

**EAST MISSOURI ACTION AGENCY HEAD START  
EMERGENCY PREPAREDNESS PLAN**

**Introduction:**

The Head Start Director, along with all central office and center staff are responsible for the safety of all enrolled children. Each center in all eight counties of our service area will use this plan as a guide in case of emergencies at their particular center. Each center's site manager will look at their community and assess possible hazards posed by the physical environment near the center, and include emergency procedures for these possible hazards.

**Organization:**

In the event of an emergency, the site manager will be in charge of emergency operations. In the absence of the site manager, the responsibility for emergency operations will fall to the next in charge as listed in each center's individual plan which will designate specific duties for each staff member. Prior to classes beginning at the start of each program year, the site manager, along with center staff members, will review the plan for their particular center and make all modifications deemed necessary. After reviews and revisions, each site manager will submit a copy of the updated plan to the central office for review. Upon central office approval, the site manager will provide training and copies of the plan to all center staff members. Center staff will then educate all Head Start volunteers and parents/guardians on this plan including how parents/guardians will be contacted in the event of an emergency. Parents will be given a copy of off site locations and phone numbers at enrollment.

All center emergency preparedness plans will, along with possible individual environmental dangers, include responses to the following:

- HEALTH/MEDICAL/DENTAL EMERGENCY
- FIRE/SMOKE/BOMB THREAT/CARBON MONOXIDE/HAZARDOUS MATERIAL EXPOSURE/GAS LEAK/CHEMICAL SPILL
- TORNADO/THUNDER STORM
- EARTHQUAKE
- KIDNAPPING
- MISSING CHILD
- DANGEROUS INTRUDER/DISGRUNTLED PARENT/POTENTIALLY VIOLENT SITUATION
- FLOODING/WATER LINE DISTURBANCE/POWER OUTAGE
- ICE AND SNOW STORM

In the event of an emergency, the site manager or designee will institute the appropriate response action as indicated in the center's individual emergency plan. Once all emergency procedures have been implemented and the safety of all children, volunteers and staff is established, the site manager or designee will contact that center's area coordinator or other central office staff member.

It is the responsibility of all site managers to seek two (2) locations near the center to be used in case an emergency arises that requires off site sheltering of children. The site manager will talk with the appropriate individuals and gain written permission for Head Start to use the identified facilities if the need should arise. At time of enrollment, written permission to shelter children off site, if necessary, will be obtained from each child's parent or guardian and will be kept in the child's file. Each center's individual emergency preparedness plan will contain the addresses and phone numbers (if possible) of the off site locations to be used if an emergency requires off site evacuation.

Each education staff member will wear an apron or fanny pack, containing Child Plus report #1520 at all times when the children are present. This report contains emergency contact information on each enrolled child. A new report will be provided monthly by the area support assistants. During the month, any changes to emergency information, or for new enrollees, information will be hand written on the existing emergency contact form by the teachers, until a new computer report is provided. This same report will be posted in the classroom at each exit and at the main entrance to the building. They will be placed in a large envelope that is clearly marked "Emergency Contacts". All copies of Emergency Numbers and new enrollees will be changed immediately when any information changes.

Every classroom will have an area designated for emergency preparedness. This area will have illustrations that show what to do in case any of the above mentioned emergencies arise. The area will also have an envelope with contact information on each child, and a backpack containing emergency supplies. The backpack is provided by Head Start and will hold first aid kit, gloves, special care plans, medication (if needed), and flashlights. These bags will be taken at all times when going off site. They will be packed and used even during drills.

The following pages contain federal Head Start Performance Standards and EMAA's plans of action to ensure compliance with these regulations.

## **Policies and Procedures**

### **1302.47 – Safety Practices**

**(a) A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult Caring for our Children Basics, available at [http://www.acf.hhs.gov/sites/default/files/eecd/caring\\_for\\_our\\_children\\_basics.pdf](http://www.acf.hhs.gov/sites/default/files/eecd/caring_for_our_children_basics.pdf), for additional information to develop and implement adequate safety policies and practices described in this part.**

Plan of action- Staff will develop a plan of action for medical and dental emergencies based on their location and accessibility to care. All staff and volunteers will be trained on these procedures. This should be done at staff meetings and as volunteers come into the center. The training will be documented on a Meeting Participating Form.

Emergency medical information will be gathered on each child at final enrollment. This information will be up-dated when changes are made on a Change of Status Form. All Change of Status Forms will be gone over at weekly staff meetings. Agreement Forms with authorization for emergency care will be in each child's file at the center.

**Head Start staff will make every effort to contact the parent or guardians in the case of an emergency. In the event that a parent, guardian or emergency contact cannot be reached, the child will be transported to the nearest emergency medical facility by emergency medical staff.**

**Emergency Medical information reports will be posted at all entrances, on the bus (during field trips) and carried with staff in a fanny pack or apron when working with the children.**

If there is a medical or dental emergency or accident staff should fill out an Accident Form, have the form signed by the parent/guardian, keep a copy on site and send original to Central Office. The report will be in Central Office within twenty-four hours of the time of the accident.

*See Medical Emergency Plan--See Dental Emergency Plan*

All staff will be trained on Emergency Drills and Plans of Action for Emergencies, CPR and First Aid, Blood Borne Pathogens, and Child Abuse and Neglect.

All staff will wear a fanny pack or apron that contains emergency information on the children.

*See Staff Training requirements in training section.*

## **DENTAL EMERGENCY FIRST AID PLAN**

Attempt to calm the child.

All incidents should be handled quietly and calmly; a panicked child is likely to create problems for treatment and may cause further trauma.

1. If the child is bleeding (REMEMBER TO WEAR GLOVES):
  - A. Stop bleeding by applying pressure to the area
  - B. Wash the affected area with clean, cool water
  - C. Have child bite down on sterile gauze
  - D. Apply ice, wrapped in clean cloth, for swelling
2. If tooth is knocked out, chipped, broken or loose:
  - A. Staff should calm the child
  - B. Put tooth in glass of tap water or milk
  - C. If injured area is dirty, clean gently
  - D. Place cold compress on the face in the injured area to limit swelling
  - E. Site manager or teacher will notify parent/guardian & immediately take the child to dentist
  - F. *REMEMBER, ACT QUICKLY, TIME IS OF THE ESSENCE!*

3. If teeth are loosened in an accident:
  - A. Rinse out the child's mouth
  - B. Do not attempt to move the tooth or jaw
  - C. Site manager or teacher will notify parent/guardian & take child immediately to dentist
4. If tooth is knocked into gums:
  - A. Do not attempt to free or pull on the tooth
  - B. Rinse out the child's mouth
  - C. Site manager or teacher will notify parent/guardian & take child immediately to the dentist
5. If injury to tongue cheeks or lips:
  - A. Rinse affected area with clean water
  - B. Apply ice wrapped in clean cloth to control swelling
  - C. Site manager or teacher will notify parent/guardian & take child to dentist or physician if bleeding continues or wound is large
6. Swelling from infection:
  - A. Site manager or teacher will notify parent/guardian and have them take child to dentist or physician
7. Toothache:
  - A. Cold water held in mouth will help the pain some
  - B. Site manager or teacher will notify parent/guardian and have them take child to dentist
8. In the event of any other soft tissue injury, as in the case where the tongue or lips become stuck to an object and the tissue tears:
  - A. Stop the bleeding (*remember to wear gloves!*)
  - B. Cover the affected area with sterile pad
  - C. Site manager or teacher will notify parent/guardian, & take the child immediately to the physician

## **HEAD START MEDICAL EMERGENCY PLAN**

**A LIST OF ALL EMERGENCY NUMBERS SHOULD BE POSTED BY ALL TELEPHONES IN THE CENTER: THIS LIST SHOULD INCLUDE THE HOSPITAL, AMBULANCE, FIRE DEPARTMENT, AND POISON CONTROL.**

**STAFF WILL KEEP EMERGENCY CONTACTS AND MEDICAL INFORMATION ON THE CHILDREN, STAFF AND VOLUNTEERS IN A FANNY PACK OR APRON THAT IS WORN AT ALL TIMES WHEN WORKING WITH THE CHILDREN.**

1. The site manager or teacher will assess the situation and start emergency medical treatment, CPR or first aid.
2. The assistant teacher will call ambulance, hospital or doctor.
3. The family advocate or other available staff will pull Agreement Form for Authorization of Treatment. Family advocate or available staff will call parents or emergency contact.

4. The site manager or teacher will accompany child to doctor's office or hospital.
5. Central Office will be notified as soon as possible. An Accident Report or a report of emergency medical treatment will be sent to Central Office within 24 hours.

The site manager or the teacher will treat minor injuries in the center. Parents must be informed of all treatments regardless of how minor they appear to staff. Accident report must be signed by the parent/guardian and returned to the center. A phone call or letter must be sent when the child goes home. All contacts must be documented on the child's contact sheet.

**(7) Administrative safety procedures. Programs establish, follow, and practice, as appropriate, procedures for, at a minimum: (i) Emergencies; (ii) Fire prevention and response;**

Plan of action-Staff will develop a plan of action appropriate to their location for emergencies that require evacuation: fire, smoke, bomb threat, hazardous material exposure, carbon monoxide leaks and gas leaks.

Staff will develop a plan of action for tornado and or severe thunderstorm warnings. Children will be moved to a location that has been determined to be the safest area in their particular center; (for example, lowest level, interior room or hallway etc.)

Staff will develop a plan of action in the event of an earthquake that follows the state of Missouri guidelines.

Plans will be very specific on escape routes, staff assignments, and locations of fire alarms, flashlights, and other emergency supplies.

Staff and volunteers will participate in the drills along with the children.

Log will be checked to assure that drills are being conducted.

Center staff members will review the emergency plans every three (3) months and document the review on the emergency drill log.

**Emergency evacuation procedures will ensure the safety of children with disabilities. Staff will work at each site on an individual basis to make these accommodations.**

All emergency procedures will be class specific. Procedures must include signals and responsibilities for each staff. This must be done for all drills. These emergency procedures will be posted in each classroom. You must include specific steps for children with disabilities. These emergency procedures will be typed and mounted on brightly colored poster boards that are clearly visible to staff and volunteers.

Drill logs, emergency procedures (medical and dental, choking poster), evacuation plan (current map), first aid kits, and latex gloves will all be displayed in one designated area of the classroom. Emergency contacts and special care plans for each classroom will be posted in each classroom

by the door (see below for instructions for posting). A backpack will be hung in the emergency area and all vital information and materials will be put into the backpack when an emergency arises or a drill is performed.

If your parent area or cafeteria is separate from the classroom, there must also be an emergency plan for that area and the needed emergency supplies provided.

One each of the drills will be done monthly at all Head Start sites (this will be one each week) and documented on a drill log that is posted. These drills must be reflected on the weekly activity plan.

***All staff and volunteers must participate in emergency drills.***

### **Emergencies Requiring Site Closures**

In the event of a water line disturbance or power outage parents or emergency contacts will be notified to pick-up the children. Staff will stay at the center with the children in the designated safe place until all children have left.

In the event of a flood, severe snow or ice storm warning, parents or emergency contacts will be notified to pick up the children. Staff will stay until all children have left the center.

Emergency contact information (Child Plus Report # 1520) will be run per classroom, kept in a large envelope that is clearly marked Emergency Contacts. Special Health Care Plans will also be posted in a separate envelope.

All classrooms will have a backpack for all emergency supplies that will be taken on the drill or emergency. These contacts will be run monthly and given to teaching staff at the weekly staff meeting. These emergency contacts will also be kept in staff's fanny pack or apron. The teacher is responsible for assuring that this information is copied, current and placed in the appropriate place (posted and given to the assistant teacher). This will be reflected in staff meeting minutes.

Old contacts will be destroyed when new ones are given to the teaching staff. If a child enrolls during the month, their information will be written on the posted report, the assistant teacher report and the teacher's report by the teacher until a new report is posted the first day the child attends. Site managers will check the reports to assure that these guidelines are being followed.

At the main entrance to each center, emergency contacts will be posted for all children in the same manner. The Health Specialist will check at monitoring visits and Area Coordinators will check during center visits.

**This is an example- Each classroom will have to do their own and be specific to their area.**

## **TORNADO EMERGENCY PROCEDURE**

Signal:

Bell will sound three times

Procedure:

Line children up - Assistant teacher

Head Count - Teacher

Child(ren) with disabilities - (for example a child in a wheel chair) - Teacher

Emergency Contacts, special care plans and backpack - Assistant teacher

Staff and children will go to the center hallway and sit against the wall.

Children and staff will stay in the hallway until the all clear signal is given by the site manager.

Teachers and site managers will contact emergency contacts and emergency agency.

Assistant teachers, cooks, family advocates and other support staff will remain with the children until children are released to the proper person.

Staff will work with parents on home visits to help them develop a plan for emergency procedures for their own homes.

Parents/guardians will be given the opportunity to attend all trainings that deal with emergency procedures.

People involved-All Staff

Document on Drill Form- Site manager

Time Frame-Ongoing

Documentation-Family Contact/Transaction Form, Meeting Participation Report

### **Notification of Parents**

Staff will notify parents of all accidents, emergencies or incidents (bites, scratches, falling, fight and etc.) involving their child immediately. Accident reports must be signed by the parent/guardian and returned to the center. A copy will be kept at the center and a copy will be sent to Central Office. The accident report must be in Central Office within twenty-four hours.

All contacts will be put on a contact sheet. A copy of any correspondence will be kept in the child's file. Emergency information on all children will be kept up-to-date and entered into the computer as soon as it is received. Emergency contact reports will be run monthly and

distributed to the appropriate staff or file. All Change of Status will be gone over at weekly staff meetings and any changes will be noted on staff's copy.

**(iv) Only releasing children to an authorized adult**

Strategies:

1. Released to list: A child may be released from the classroom only to the persons who appear on the released to list.
2. Sign out: Persons taking the child sign the sign-out sheet.
3. Written request: Persons not on the release-to list need a written permission signed by parent or guardian, except in an emergency.
4. Phone calls only in emergency: No phone calls are accepted except in an EXTREME emergency. The nature of the emergency and the name of the caller and person to pick up child are documented on the contact/transaction form.
5. Kidnapping precautions:  
If someone arrives to pick up a child and staff members are at all uneasy about releasing the child to them, they should explain to that individual that you will need to call the parent to verify this release. Normally that adult will appreciate your care and concern for the child's safety; however if the adult instead becomes agitated, center staff will implement the following procedures.
  - a. Calmly signal a fellow staff member by saying \_\_\_\_\_  
(each program needs to fill this in for their program).
  - b. Quietly assess where the child is safest.
  - c. Call the parent and/or the police.
6. Kidnapping precaution drill: Staff role play or discuss this procedure at least once each semester and document on staff meeting minutes.

Time Frame: Ongoing

People Involved: All staff

Documentation: Application, Change of Status, Child Plus Emergency Contact printout, Sign-Out Sheet and staff meeting minutes.

**Missing Child**

A face – to – name checklist is completed during every transition period. If a child is found to be missing, after a thorough check of the entire center/grounds, the local police department and parent will be called.

## **Potentially Violent Situations/Disgruntled Parents, Guardians or Staff**

All centers will develop a plan of action and a lock down status procedure. This procedure will be for potentially violent situations and for disgruntled parents, guardians or staff. Centers will have to go into lock down status (which means that all entries are locked and no one may enter or leave the building). All staff and children will move to a safe, secure location. Lock down status will remain in effect until the proper authorities have given the all clear.

Staff will use a signal word that indicates danger and the center will go on a lock down status. Teaching staff and children will go to the designated safe place. Site manager will notify the proper law enforcement agency. The center will stay in lock down until the proper authorities have given the all clear.

Staff will develop a plan for violent situations that is center specific. This plan will be gone over at the first staff meeting of each program year.

Documentation: Staff meeting minutes.

Parents will be made aware of emergency plans and where these plans are located in the classroom. This information will be provided in the parent handbook. They will be informed of the possibility of a lock down status and in that event that they will not be able to leave or enter the building until the all clear is given by the proper authorities.

Site managers will send Central Office a copy of plans at the beginning of the school year that reflects any changes. Site-managers at each site are responsible for letting parents/guardians know throughout the year if any plan has changed. Any changes will be sent to each family and documented on a family contact/transaction form.

## **Shelter in Place: Caring for the children at the Head Start Center**

In the event of an emergency that would require staff and children to shelter in place each center will have a plan to notify parents/guardians and the local emergency response staff of the event. Staff at each site will utilize cots, blankets, food from the Head Start kitchens and water that is available at each site (hot water heaters). Staff will stay with the children until all children are safely released to parents/guardians or emergency response staff.

## **Evacuation:**

Each Head Start center will contact and make arrangements with two (2) nearby locations that will allow Head Start children to be sheltered at, in the event of an emergency requiring an evacuation. The locations of these sites will be given to parents/guardians along with the addresses and phone numbers (if available).

## EMERGENCY DRILL LOG

Date Done	Type of Drill*	Elapsed Time (in minutes)	Staff Signature	3 Month Review of Emergency Plan
<b>SEPTEMBER</b>				
				<b>REVIEW</b>
<b>OCTOBER</b>				
<b>NOVEMBER</b>				
<b>DECEMBER</b>				
				<b>REVIEW</b>
<b>JANUARY</b>				
<b>FEBRUARY</b>				
<b>MARCH</b>				
				<b>REVIEW</b>
<b>APRIL</b>				
<b>MAY</b>				

\*Drills done each month:

Tornado/  
Thunderstorm

Fire/Smoke/Bomb Threat/  
Carbon Monoxide/Gas Leak/  
Hazardous Material Exposure/  
Chemical Spill

Earthquake

