☐ Recent photos of each child

CHILD-FRIENDLY FOOD SUPPLIES

- ☐ Nursing supplies
- ☐ Formula
- ☐ Pre-packaged baby food
- ☐ Juice pouches
- ☐ Powdered milk

COMFORT ITEMS

- ☐ Comfort food and treats
- ☐ Activity items like books, puzzles and games
- ☐ Stuffed animal or blanket for children

DISASTER SUPPLIES BACKPACK KIT

Having children create their own disaster supplies backpack kit can help them feel part of the family emergency plan and teach them personal responsibility. Bags should be stored at home in an easily accessible area and updated as children grow and their interests change

Put these items in a backpack or portable bag to use during an emergency:

- ☐ A teddy bear or favorite stuffed toy (for safety and comfort)
- ☐ Crayons and pen (to keep ourselves busy)
- ☐ Soap and soap box (to clean ourselves)
- ☐ Toothbrush and toothpaste (to clean our teeth every day)
- ☐ Comb (to comb our hair)
- ☐ Hand towel (to clean ourselves or keep cool)
- ☐ An ID card or wristband (to identify who we are and parent contact information)
- ☐ A flashlight with batteries (to help us when there is no power)
- ☐ A notebook (to record important information and/or keep busy)
- ☐ A whistle (to use if you need help or get lost)
- ☐ Ask children what else they wish to remember that is important to them (i.e. favorite books, pictures, toys, extra clothes, etc.)



Save the Children

U.S. Programs

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