

	<b>DHS Early Head Start Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 5</b>			
<b>SUBJECT</b>	Emergency Preparedness / Emergency Procedures		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/26/16</b>	<b>Policy Council Revision: pending</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: pending</b>
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**Policy:**

The Early Head Start (EHS) Program, including the EHS Grant Recipient and Service Providers will develop and implement procedures that address emergencies including, but not limited to health/mental health emergencies, safety concerns, fire, food allergies, natural disasters, and the control of infectious/contagious diseases. Staff must be trained in emergency preparedness and the Service Provider will maintain documentation of such training.

Locations and telephone numbers and emergency response procedures must be posted in each room used by children, including the main office and central locations, and made available to all staff.

All emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control, must be immediately accessible to staff at all times. Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.

Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including the main office and central locations, and made available to all staff.

Emergency evacuation routes and other safety procedures for emergencies are practiced regularly, in keeping with Head Start Performance Standards and Texas Health and Human Services Commission Child Care Regulation. Service Providers must retain documentation of these events and activities.

Each classroom must have a first aid kit, available at all times, including outdoor play time. The Early Head Start (EHS) Program will develop and implement procedures related to the location and contents of each first aid kit. Procedures will include Caring for our Children: National Health and Safety Performance Standards and ensure the following for each first aid kit:

- Kept in clean and sanitary condition
- Easily accessible and available to all employees at all times
- Antiseptics should be in original packaging
- Stored in a designated location known to all employees
- Kept out of reach of children
- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired

**Performance Standard:**

1302.41(b)(2); 1302.47(b)(1,4,7-8)

**Additional Guidance:**

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1