

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

Part: 1302 Program Operations
Subpart: D Health Program Services
Section: 1302.47
Subject: Fire Plan

Policy:

In the event of a fire at a Head Start/Early Head Start center, use the following steps to help ensure the safety of all Head Start/Early Head Start children and staff.

Procedure:

1. Manually pull the nearest fire alarm box. Fire alarm boxes should be located at all exterior exit doors. Setting off the alarm will notify building occupants to evacuate quickly and safely.
2. Call 911. Give the 911 operator the following information: location of center, location of fire, name of person making the call, and what is burning (if known).
3. Teachers will take roll books with them to account for all children.
4. After reporting the fire:
 - (a) Check with the staff to assure all children and staff are out.
 - (b) Keep individuals from re-entering the building until the fire department arrives.
 - (c) Stay with the children and staff until all clear is issued by the fire department.