**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. Also, refer to the Safety and Emergency Preparedness Plan for additional emergency and crisis management guidance.

**FIRE-EVACUATION**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare emergency. Alert staff about emergency and begin evacuation procedure. Call 9-1-1.

Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gather students at the nearest emergency exit and complete a head count.

Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_retrieve Child Information Records, Emergency Care Plans, Safety & Emergency Preparedness Kits,

Staff Position

and Grab and Go Binder.

* 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 the evacuation meeting site. If blocked, use secondary evacuation route.
* **The evacuation meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **The secondary evacuation meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Upon exiting, staff will survey the scene, proceed if safe and repeat head count. If a child or adult is unaccounted for, alert first responders.
* 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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Wait for all clear before returning to the building.

**TORNADO-SHELTER IN PLACE**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare emergency. Alert staff about emergency and begin shelter in place. Call 9-1-1.

Staff position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gather students to shelter in place and complete a head count.

Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ retrieve Child Information Records, Emergency Care Plans, Safety & Emergency Preparedness Kits,

Staff Position

and Grab and Go Binder.

* 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 the designated meeting site**.** If blocked, use the secondary route.
* **The designated meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **The secondary designated meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**
* Upon guiding children to shelter in place, staff will survey the scene, proceed if safe and repeat head count. If a child or adult is unaccounted for, alert first responders.
* 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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Wait for all clear before leaving shelter and resuming daily activities or begin evacuation procedures if the building is no longer structurally safe.

**OTHER NATURAL OR HUMAN CAUSED EVENTS (I.E.: GAS LEAK, CHEMICAL SPILL, SEWER BACK-UP, FLOOD, POWER OUTAGE)**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare emergency and decide the best emergency response: evacuate or shelter in place.

Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gather students at the nearest emergency exit or shelter in place and complete a head count.

Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_retrieve Child Information Records, Emergency Care Plans, Safety & Emergency Preparedness Kits,

Staff Position

and Grab and Go Binder.

* 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 the evacuation meeting site. If blocked, use secondary evacuation route.
* **The evacuation meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **The secondary evacuation meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **The designated meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **The secondary designated meeting site is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**
* Upon exiting or guiding children to shelter in place, staff will survey the scene, proceed if safe and repeat head count. If a child or adult is unaccounted for, alert first responders.
* 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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Wait for all clear before re-entering the building, leaving the shelter in place location, and/or resuming daily activities; begin evacuation procedures if the building is no longer structurally safe.

**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.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ stay with the injured child and administer the appropriate first aid.

Staff Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ locate the emergency phone numbers (including Poison Control) and the Child Information Record to

Staff Position

contact a parent or other emergency contacts listed on the card.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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.
* Meetings sites and reunification sites will be determined by circumstance and/or emergency personnel.

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

* The center shall make a verbal report within 24 hours to Licensing for 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.
* In the event of death of a child in care, immediately report it, in person or via phone, directly to the child’s parent. Other incidents, accidents, injuries or illnesses will be reported to the child’s parent in a timely manner.
* 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.
* Incident Report BCAL-4605 Licensing Regulation. 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 their Supervisor and 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, Emergency Care Plans and Safety and Emergency Preparedness Plan in the Grab and Go Binder**

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

**References:** HSPPS 1302.47; Emergency Preparedness Manual for Early Childhood Programs; NMCAA Safety and Emergency Preparedness Plan;

Licensing Rule: R400.8158, R400.8161, GSRP Classification: Classroom Requirements

7/2020 P:\Head Start Files\ADMIN\Procedures manual\Postings\Emergency Procedures Posting