

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: Tornado Drill

Policy:

It is the policy of Tri-County Community Council, Inc. Head Start/ Early Head Start that all staff and children in the program will know what to do in case of a tornado emergency at any of the Head Start/ Early Head Start centers or at the home of a home-based family. Drills will be performed in the months of September and January. Home based drills will be performed within 30 calendar days of entry into the program and in January.

Procedure:

1. Drills will be performed in the months of September and January by the Head Start/ Early Head Start. All center staff and children at each center will participate in the tornado drills. Home visitors will assist home based families with an individual plan for their homes. Documentation will be filed in the child's family file by the home visitor.
2. The Center Director or Health Services Coordinator will provide staff with training on appropriate measures to take in the event a tornado warning is issued prior to the drill.
3. Staff will provide all children with training on appropriate measures to take in the event a tornado warning is issued.
4. The Center Director will designate a staff member to initiate the drill using one of the following categories:
Tornado Watch
Tornado Warning
Tornado Strike
5. The designated staff member will document the drill, focusing on how long it took staff to complete the drill and what measures need improvement to ensure the safety of children and staff.
6. Documentation of the drill will be kept in the Center Director's office or the home-based family file.