



Emergency Response Procedures



WCMCA Head Start

Emergency Contacts:

- Call 911 for: Fire, Police, or Emergency Medical or Dental
- MN Poison Control: 1-800-222-1222
- Local Police (Non-Emergency): _____
- Local Public Health Department: _____
- MN Dept Of Human Service Division of Licensing: 651-431-6500

Evacuation Relocation Site:

Name of Site: _____
 Head Start _____
 Classroom: _____
 Location: _____
 Direction-Route: _____

Designate staff position for specific roles in each emergency response scenario. Duration classrooms should consider back-up staff during staffing transitions that happened during day.

FIRE/EMERGENCY EVACUATION

1. Alert staff and begin evacuation procedure. Call emergency services(911): _____
2. Quickly and calmly gather children, perform head count. _____
3. Gather emergency kit and assist with keeping children calm: _____
4. Ensure windows and door are closed, final sweep of classroom: _____
5. Lead children to designated relocation area _____ (evacuation location), account for all children in attendance: _____
6. Inform WCMCA Head Start Director at 218-685-7039: _____

TORNADO WARNING/SEVERE THUNDERSTORM WARNING

1. Quickly and calmly lead children _____ (staff position) to _____ (location) designated safe area.
2. Assist with leading children to safe area: _____
3. Account for all children in attendance: _____
4. Gather emergency kit, access weather updates and bring with the group: _____
5. Guide all children to kneel in a head tuck position safe zone and ensure all children accounted for until the conditions dissipate: _____
6. Inform WCMCA Head Start Director at 218-685-7039: _____

SOFT LOCK DOWN-threat is in community but not directly at school

1. Account for all of the children in attendance: _____
2. Lock classroom door when given directive (ie: "Secure the Building"): _____
3. Continue with indoor routine.
4. Inform WCMCA Head Start Director at 218-685-7039: _____

HARD LOCK DOWN-threat is within the school

1. Implement facility/district procedure, lock classroom door, turn off lights & cover windows: _____
2. Quickly and calmly lead children _____ (staff position) to _____ (location) designated safe area.
3. Keep children calm and quiet, with students in secured area until "ALL CLEAR": _____
4. Inform WCMCA Head Start Director at 218-685-7039: _____

MISSING CHILD

1. Search site, seek assistance from available team members: _____
2. Call 911 then parent/guardian: _____
3. Continue search in and around site: _____
4. Inform WCMCA Head Start Director at 218-685-7039: _____
5. Assistant Teacher will stay with other children and lead the class: _____

BLIZZARD

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