**Emergency Procedures Posting**

Policy: Provide care for children and staff during an emergency following Head Start Program Performance Standards, Child Care Center Licensing Rules, Great Start Readiness Program Requirements and Great Start to Quality Guidance.

Procedure: Staff will be trained on emergency procedures upon hire. Refer to the Drill and Safety Check Log for additional training schedule and documentation.

**FIRE**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will contact 911 to report a fire.

 Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will retrieve Child Information Records, Emergency Care Plans, and Grab and Go Binder.

 Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will line students up at the nearest emergency exit and complete a head count.

 Staff Position

* Staff members will accomodate for children with chronic medical conditions and/or special needs during an emergency by following individual emergency plans such as Individualized Education Program (IEP), Emergency Care Plans, and Action Plans. Ensure all required medications are available.
* Staff will refer to the posted evacuation route and safely move children to a relocation site. **The relocation site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**The alternate relocation site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Upon exiting, staff will survey the scene, proceed if safe and repeat head count.
* Staff will notify families by phone, email or text as soon as possible to inform them of the emergency and reunite with their child.
* **Reunification Site is**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**TORNADO**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will retrieve Child Information Records, Emergency Care Plans, and Grab and Go Binder.

 Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will line students up and complete a head count.

 Staff Position

* Staff members will accommodate for children with chronic medical conditions and/or special needs during an emergency by following individual emergency plans such as Individualized Education Program (IEP), Emergency Care Plans, and Action Plans. Ensure all required medications are available.
* Staff will refer to the posted evacuation route and safely move children to a relocation site**. The relocation site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**The alternate relocation site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**

* Upon exiting, staff will survey the scene, proceed if safe and repeat head count.
* Staff will notify families by phone, email or text as soon as possible to inform them of the emergency and reunite with their child.
* **Reunification Site is**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**OTHER NATURAL OR MAN-MADE DISASTERS**

* Staff will contact 911 to report a disaster.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will retrieve Child Information Records, Emergency Care Plans, and Grab and Go Binder.

 Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will complete a head count.

 Staff Position

* Staff will follow emergency personnel guidance.
* Staff members will accommodate for children with chronic medical conditions and/or special needs during an emergency by following individual emergency plans such as Individualized Education Program (IEP), Emergency Care Plans, and Action Plans. Ensure all required medications are available.
* Staff will notify families by phone, email or text as soon as possible to inform them of the emergency and reunite with their child.
* Relocation and reunification determined by circumstance and/or emergency personnel.

**SERIOUS ACCIDENT/INJURY PLAN**

* Ensure that all staff and volunteers are aware of the location of the First Aid Kit (one kit for the classroom and one for outside), the Child Information Records (one copy of this record should be at the center and one on the bus if applicable) and the emergency phone numbers.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will stay with the injured child and administer the appropriate first aid. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(staff position) will locate the

Staff Position emergency phone numbers (including Poison Control) and the Child Information Record to contact a parent or

other emergency contacts listed on the card.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will care for the other children present during this time as well.

 Staff Position

* Staff members will accommodate for children with chronic medical conditions and/or special needs during an emergency by following individual emergency plans such as Individualized Education Program (IEP), Emergency Care Plans, and Action Plans. Ensure all required medications are available.
* According to the parent’s wishes and/or nature of the emergency, staff will make arrangements for the child to be picked up or for an ambulance to transport the child to the hospital.
* Relocation and reunification sites will be determined by circumstance and/or emergency personnel.

**INCIDENT, ACCIDENT, INJURY, ILLNESS, DEATH, FIRE REPORTING TO LICENSING AND REGULATORY AFFAIRS**

* Incident Report BCAL-4605 Licensing Regulation R 400.8158. The center shall make a verbal report within 24 hours of the occurrence of any of the following: a child is lost or left unsupervised, an incident involving an allegations of inappropriate contact, the death of a child in care, the center is evacuated for any reason, a fire on the premises of the center that requires the use of the fire suppression equipment or results in loss of life or property.
* A center shall make a verbal report to the department within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident or medical condition that occurred while the child was in care.
* A center shall submit a written Incident Report within 72 hours of the verbal report to the department**.** A copy of the report shall be kept on file at the center. Additionally, staff will provide a copy to the Site Supervisor/PSC/Program Support Staff.

**Reviewed by staff and subs:**

**Date Reviewed: \_\_\_\_\_\_ (September) Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reviewed: \_\_\_\_\_\_ (January) Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Original: To be posted in a place visible to staff and parents.**

**Copy: Kept with the Child Information Records and Safety and Emergency Preparedness Plan in the Grab and Go Binder**

**Distribution: Copy to Site Supervisor, Site Supervisor will forward to Site Manager**

References: HS Standard 1302.47, Licensing Rule: R400.8158, R400.8161, GSRP Classification: Classroom Requirements

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