

SECTION XX: HEALTH AND SAFETY POLICY

1. COMMUNICABLE DISEASES POLICY

The Agency's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the diseases, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), tuberculosis and COVID-19.

The Agency may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC). The Agency will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The Agency reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

The Agency will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be

made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

A. QUARANTINE

- a.** The Agency will take proactive steps to protect the workplace in the event of an infectious disease outbreak. Employees are encouraged to engage in good hygiene practices while at work, especially hand washing with water and soap.
- b.** The Agency will ensure a clean workplace, including the regular cleaning of objects that are frequently handled, such as taps, toilets, doors handles and railings.
- c.** Sick leave is provided in an effort to make all reasonable attempts to ensure that employees do not attend the workplace while displaying symptoms of illness or if subject to quarantine directives.
- d.** It is the goal of the Agency, during any time period of quarantine or infectious disease outbreak, to strive to operate effectively and ensure that all essential services are continuously provided and employees are safe within the workplace.

B. STOPPING THE SPREAD OF GERMS AT WORK

- a.** How Germs Spread
- b.** Illnesses such as the flu (influenza) and colds are caused by viruses that infect the nose, throat, and lungs. The flu and colds usually spread from person to person when an infected person coughs or sneezes.

How to Help Stop the Spread of Germs

- 1.** *Cover your mouth and nose when you sneeze or cough.* Cough or sneeze into a tissue and then throw it away. Cough or sneeze into your elbow if you do not have a tissue.

2. *Clean your hands often.* Wash your hands with soap and warm water, then rub your hands vigorously together and scrub all skin surfaces. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. If using a gel, rub the gel in your hands until they are dry. The gel doesn't need water to work; the alcohol in the gel kills the germs that cause colds and the flu.
3. *Avoid touching your eyes, nose or mouth.* Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose or mouth. Germs can live for a long time (some can live for two hours or more) on surfaces like doorknobs, desks and tables.
4. *Check with a health care provider when needed.* When you are sick or have flu symptoms, stay home if possible, get plenty of rest and check with a health care provider as needed. Remember: keeping distance from others may protect them from getting sick.
5. *Practice other good health habits.* Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food. Practicing healthy habits will help you stay healthy during the flu season and all year long.

For more information, visit www.cdc.gov or call the Center Disease Control (CDC) Flu Information Line at (800) CDC-INFO

2. EXPOSURE PREVENTION POLICY

In the event of an influenza pandemic or other communicable disease or pandemic situation, the Agency may implement these social distancing guidelines to minimize the spread of the influenza and other communicable diseases among the staff.

During the work day, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, video conferencing and the Internet to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, break rooms, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunch rooms and crowded restaurants).
6. Encourage employees to request information via phone, email and fax in order to minimize person-to-person contact.

A. OUTSIDE ACTIVITIES

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc. where employees might come into contact with contagious people.

B. TELECOMMUTING

Management will determine which, if any, employees may work from home and encourage all employees who are able to telecommute to do so.

C. CONFERENCES, SEMINARS, AND EDUCATIONAL EVENTS

Management will determine if and when to cancel or postpone agency events.

3. DISASTER PREPARDNESS PLAN

A. EMERGENCY PRIORITIES

Natural

- A. Tornadoes and other weather emergencies – In addition to tornadoes. Missouri is prone to other types of weather emergencies that can cause significant damage.
- B. High-velocity straight-line winds can cause as much damage as tornadoes.
- C. Severe thunderstorms produce heavy rains resulting in flash flooding, hail, lightning strikes that can cause injury or fires, microbursts.
- D. Flooding – prolonged rain in your area or upstream can result in significant flooding.
- E. Extreme heat and cold – Missouri’s climate can include prolonged periods of high or low temperatures. Either condition can prove dangerous, or even deadly, for those subject to the elements or at greater risk, such as children and the elderly.
- F. Winter storms – Winter ice and snow storms can result in an inability to travel, loss of utilities and danger from the cold. The effects of a winter storm in Southwest Missouri were a loss of utilities for more than two weeks in some areas and debris clean-up for months.
- G. Wildfire – Controlled burning is a relatively common practice in Missouri and can easily get out of hand, especially in the spring when low humidity and high winds can add to the danger.
- H. Earthquake – Eight of the United States’ earthquake source zones are in the central section of the country, with two located in the State of Missouri. The most active zone is the New Madrid Fault, which runs from northern Arkansas through southeast Missouri and western

Tennessee and Kentucky to the Illinois side of the Ohio River Valley. It was the site of a significant series of earthquakes in 1811 and 1812, and makes earthquake planning a necessity in our state. Other zones affect Missouri because of their close proximity – including the Wabash Valley Fault, Illinois Basin, and the Nemaha Uplift, which runs parallel to the Missouri-Kansas border from Lincoln, Nebraska to Oklahoma City, Oklahoma. Earthquakes from these faults may not be severe as those in the historic New Madrid fault zone but several have affected areas in Missouri in the past.

- I. Epidemics or Pandemics – These are serious outbreaks of disease that could sicken and kill thousands of people across the country and around the globe. Health officials say the spread of a new strain of influenza virus (a respiratory infection with fever) could reach pandemic proportions in the coming years. Flu is particularly dangerous because it spreads through the air. Strains of respiratory infections or reoccurrences of severe acute respiratory syndrome coronavirus could reach pandemic proportions again. Other diseases of concern in this area include Smallpox, St. Louis encephalitis, Meningitis, Lime Disease, West Nile Virus, and SARS (Severe Acute Respiratory Syndrome). See Employee Handbook.

Accidental

- J. Radioactive Materials Incidents/Chemical Spills – These events can occur during transportation of hazardous materials through the State of Missouri, often by truck or rail. In addition, approximately 20 flights each day from Lambert Airport in St. Louis carry nuclear medicines.
- K. Utility Outages – Utility interruptions and failures most prominently,

they affect the very young or elderly at greater risk from loss of heating and cooling systems and those dependent upon medical equipment requiring a power source. Loss of communications can also adversely affect provision of emergency services, increasing the difficulty of contacting the services for emergency assistance.

Civil/Political, Terrorist and Security Events

- L. The State of Missouri mitigates against attacks from terrorists – be they bombings, cyberterrorism attacks, agro-terrorism, chemical weapons, etc. The state also mitigates for civil or political unrest that might cause riots, as well as the effects of any hazard at large-scale events. Examples include inaugurals, concerts, or 4th of July celebrations, where the proximity of large numbers of people create the possibility of greater danger for those involved.
- M. Active Shooter/Intruder – An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area, and recent active shooter incidents have underscored the need for a coordinated response by law enforcement and others to save lives.

B. EMERGENCY CATEGORIES

1. A localized emergency that staff can handle with internal policies. Examples are slip, trips and falls, broken water pipes, minor auto accident, etc.
2. A moderate to severe emergency, which may require assistance from the fire department, police etc. Examples are tornadoes, fire, severe earthquake with injuries, hazardous spills, etc.
3. A major disaster where large amounts of mutual aid and assistance will be required. Recovery time will be extensive and response will involve full local emergency authorities with possible delays.

Examples are tremendous earthquake, EF-5 category tornado, large terrorist attack, flash flood, pandemic, etc.

C. PRIORITY OF ACTION

Every disaster has a beginning and an end with several stages in between. The priority of action details what actions need to take place as the disaster proceeds.

1. Warning or notification. When an event is expected there may be not time to warn people (e.g. earthquake). Only a few seconds or minutes to warn people (e.g. tornado, flash flood). Or lots of time to warn people (e.g. wild fire, large scale flood, etc.). In all cases the widest and quickest notification of the problem and actions to take need to take place as soon as possible.
2. Securing people from harm or further harm. Moving people away from the source of danger to prevent injury or further injury. Shutting off gas, electric and water utilities. Moving out of dangerous buildings or situations, etc. Each facility practices the shutoff procedures and evacuation procedures semi-annually.
3. First aid to injured people. Applying first aid to any injured person and comfort to the fearful and calling of additional assistance as needed; as well as transporting injured to doctor or hospital.
4. Waiting out the disaster until people can go home or another safer place. This often can be the longest part of the disaster.
5. Survey and analysis. Reviewing the actions taken in the face of the disaster and taking a critical position as to what went well and what went wrong. It also includes an assessment of the damage and surveying for additional dangers within structures or situations, recording the disaster using photo or electronic means. This phase

includes an analysis of how effective the response to the disaster was and what systems, policies or procedures need to be instituted to ensure the response to the next disaster is more effective.

6. Redesign and rebuild. As the recovery process proceeds, the lessons learned from the survey and analysis phase are put into plans for the rebuild. The purpose is to mitigate the damage and injury that might occur when the disaster event occurs again.

D. NOTIFICATION PROCESS

Being prepared means being informed. EMAA provides technology to keep people informed about a threat through the following means:

- A. Small, multi-power source AM/FM or Weather radios at each location.
- B. Should an emergency situation arise such as severe weather, local threat, earthquake etc. EMAA will use the Texteaster system to alert all staff.
- C. EMAA keeps a list of mobile phone numbers of staff to allow contact through cell phones when possible and if needed.
- D. EMAA staff monitors web and radio broadcasts of developing emergencies during work hours.

E. PREPAREDNESS

After undergoing a disaster, it is important to:

- A. Be able to evacuate to a safe area
 - a. Approved evacuation plans are in place for all facilities.
 - b. Evacuation plans should be practiced semi-annually at all locations.
 - c. First Aid Kits are available at all locations.
- B. Provide first aid to injured people
 - a. At least one staff person at each facility has had First Aid/CPR

training.

- b. First aid kits are available at each site.
- C. Have communication to summon assistance for victims, know how the disaster is progressing and when there is resolution of the emergency
 - a. In addition to regular land lines personal cell phones are present at all locations. While cell sites may not be available during an emergency, local efforts to repair the sites and land lines are a very high priority for all emergency services including phone companies, county resources and private companies.
 - b. Multi-source powered AM/FM radios are present at each of our sites to allow for receiving information about the progress of the disaster and the sources of needed resources. In all cases EMAA staff is to follow directives of emergency personnel.
- D. Have transportation for injured people and to get additional resources
 - a. Transportation of an injured person or person(s) should be done by medical professionals only.
 - b. Exceptions are only to be made after contact with the Executive Director or HR Specialist and given permission to do so.
- E. Maintain open relationships with local emergency, safety, and planning groups to ensure EMAA stays current with local plans and thinking about disasters

F. SCHOOL AND DAYCARE CLOSURES

In the event of school and daycare closures, the Executive Director will evaluate the reasoning behind the closures and work towards measures that accommodate both the needs of the agency and our clients as well as the needs of staff. Where applicable staff may be able to work from home with the appropriate equipment provided. However the agency will make sure that

we are meeting the needs of the clients and strive to provide fair practices to our staff across the agency.

4. POLICIES AND PROCEDURES

A. Emergencies and Disasters

Operational Procedure

Emergencies fall into three categories, each requiring a different response:

1. A localized emergency that staff can handle with internal policies.
2. A moderate to severe emergency, which may require assistance from the fire department, police, etc. examples are fire, tornadoes with injuries, hazardous spill, or active shooter.
3. A major disaster where large amount of mutual aid and assistance will be required. Recovery time will be extensive and response will involve full local emergency authorities with possible delays: examples are wide spread tornado damage with injuries, Epidemics or Pandemics etc.

At the central office, the Executive Director, or designee, will assess the situation and implement the Emergency Plan and/or emergency response procedures as conditions warrant. This will include not opening an office that is found to be unsafe upon morning arrival.

The Executive Director, or designee will contact Program Directors to update staff on accessibility and begin the communications process to update all staff in regard to the current situation.

At any office, there are posted evacuation and emergency plans, first aid kits, and fire extinguishers.

If it is necessary to evacuate the site during an emergency plan, staff will follow the offsite evacuation procedures. Staff will go out the nearest safe, exit, and meeting in the designated area.

Staff and customers will follow the instructions of local emergency response personnel at all times that such personnel are involved.

Phones and cell phones will be used only when emergency authorities have placed no restrictions on phone use.

If the building remains safe, but the disaster does not allow access to or exit from the building (such as road closures), staff will remain at the building until emergency personnel can reach the site and give an all clear for departure.

During a level three emergency, staff will report to their Department Head for assignment or next in charge should their manager or director be out of the office, which may include remote telecommuting.

An emergency situation may close a location or all locations depending upon the severity. This could be due to social distancing, travel restrictions, transportation shut downs (infrastructure), or community wide closures (such as daycares and/or schools). During any time of dislocation, sheltering in place, or quarantining staff may be required to report for work remotely or by telecommuting. Also, during this time alternative measures may be in place for gathering information or documentation: for example, emergency waivers or electronically signed documents, etc.

During an emergency, location(s) may be required to have reduced or remote telecommuting: The Executive Director will make this decision and share communication regarding the change of processes through the Department Head.

The Department Head will provide opportunities for staff to process the emergency experience if necessary.

B. Fire Preparedness and Emergency

Operation Procedure

1. Preparedness

Fire Drills will take place on a semi-annual basis at different times of day and documented by the appropriate agency staff.

- Fire Extinguishers are installed and certified on a regular basis
- First Aid Kits are kept current
- Everyone leaves by the prescribed route in an orderly and quiet fashion
- Staff and customers will not stop to take personal items
- The Executive Director, or designee, ensures that the site has been evacuated
- Staff and customer attendance is taken and all staff and customers are accounted for

2. In The Event of a Fire:

Central office will have well-supplied First Aid Kit. Kits will be located in each central office/Cape office program area: and at least one kit in all field offices. Anyone who discovers smokes or fire will pull the fire alarm (if applicable) and initiate appropriate evacuation procedures by using the appropriately determined notification system. All call over the phone, Textcaster, alarm, bell, or air horn.

The Executive Director, Program Director, Site Director or designee will evacuate the building in a safe and orderly manner following the practiced fire drill procedures.

Executive Director, designee, or local authorities will do a site safety check: fire, gas, water, sewage breaks, downed electric lines, turn off appropriate utilities, and check for building damage and potential safety problems: if gas is smelled, evacuate the building immediately taking the First Aid and Kit(s) as able.

Use flashlight if necessary, do not light matches or turn on electrical switches if you suspect damage.

Listen to battery powered radio as needed for news and instructions from local emergency services personnel.

Phones and cell phones will be used only when emergency authorities have placed no restrictions on phone use.

C. Earthquake Preparedness and Response

Operational Practices

1. Preparedness

Earthquake preparedness drills will take place on a semi-annual basis at different times of day and documented by appropriate agency staff.

- The Executive Director, or designee, ensures that the site has been secured.
- Staff and customer attendance is taken and all staff and customers are accounted for.

2. In the Event of An Earthquake:

Central Office will have well-supplied First Aid Kit. Kits will be located in each central/Cape office program area; and at least one kit in all field offices.

Indoors: Initiate appropriate evacuation procedures by using the appropriately determined notification system. All call over the phone, Textcaster, alarm, bell, or air horn. Get under a desk or table, whenever possible.

Outdoors: Stand away from buildings, trees, telephone and electric lines. The same notification system may be used if necessary.

Put Emergency plan into action as applicable. Stay calm and assure everyone's safety.

The Executive Director, Program Director, Site Director or designee may evacuate the building in a safe and orderly manner following the practiced earthquake drill procedures taking the First Aid Kit(s) as able.

Check for injuries, use first aid if necessary.

Executive Director, designee, or local authorities will do a site safety check: fire, gas, water, sewage breaks, downed electric lines, turn off appropriate utilities, and check for building damage and potential safety problems: if gas is smelled, evacuate the building immediately taking the First Aid and Kit(s) as able.

Use flashlight if necessary, do not light matches or turn on electrical switches if you suspect damage.

Listen to battery powered radio as needed for news and instructions from local emergency services personnel.

Phones and cell phones will be used only when emergency authorities have placed no restrictions on phone use.

D. Tornado Preparedness and Response

Operational Procedure

1. Preparedness

Tornado preparedness drills will take place on a semi-annual basis at different times of day and documented by appropriate agency staff.

- The Executive Director, or designee, ensures that the site has been secured.
- Staff and customer attendance is taken and all staff and customers are accounted for.

2. In the Event of a Tornado

Central Office will have well-supplied First Aid Kit. Kits will be located in each central/Cape office program area; and at least one kit in all field offices.

Warning Systems:

Tornado Watch – Tornadoes are likely to occur in the watch area. Be ready to act quickly and take shelter, and check supply kits. Monitor radio and

television stations for more information.

Tornado Warning – Imminent threat – A tornado has been sighted in the area or has been indicated by radar. Take shelter immediately.

Tornado sirens and/or weather radio announcement will alert the possibility or threat of a tornado.

- Seek a small interior room or hallway on the lowest floor possible
- Stay away from doors, windows, and outside walls
- Stay in the center of the room, and avoid corners because they attract debris
- Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead
- Avoid auditoriums, cafeterias and gymnasiums that have flat, wide-span roofs

Outdoors: Seek shelter in a basement or a sturdy building. If one is not within walking distance, try to drive in a vehicle, using a seat belt, to the nearest shelter. If flying debris is encountered while in a vehicle, there are two options: 1) staying in the vehicle with the seat belt on, keeping your head below the windows and covering it with your hands or a blanket, 2) if there is an area which is noticeably lower than the roadway, lie in that area and cover your head with your hands.

Put Emergency plan into action as applicable. Stay calm and assure everyone's safety.

The Executive Director, Program Director, Site Director or designee may evacuate the building in a safe and orderly manner following the practiced earthquake drill procedures taking the First Aid Kit(s) as able.

Check for injuries, use first aid if necessary.

Executive Director, designee, or local authorities will do a site safety check:

fire, gas, water, sewage breaks, downed electric lines, turn off appropriate utilities, and check for building damage and potential safety problems: if gas is smelled, evacuate the building immediately taking the First Aid and Kit(s) as able.

Use flashlight if necessary, do not light matches or turn on electrical switches if you suspect damage.

Listen to battery powered radio as needed for news and instructions from local emergency services personnel.

Phones and cell phones will be used only when emergency authorities have placed no restrictions on phone use.

E. Bomb Threat/Active Intruder – Shooter

Three major types of workplace violence:

Type I involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.

Type II involves a violent act or threat of violence by a recipient of a service provided by the agency, such as a client, patient, customer, passenger or criminal suspect or prisoner.

Type III involves a violent act or threat of violence by a current or former employee, supervisor, manager, or another person who has some employment related involvement such as an employee's spouse or lover, an employee's relative or friend, or another person who has a dispute with one of our employees. This is the most common threat.

Operational Procedures:

1. Preparedness:
 - Educate staff about local law enforcement and first responders for accessibility

- Building access is controlled and limited
- Incoming mail and parcels are observed and visually confirmed upon arrival
- Exits and external windows are not obstructed for quick exit if needed
- Internal and external lighting is adequate
- Evacuation maps are located with clear identification of exits and posted in hallway intersections
- Practice or be ware of potential escape routes
- Communication will be made accessible by initiating appropriate procedures by using the appropriately determined notification system. All call over the phone, Textcaster, bell, alarm, or air horn.

2. In the Event of a bomb threat or intruder/active shooter:

Phone Threat:

- Remain calm & DO NOT HANG UP
- If possible, signal other staff members to listen & notify Executive Director, or designee, and authorities
- If the phone has a display, copy the numbers and/or letters on the window display
- Write down the exact wording of the threat
- Keep the caller on the line for as long as possible and gather as much information as you can
- Be available for law enforcement follow up

Verbal (in-person) threat:

- At first opportunity, notify the Executive Director, or designee
- If the perpetrator leaves, note which direction they went

- Write down the threat exactly as it was communicated
- Note the description of the person who made the threat:
 - Note the Date and Time
 - Name (if known)
 - Race
 - Gender
 - Type/color of anything
 - Body size (height/weight)
 - Hair and eye color
 - Distinguishing features
 - Voice (loud, deep, accent, etc.)

Written Threat:

- Handle the document as little as possible
- Rewrite the threat exactly as it is on another sheet of paper and note the following:
 - Date/time/location document was found
 - Any situations or conditions surrounding the discovery/delivery
 - Full names of any personnel who saw the threat
- Secure the original threat: DO NOT alter the item in any way
- If small/removable, place in a bag or envelope
- If large/stationary, secure the location

E-Mailed Threat

- Leave the message open on the computer
- Notify the Executive Director, IT Personnel, or designee
- Print, photograph, or copy the message and subject line

If suspicious item if found:

- DO NOT touch, tamper with, or move the item
- Immediately report item to the Executive Director, or designee to then be reported to local law enforcement/first responders
- Executive Director, or designee will:
 - Ensure area is secured & cleared of personnel
 - Notify emergency responders
 - Ensure emergency responders are briefed with all known details

Intruder/Active Shooter Threat:

- If an intruder enters the building and you have access to a phone, call 911.

If escape is possible:

- Use escape route
- Leave your belongings behind
- Help others evacuate, if possible
- Call 911 when you are safe
- Prevent individuals from entering the building or area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Once scene has been secured call the Executive Director or Department Head

If escape is not possible:

- Hide. If evacuation is not possible find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view

- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
- Do not trap you or restrict your options for movement
- Silence your cell phone and/or pager

To prevent an active shooter from entering your hiding space:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your phone and/or pager
- Turn off any source of noise (i.e. radio, television)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

When police arrive:

- Put down any items in your hands
- Keep hands visible
- Follow all instructions
- Avoid making quick movements towards officers
- Do not stay to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

F. First Aid Kits and Items on Hand

Disasters can happen anytime and anywhere. When disaster strikes, you may not have much time to respond. A spill of hazardous material could mean instant evacuation. A storm, earthquake, tornado or any other disaster could cut off basic services – water, electricity, gas, and telephones and/or shelter in place orders.

In order to be better prepared to cope with disaster it is better to prepare before it strikes. One way to prepare is to assemble a first aid kit and other emergency items on hand. Once disaster hits you will not have time to shop or search for supplies. However, if you have gathered supplies in advance you can endure an evacuation or a confinement.

Each location should have a disaster kit that contains the following items:

1. Employee List and Sign in Sheet
2. First aid kit that includes rubber gloves
3. Battery operated radio with fresh batteries
4. Flashlight and fresh batteries

Reminders:

1. Keep your kit in a convenient yet easily accessible place. One kit should be located in each program area at Central and Cape Offices and in a common location at all field offices.
2. Check batteries and fire extinguishers for expiration.

4. EMERGENCY PREPAREDNESS PLAN – HEAD START

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 countries 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.

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 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 on the center's individual emergency plan. Once all emergency procedures has been implemented and the safety of al children, volunteers and staff is established, the site manager or designee will contact the 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 number (if possible) of the offsite locations to be used if an emergency requires off sit 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 the emergency information, or for new enrollee's 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 the main entrance to the building. They will be placed in a large envelope that is clearly marked "Emergency Contact".

Every classroom will have an area designated for the 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.

Policies and Procedures

1304.22(a)

(a) Health emergency procedures

Grantee and delegate agencies operating center-based programs must establish and implement policies and procedures to respond to medical and dental health emergencies with which all staff are familiar and trained. At a minimum, these policies and procedures must include:

1304.22(a)(1)

1. Posted policies and plans of action from emergencies that require rapid response on the part of staff (e.g. a child choking) or immediate medical or dental attention;

1304.22(a)(2)

2. Posted locations and telephone numbers of emergency response systems. Up-to-date family contact information and the authorization for emergency care for each child must be readily available.

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 those 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 the 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 AND 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 children 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 & taken 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

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 POSION 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 assistance 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. The 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.

1304.22(a)(3) Posted emergency evacuation routes and other safety procedures for emergencies (e.g., fire or weather related) which are practiced regularly (see 45 CFR 1304.53 for additional information);

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 check 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 emergencies 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 be displayed in one designated area of the classroom. Emergency contacts and special care plans for each classroom will be posted in classroom by the door (see below for instructions on 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 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 the 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 assistance 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 County – 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 if 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

1304.22(a)(4)

(4) Methods of notifying parents in the event of an emergency involving their child and;

Plan of action – 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.

People Involved – All Staff

Time Frame – Ongoing

Documentation – Emergency Contact reports, Change of Status Forms, Child's Health Record, Family Contact/Transaction Form, Contact Sheet

Pupil Release and Kidnapping Prevention

Objective: Licensing 19 CSR 30-62.182(1)(A)(2)...Children shall be dismissed only to the parent(s), guardian, legal custodian or to individuals approved by the parent(s), guardian or legal custodian.

Strategies:

1. Released to list: A child must be released from the classroom only to the persons who appear on the released to list.
2. Sight 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 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 you 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 "get the black file" (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

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.

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 Plan: 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).