

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: Security Awareness**

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**Policy:**

When a suspected intruder enters a Head Start /Early Head Start center, the following procedure for monitoring and protocol must be observed.

**Procedure:**

**Monitor the access to your facility:**

1. Monitor the building entrance.
2. Make it mandatory that all parents sign in when visiting the center.
3. Make sure that adults who pick up children from the Head Star/Early Head Start center are authorized to do so. Check the identification of those authorized to pick up a child.
4. Be aware of adults near the Head Start/Early Head Start center, take notice of unusual visits or phone calls, and be alert and aware of your surroundings.
5. Report anything out of the ordinary to the police.

**Protocol for aggressive intruder:**

1. In the event an aggressive or hostile intruder enters the Head Start/Early Head Start center, the staff member nearest the phone should call **911**.
2. Signal other staff members by announcing a coded word that has been established by the individual centers.
3. The teachers will move the children into a designated area, lock the door, and use the attendance roster to account for all children present.
4. Once the situation is under control, reassure the children and resume normal activities.