

Tri-County Community Council, Inc.
Head Start/ Early Head Start

Part: 1302 Program Operations
Subpart: D Health Program Services
Section: 1302.47 Safety Practices
Subject: Emergency Preparedness Drills/Disaster Plan

Policy:

It is the policy of Tri-County Community Council, Inc. Head Start/ Early Head Start that organized Emergency Preparedness drills will be conducted yearly by all Head Start/Early Head Start Centers. The drill will be conducted in January. For the Early Head Start home based program, the Home Visitor will complete a Home based Disaster Form with each family within 30 calendars days of entry into the program, during the month of January, and if the family relocates.

Procedure:

- 1) Emergency Preparedness drills will be performed a minimum of one time during the program year to ensure staff and children know what to do in an emergency situation.
- 2) All staff and children present at the time of the Emergency Preparedness drill will participate.
- 3) Teaching staff will ensure that all children are accounted for by performing a head count prior to leaving the room and upon arriving at the designated meeting site. Teachers will take their roll book (form) with them when they leave the room. Teaching staff will call roll for their classroom at the designated meeting place.
- 4) The family service advocate or the designated staff member will take the file box (or book) containing emergency contact information, the first aid kit, and the center cell phone with him or her when he or she leaves the office. He or She will report to the designated meeting place to assist with the children as needed.
- 5) The cook will ensure that everything in the kitchen is turned off and that there are no children present in the kitchen or dining room prior to leaving the kitchen. The dining room door and the kitchen door will be closed, and the cook will then go to the designated meeting place to assist with children as needed.
- 6) The Center Director or the designated staff member will check all bathrooms and classrooms to make sure all children are out.
- 7) The Center Director or designated person will observe the Emergency Preparedness drill and record it on the Emergency Preparedness drill record. The record of the Emergency Preparedness drill will be kept in the Center Director's office or designated visible place. The written record of the Emergency Preparedness drill will include:
 - a. Date of the drill

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- b. Time the drill was conducted
 - c. Number of adults who participated
 - d. Number of children who participated
 - e. Length of time it took to clear all buildings
 - f. Any comments pertinent to the drills/type of drill
 - g. Initials of the recorder.
- 8) Any additional staff or visitors at the center will report directly to the Center Director to receive assignments.
- 9) No staff member or child will be permitted to enter the building until all clear has been issued by the Center Director.
- 10) All records must be maintained for one year. Records must be accessible at the time of DCF inspection. (Documentation produced after the inspection shall not meet the DCF licensing standard or corrective action requirements).
- 11) Home Visitors will assist families in preparing a plan for their family to follow for emergencies such as:
- *Fire Drills (To be conducted twice a year, once within 30 days of entry and once during the month of January).
 - *Intruders (To be conducted once a program year)
 - *Weather (To be conducted once a program year)
- 12) Home visitors must assist home based families in establishing a disaster plan drill using the following steps:
- a. Assist the family in being prepared for a disaster
 - b. Picking safe places in the home if there is a tornado
 - c. Picking safe places in the home if there is an earthquake
 - d. Out of town meeting places/phone numbers
 - e. Do the drill
 - f. Talk about the drill
 - g. Document the drill
 - h. List any comments and initial
- 13) After a fire or natural disaster, the operator must notify the licensing authority within 24 hours as to their operational status in order for the licensing authority to ensure health standards are being met for continued operation.