
Subject : Fire & Non- Fire Evacuation Procedure

Source: This policy complies with Head Start Performance Standard 45 CFR 1304.22(a)(3).

Policy

Posted emergency evacuation routes and other safety procedures for emergencies, which are practiced regularly.

Fire Procedure:

1. Evacuate the area of the fire. .
2. Activate the fire alarm.
3. Call 911 indicating the need for assistance from the Fire Department.
4. Teachers will take the gold cards, first aid kits, flash light and attendance sheet to evacuation area.
5. Teachers lead children to designated area per evacuation plan.
6. Attendance is taken.
7. Once the Fire Department makes their determination on the safety, the Executive Director will be notified and develop a contingency plan.
8. If the children cannot return to the classroom a call will be made to the Executive Director for additional instructions.
9. If children are returned to their classrooms, attendance will be taken. If children are routed to an alternate evacuation site, attendance will be taken upon arrival.

Non Fire Procedure:

1. Evacuate the area.
2. Teacher takes gold cards, first aid kits, flash light and attendance sheet to evacuation area.
3. Teacher leads children to designated area per evacuation plan.
4. Attendance is taken.

5. Once a determination is made on the safety of the building, the Executive Director will be notified and develop a contingency plan.
6. If children cannot return to the classroom a call will be made to the Executive Director for additional instructions.
7. If children are returned to their classrooms, attendance will be taken. If children are routed to an alternate evacuation site, attendance will be taken upon arrival.