

# Emergency Procedures

## Policy

Appropriate procedures as required by federal and state regulations and licensing rules are followed for emergency situations.

## Procedure

- **Any Emergency**
  - Maps illustrating evacuation routes and instructions in event of an emergency (fire; tornado; lockdowns where applicable) are posted near the exit at each site. Primary and secondary exits are noted on the map; all exits of each classroom are clearly marked.
  - A sheet indicating 9-1-1 should be called in an emergency is posted at each site.
  - An emergency contact information sheet is maintained for each enrolled child at every site. Phone numbers for parents and alternate people to contact and permission for staff to seek emergency care is listed. Updates to this information is continuously sent by staff to the main office.
  - Each site maintains two first aid kits; one for the classroom and another that is taken by staff each time the class leaves their room. There is a designated spot in each classroom where the first aid kit is stored, which is labeled with a clear sign for an adult to locate quickly. Each kit includes an inventory sheet that staff complete at least twice each year to ensure the kit has adequate supplies and is restocked quickly.
  - Fire Marshall advises staff to evacuate with children, **not** stay and fight a fire.
  - Staff responsibilities in the event of a fire, tornado, or any other natural disaster or emergency requiring evacuation are:
    - **Lead Teacher** will take the classroom sign-in/sign-out sheet and lead the children to the designated “safe” area.
    - **Teacher Assistant** will take the classroom cell phone, do a head count of the children and follow at the end of the line, closing the door to the classroom.
    - **Classroom Assistant** will take the emergency backpack (contents include emergency contact sheet for every child, a working flashlight, and weather radio) and assist with the group.
    - **Lead Teacher and Teacher Assistant** will both do another head count once they arrive at the “safe” area.
  - In the event of a sudden blizzard, children will be kept in a safe indoor location. Staff are required to stay until all children are gone. An adequate supply of food and blankets is readily available at each site if the blizzard is severe enough that travel is prohibited. See “Emergency Site Closings” policy for guidance on closing any sites.
- **Practice Drills**
  - All staff receive training about fire safety and fire and tornado drills and evacuation roles/responsibilities during orientation and the all-staff orientation annually thereafter.
  - Emergency drills are held at required frequencies.
    - Fire drills are held at least monthly. An annual log of fire drills is maintained at each site, with the date and time of each fire drill documented.
    - Tornado drills are held monthly from April to September. An annual log of tornado drills is maintained at each site, with the date and time of each tornado drill documented.

- Lockdown drill procedures and frequency are dictated by each school district.

This policy complies with Head Start Performance Standard 45CFR Section 1304.22 and Minnesota Department of Human Services Child Care Center Licensing Health Standards.

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