

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Emergency Preparedness

POLICY:

Each Head Start classroom will have an emergency/disaster preparedness plan in the event of fire, earthquake, severe storm or other natural disaster. Safety drills for fire, natural disasters, bus evacuation, and pedestrian safety will be completed and documented accordingly.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47](#)

PROCEDURE:

1. Site personnel will develop an individual emergency/disaster management plan and procedures which are practiced throughout the program year.
2. The emergency/disaster management plan must include evacuation routes, safe meeting places, head count procedures, safety spots in the classroom or building, and procedures for assisting children with disabilities.
3. Safe evacuation routes will be established, illustrated and posted on the main or designated exit.
4. Teachers will plan learning activities, discussions and demonstrations that will increase children's knowledge and prepare them to respond safely in an emergency situation. These activities, discussions and demonstrations will be included and documented in daily lesson plans.
5. Fire drills will be conducted at least one (1) time per month.
6. Earthquake preparedness drills are held at least three (3) times during the program year.
7. Bus evacuation drills will be done 3 times a year. The first drill will be completed within 30 calendar days of enrollment and the other during the school year at the director's discretion.

Emergency Preparedness
Pg. 2 of 2

8. Tornado drills are held during the first full month of the school year, and during the months of February, March and April.
9. Additional fire, earthquake and tornado drills may be conducted as necessary until satisfactory proficiency is obtained.
10. All drills will be documented on a Record of Drills form.
11. During evacuation of the building, emergency consent forms, attendance record and first aid kit must be taken.
12. Staff will follow procedures and instructions for notification of parents in the event of an emergency involving their child.
13. Management staff will routinely monitor the emergency preparedness plans, procedures and activities.
14. Classrooms housed in public school facilities will follow the school's emergency plan/procedures.
15. Staff and parents will receive annual training/information on emergency/disaster management.

Approved by Policy Council: September 2018