

**NeighborImpact Head Start & Early Head Start
Policy & Procedure**

Section: Subpart D: Health Program Services	PC Approval Date: 9/6/05, 7/18/18
Title: Emergency/Disaster Preparedness	Updated:11/3/17
Policy #: HS-34	NI Board Approval: 9/12/19
Forms Required: Emergency/Disaster Preparedness Guide, Emergency Preparedness Drill Schedule, Site Safety Plan, Health and Safety Checklists	
Performance Standards: 1302.47, CCD: 414-300-0170, CFOB: 9.2.4.3	Page 1 of 2

Policy: In order for staff to prepare and quickly respond to an emergency/disaster, safety procedures for emergencies will be practiced regularly. This policy guides staff in the notification of parents in the event that an emergency/disaster occurs.

Purpose: Because NeighborImpact Head Start & Early Head Start is dedicated to the safety as well as the education of our students, we have created the Emergency/Disaster Policy. This policy contains a plan of action for staff to prepare for and follow in the event that an emergency or disaster if it should happen in our area during school hours.

Procedure:

Preparing for Emergencies/Disasters:

- A. Provide staff and parents information at the beginning of the year on how the program will respond during emergencies utilizing the Site Emergency Disaster Information form.
- B. Check site regularly for potential hazards utilizing Health and Safety Checklists.
- C. Practice fire drills/evacuations one time each month and one other drill from the Emergency Preparedness Guide each month. See Emergency Preparedness Drill Schedule.
 - a. Document completion on Drill logs and document on Lesson Plan. Always notify parents beforehand when practicing lockdown or shelter-in-place drills.
- D. Sites will identify an on-site evacuation location. Sites will also determine a primary and secondary off-site evacuation location. These locations will be documented on the Site Safety Plans.
- E. Sites will identify a location for lockdown and shelter-in-place and document on Site Safety Plans.
- F. Sites will develop a plan for the continuity of childcare operations in the event of evacuation, shelter-in-place or lockdown. This will be documented on the Site Safety Plans.
- G. Each classroom will post the “Emergency Preparedness Guide” and emergency phone numbers near classroom telephones. Cell phones will have the emergency phone numbers preprogrammed.
- H. Ensure Emergency Buckets are located at each site. These buckets are for emergencies/disasters that require center staff and children to remain at the center (i.e. Lock down emergencies).
- I. Ensure that each classroom has a Grab and Go Bag. These bags are for outside time, field trips and evacuations.
- J. Ensure Hazard Buckets, First Aid Kits and Grab and Go Bags are inventoried accordingly.
- K. Ensure Emergency Contact Forms are up to date with current contact information.
- L. Ensure ICCHP’s are in classroom binder for children with special health needs.
- M. For emergencies/disasters that occur outside of school time, refer to the Inclement Weather and Cancellation of Services Policy.

During an emergency/disaster:

- A. Keep Calm
- B. Assess the Situation
- C. Take action to ensure the safety of children and staff.
- D. If it is necessary to evacuate the building or shelter in place:
 - a. Put a note on the outside door/window telling where you are going.
 - b. Take Grab and Go Bag, ICCHP's, medications, emergency contact forms and center cell phone.
- E. Refer to Emergency Preparedness/Disaster Guide for next steps.
- F. Call the Site Lead and Head Start Director; they will communicate with parents and media if necessary.
- G. Staff will ensure children are safe and engaged with appropriate activities for the emergency, (singing, telling stories, reading books, etc.).

Reunification of children and parents.

- A. Parents will be informed in advance of evacuation, lock down and shelter-in-place locations.
- B. In the case of an actual evacuation, lock down or shelter-in-place, Site staff will notify parents, Site Lead and Head Start Director.
- C. The Head Start Director will contact media outlets as necessary and assist with necessary communications to parents and staff.
- D. Parents should wait until the immediate danger is passed, then go to the classroom to pick up their children.
- E. Only parent/guardians or authorized persons on Emergency Contact Forms are allowed to pick up children.
- F. The Teacher Advocate will be the responsible person to ensure proper pick up by parents and will account for all children utilizing the attendance sign-in/sign out policy.
- G. If a child needs to be transported for medical care, an assigned staff person will accompany the child to the emergency room and wait for parents or other authorized emergency contacts. Staff at the site will contact parents.

Training:

- A. New employees will receive training on the Emergency/Disaster Preparedness Policy at new employee orientation.
- B. Staff will be trained on the Emergency/Disaster Preparedness Policy annually.
- C. All classroom staff are trained in First Aid/CPR within 60 days of hire.