Emergency Response Procedures-WCMCA Head Start

Emergency Contacts:
Call 911 for: Fire, Police, or Emergency Medical or Dental Injuries
MN Poison Control: 1-800-222-1222
Local Police (Non-Emergency): _____
Local Public Health Department: _____
MN Dept. or Human Services Division of Licensing: 651-539-8222

Designate staff names for specific roles in each emergency response scenario. Duration rooms: consider daily staff transitions.

Inform WCMCA Head Start Supervisor of any emergency @ 218-405-3073:_____

Evacuation Relocation Site

Name and address of relocation site:

Directions/route to relocation site:

HSP Classroom:_____
Safe Zone: _____

FIRE/EVACUATION:

1. Alert staff, call 911, then quickly and calmly gather and count children:_____
2. Gather emergency kit, iPad, close windows and doors: _____
3. Confirm head count and conduct a final sweep of classroom: _____
4. Lead children to the designated relocation area: _____

TORNADO WARNING/SHELTER-IN-PLACE/SEVERE THUNDERSTORM WARNING:

1. Alert staff, calmly count and lead children to designated safe area:_____
2. Confirm head count, assist in leading children to safe area and help them stay calm: _____
3. Gather emergency kit and cell phone: _____
4. Guide children to a kneel and head/tuck position in the safe zone, until it's safe_____

SOFT LOCK DOWN/SHELTER-IN-PLACE/COMMUNITY THREAT:

1. Account for all children in attendance: _____ Confirm head count:_____
2. Lock the classroom door when given the directive (i.e. "secure the building"):_____
3. Continue with the indoor routine.

HARD LOCK DOWN/SHELTER-IN-PLACE/THREAT WITHIN THE FACILITY:

1. Account for all children in attendance:_____ Confirm head count:_____
2. Follow facility/district procedure, turn off lights, and cover windows: _____
3. Gather emergency kit, quickly and calmly lead children to designated safe area:_____
4. Keep children calm, quiet, and in the secured area until "ALL CLEAR": _____

MISSING CHILD:

1. Assistant Teacher who will stay with other children and lead the class: _____
2. Search site, seek assistance from team members: _____
3. Inform WCMCA Head Start Supervisor at 218-405-3073: _____
4. If child is not found in a reasonable amount of time, call 911, parent/guardian:_____
5. Continue to search in and around the site: _____

BLIZZARD/EARLY DISMISSAL DUE TO WEATHER CONDITIONS:

1. Monitor local weather announcements/alerts, radar on cell phone: _____
2. Call parents/emergency contacts to inform them of early dismissal: _____
3. Keep children safe, comfortable, and calm. Modify schedule if necessary until all children are dismissed safely.

Completed by:
Date: