



## Verified Safety Plan Template

This template is designed to help you create a safety plan that meets the Verified Safety Banner criteria. Please complete each section with details specific to your program. You may expand on any section as needed.

### 1. Program Information

Program Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date Updated: \_\_\_\_\_

Plan Reviewed By: \_\_\_\_\_

Effective Period: \_\_\_\_\_

### 2. Staff Emergency Training

Describe how and when staff are trained in emergency procedures. Include who conducts the training and topics covered.

### 3. Daily Safety Practices

Explain safety protocols for arrival/dismissal, supervision ratios, transitions, and outdoor or off-site activities.

### 4. On-Site Safety Equipment

List the safety equipment available on site (e.g., first aid kits, fire extinguishers, contact lists, shaded areas).

### 5. Incident Reporting & Communication

Describe how incidents are documented, how families are notified, and how reports are stored or reviewed.

### 6. Emotional Safety Practices

Include strategies to support emotional wellness, such as calm-down techniques, respectful behavior policies, or anti-bullying efforts.

### 7. Annual Review Process

Describe how often the plan is reviewed and how feedback is incorporated into updates.