

	DHS Head Start Program Policy		
EnvHS 5			
SUBJECT	Emergency Preparedness		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/15/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: pending	Governing Body Approval: 9/28/17	Governing Body Revision: pending
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Policy:

The Head Start Program, including the Head Start Grant Recipient and Education 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. All staff must be trained in emergency preparedness. The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, will maintain documentation of trainings.

Locations and telephone numbers and emergency response procedures must be posted in each room used by children, including the main office and central locations on campus, 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.

Education Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including the main office, nurse's office, gymnasium, restroom facilities located in main hallways, and other central locations on campus. The location, room number, and path to safety must be highlighted on each evacuation route.

Each Head Start site must have a complete first aid kit, available at all times. A first aid kit must also be available during field trips, while transporting children on the bus, and on the playground. Education Service Providers will develop and implement procedures related to the site 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
- When appropriate, items 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