

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: Intruder Alerts and Drills

Policy:

Head Start/ Early Head Start personnel will make every effort to ensure the safety of children and staff during an emergency situation that involves an intruder, irate parent/caregiver, or any unfamiliar person of questionable character.

Procedure:

1. Staff at each center will write a safety plan for their center. A copy of this plan will be submitted to the Head Start Director for quick reference.
2. The Center Director or a designee will announce via phone or in person that a lockdown is in effect.
3. The Family Service Advocate or designee will be directed to call 911 and notify police of emergency and the need for immediate police assistance. Sites will activate the panic button immediately when the need arises.
4. In cases of an emergency lockdown, the Center Director or designee will make the announcement to the classes and staff will follow the following procedure when the following announcement is made:
 - Students and Staff – It is necessary at this time to begin a school lockdown.
 - All students are to remain in class.
 - Teachers will lock their classroom doors.
 - No one is to enter or leave the classroom/building until an all-clear announcement is made by the Center Director or person in charge.
 - Ignore the fire alarm.
 - If evacuation from the building is needed, an announcement will be made.
5. Head Start/Early Head Start centers will follow the directives of the local school districts.

Teaching Staff will do the following:

1. Lock your doors.
2. Turn off the lights.
3. Get the students to go to an area of the room that is away from the door and away from the windows.
4. Have students stay there until an announcement is made. Members of a crisis team will come to your room and update you.

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

5. No one is to enter or leave the classroom/building during the lockdown.

Security/lockdowns drills will be held and documented once (1 time) per school year.