Emergency Response and Notification

POLICY/APPROACH:

SOCFC is vigilant about safeguarding the health and safety of children. For this reason, and in compliance with Head Start Performance Standards and state licensing regulations, we ensure that the following types of emergency information are available in each classroom:

a) Emergency response postings – Plans of action for emergencies that require rapid response on the part of staff (e.g., a child choking) or immediate medical or dental attention.

b) Emergency contact information – Includes telephone numbers and locations for emergency medical care, and individual emergency contacts and authorizations for children.

c) Emergency evacuation routes and safety procedures – Posted.

In the event of any emergency, parents are notified immediately.

Refer to *Emergency Information Card and Child Pick Up Procedure*.

<table>
<thead>
<tr>
<th>HEAD START PROGRAM PERFORMANCE STANDARDS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1304.22(a)(1) – (3) – Health emergency procedures</td>
</tr>
<tr>
<td>1304.53(a)(10) – Evacuation routes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OREGON STATE OFFICE OF CHILD CARE RULE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAR 414-300-0170 – Hazards and emergencies</td>
</tr>
</tbody>
</table>

PROCEDURES:

A. Emergency Response Postings

Emergency response postings are in all classrooms in conspicuous places for staff and volunteers. Postings indicate appropriate responses to emergency situations.

B. Emergency Contact Information

1. Contact information for local emergency medical services (e.g., 911, local hospital emergency rooms) is posted in each center in the event that emergency medical attention is needed.
2. Emergency contact and authorization information for individual children are maintained according to the *Emergency Information Card and Child Pick-Up Procedure*.

C. Emergency Evacuation Information

1. Emergency evacuation routes are posted in each classroom and office.

2. Safety procedures for emergency situations (including, but not limited to, evacuation in the event of fire or inclement weather and lock-down for security breach) are maintained in each classroom and office and reviewed with staff at least annually. Per licensing requirements, emergency drills are conducted on a required basis. All drills are documented and posted as required by the licensing entities.