EMERGENCY SERVICES

Allergy-Safe Holiday Gatherings

A six-step checklist for winter concerts, class parties, and school celebrations

Holiday events bring more people to campus, along with new foods and unfamiliar routines. Work through these six steps with your team, assign an owner to each, and check them off before the first event.

YOUR CHECKLIST

- [ ] **STEP 1**
  Create a master list of all students (and faculty and staff) who have allergies. List the allergen, severity of the allergy, and emergency contact information for each individual.
  Owner: _____ Done by: _____

- [ ] **STEP 2**
  Develop an allergy emergency response plan and train all faculty and staff.
  Owner: _____ Done by: _____

- [ ] **STEP 3**
  Communicate the school's allergy policies to all members of the community (especially parents and caregivers).
  Owner: _____ Done by: _____

- [ ] **STEP 4**
  List ingredients for any food that is shared.
  Owner: _____ Done by: _____

- [ ] **STEP 5**
  Encourage hand washing after eating and clean spaces well to avoid cross-contamination.
  Owner: _____ Done by: _____

- [ ] **STEP 6**
  Ensure EpiPens are available and have not expired. Train faculty and staff to use EpiPens as appropriate in an emergency.
  Owner: _____ Done by: _____

Share it with your team. Print this page or save the PDF, then review it together at your next staff meeting.