

Agencies Procedures:

This program is designed to strength the safety values of children in our community. It furthers the preparedness level of our residents prior to incidents occurring thus making this a safer community. The child (ren) has an opportunity to earn up to six patches in the following areas: 72 Hours Preparedness, Bicycle Safety, Fire Safety, Home Safety, School Safety and Weather Safety. The objectives of these lessons are designed so that they can be conducted at home with parent/guardian and child (ren). We feel this approach is effective because parents/guardians are taking an active role in teaching their child (ren) safety activities and can reinforce these lessons every day.

The criteria for each patch area requires the completion of two to four lessons and activities that take approximately 15 to 20 minutes to complete by parent/guardian and child (ren). The format indicates the objectives, discussion points and lesson requirements to earn a patch. Once the lessons have been completed the parent/guardian **must** sign and date the completion form, return the completion form along with required activity sheets to any of the pre-designated agencies locations to obtain the patch.

Parent/Guardian or Child (ren) can register three ways:

1. By calling St. Clair County Office of Homeland Security and Emergency Management at 810-989-6965 and request a Kids for Safety Registration Form.
2. Visit us on-line at www.stclaircounty.org/emerg_mgmt under the Kids for Safety link. (add how)
3. At a pre-designated location throughout the county where you can pick up the registration form and entire patch program at one of the following locations

You have offered to be a pre-designated location to house, distribute and retain the Kids for Safety program. To ensure the overall effectiveness and traceability of the program here are some guidelines.

Registrations process:

When accepting registration forms please ensure that the entire registration form is completed including the parent/guardian's signature.

- ✓ Please send a copy of the registration form to SCC HSEM Attn: Kids for Safety Program, 200 Grand River Ave, Ste 204 Port Huron, MI 48060 or fax to 810-989-6908.
- ✓ Please retain a copy of the registration form for your records.
- ✓ On the bottom of the registration form there is an area designated for office use only. This will be utilized to log in the completion date of patches, the agency issuing the patch, your initials and date.

Completion Form and Patch Distribution:

The parent's/guardian's have been advised to contact St. Clair County Homeland Security and Emergency Management or one of the pre-designated locations directly to make an appointment one week prior to picking up their patch to make sure someone will be available to hand out the patches. If you are contacted by the participant or by our office to make an appointment to pick up the patch **please make certain the completion form is completed properly:**

- ✓ Child's Name
- ✓ Age
- ✓ Contact Information
- ✓ Completion Date and Signature of Parent/Guardian.
- ✓ Check the box for required documentation.

In order to receive the patch the child (ren) must turn in the following activity sheets to earn these patches as set forth below:

72 Hours Preparedness Patch Required Activity Sheets:

- ✓ Provide a picture of your Family Emergency Kit
- ✓ Provide a copy of the Family Communication Plan

Bicycle Safety Patch Required Activity Sheets:

- ✓ Provide a copy of the Bicycle Safety Maze
- ✓ Provide a copy of the Ride Out Word Search

Fire Safety Patch Required Activity Sheets:

- ✓ Provide a copy of your Home Safety Checklist
- ✓ Provide a copy of your Fire Escape Plan

Home Safety Patch Required Activity Sheets:

- ✓ Provide a copy of the Poison Activity Sheet
- ✓ Provide a copy of the Home Alone Safety Activity Sheet

School Safety Patch Required Activity Sheets:

- ✓ Provide a copy of the Strangers Activity Game
- ✓ Provide a copy of the 5 Ways to Handle a Bully Game

Weather Safety Patch Required Activity Sheets:

- ✓ Provide a copy of the Cloud Types Activity Sheet
- ✓ Provide a copy of the Weather Activity Sheet

Registration Form for office use only:

- ✓ Please complete the office use portion as to the date patch received, agency name, your initials and date.
- ✓ Keep the original completion form and make a copy for the participant.
- ✓ Fax the completed form to 810-989-6908 on a quarterly basis.
- ✓ Retain copies for your records.

Patch Inventory:

- ✓ Complete the patch request form.
- ✓ Fax the forms to 810-989-6908 Attn: Kids for Safety Program.
- ✓ Each agency needs to keep 10 of each of the six patches safety areas on file.

SCC HSEM will provide a quarterly report that includes active participants and their patch status.