 **EMERGENCY TELEPHONE NUMBERS**

**POST NEAR TELEPHONE**

**Policy:**  Post emergency telephone numbers, including 911, fire, police, poison control, the facility’s physical address, and 2 main cross streets adjacent to all center telephones.

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| LOCATION OF FIRST AID KIT |  |
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| LOCATION OF EMERGENCY PREPAREDNESS KIT |  |
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| COUNTY EMERGENCY MANAGEMENT CORDINATOR | Name and Address: |
| Phone Number: |
| Name and Address:  THE LOCAL HEALTH DEPARTMENT    Phone Number: | |
| LOCAL AMBULANCE | Name and Address: |
| **911**  Non-Emergency Phone Number: |
| LOCAL HOSPITAL | Name and Address: |
| Phone Number: |
| POISON CONTROL CENTER | Name and Address: |
| **1-800-222-1222** |
| LOCAL FIRE | Name and Fire Chief and Address: |
| **911**  Non-Emergency Phone Number: |
| LOCAL POLICE/SHERIFF | Name and Chief and Address: |
| **911**  Non-Emergency Phone Number: |
| SITE COORDINATOR/SUPERVISOR | Name and Address: |
| Phone Number:  Fax Number:  Email Address: |
| COACH  Phone Number:  Fax Number:  Email Address: | Name and Address: |
| LICENSING CONSULTANT | Name and Address: |
| Phone Number:  Fax Number:  Email Address: |
| CLASSROOM INFORMATION | Name and Address:  **List the 2 main cross streets:** |
| Phone Number:  Fax Number: |

In case of an emergency and supervisors are not available contact:

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| Early Childhood Director: Shannon Phelps  989-302-2812 | Director of Operations: Kim Aultman  231-346-2114 | Executive Director: Kerry Baughman  231-346-2161 |
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Original: Post near telephone in a conspicuous location that is visible to staff. Copy to Supervisor.

6/21 Reference: Licensing R400.8164 (3) P:\Head Start Files\ADMIN\Procedures Manual\Posting \Emergency Telephone Numbers