



LAFOURCHE PARISH HEAD START

MULTI-HAZARD EMERGENCY PREPAREDNESS AND EVACUATION PLAN, effective 12-1-11

GENERAL:

1. Emergencies happen. The purpose of this plan is to describe the actions to be taken in an emergency to make sure that the children and staff of Lafourche Parish Head Start are kept from harm. The safety and well being of children and staff shall always take first priority over all other considerations.
2. A copy of this plan will be kept in the Lafourche Parish Head Start Administrative Office in Mathews and will also be posted in every classroom.
3. The plan will be reviewed (and updated if needed) by the director at least annually.
4. All staff will be given a copy of the plan and will be reviewed at least twice in a calendar year.(in 2011-12 school year the reviews will be December 2011 and April 2012; beginning in 2012-13 the reviews will be scheduled for August and February)

This document was reviewed/updated by _____

Director Signature

Date

MULTI-HAZARD EMERGENCY PREPAREDNESS AND EVACUATION PLAN INCLUDES:

1. Shelter in place
2. Lock down situations
3. Evacuations
4. Natural disasters:
 - Flood
 - Hurricanes
 - Thunder/Lightening
 - Tornadoes (includes documentation form)
5. Manmade disasters:
 - Bomb threat
 - Chemical release
 - Explosion on/off site
 - Fallen aircraft
 - Fire (includes documentation form)
 - Natural gas emergency
 - Power failure
 - Water system failure
6. Attacks while children are in care
7. System to contact parents or authorized third party release caretakers of children notifying them of the emergency situation (how and when parents will be notified)
8. System to reunify children and parents following an emergency
9. Statement: Parents shall be informed of the details of this emergency plan by:
 - a. posting the plan at www.lafourchegov.org (the website for Lafourche Parish Head Start)
 - b. referencing the plan in the Parent Handbook that is provided to every parent
 - c. discussing the plan at Parent Orientation at the beginning of the school year

Lafourche Parish Head Start Policy & Procedure for Sheltering in Place

Sheltering provides refuge for students and staff within a Head Start site during an emergency. In the event of an emergency that requires students and staff to shelter-in-place, the Head Start site will be notified by the Lafourche Parish Head Start Administrative Staff.

- Diagram the facility and indicate which areas are to be used as shelters and indicate the quickest way to get there.
- Display a copy of the shelter plan in the center director's office.
- Display in each room of the facility a copy of the floor plan which indicates the location of the shelter to be used by the children in that room.
- Provide a copy of this information to local emergency services, when requested.
- Pre- determined area will be utilized base on type of emergency.
- All children's activity will be halted immediately. All students and staff, who are outdoors, will proceed inside.
- Notify supervisor
- Staff will give children proper instruction, and keep children calm. Staff will provide all necessary care and service to children with special needs.
- Child/Staff ratio will be maintained at all times.
- Disable heating, ventilation, and air-conditioning systems.
- Close and lock all windows, exterior doors, and any other openings to the outside. If you are told that there is danger of an explosion, close the window shades, blinds or curtains. (Windows often seal better when locked.)
- Ask any visitor in the Head start site to shelter-in-place. Students and staff should stay away from windows and doors.
- Everyone remains in place until an "all clear" is given by the center Head Start Director or emergency responders. Do not leave your building until you receive official notification that the danger has passed. Lafourche Parish Head Start Evacuation procedures will be implemented if necessary.

Lafourche Parish Head Start Lock Down Policy and Procedures

Lock down procedures for situations that may result in harm to persons inside the Head Start site, including but not limited to a shooting, hostage incident, intruder, trespassing, disturbance, or any situation deemed harmful at the discretion of the Head Start Director or public safety personnel.

- Any Lafourche Parish Head Start staff shall announce the “lock down” over the designated communication system. The alert may be made using a pre-selected code word.
- In a “lock down” situation, all children and staff shall be kept in classrooms or other designated safe locations that are away from the danger.
- Staff members shall account for children and ensure that no one leaves the classroom/safe area.
- Staff shall secure classroom/safe area entrances and ensure that no unauthorized individual enters the center.
- Staff will provide necessary care and services to all children with special needs.
- Staff and children shall remain in the classroom/safe area, locking the doors, turning off the lights, and covering the windows. Staff shall encourage children to get under tables, behind cabinets, etc., and, if possible, engage in quiet story time activities with the children until “all clear” is announced.
- Parents or authorized representative shall be notified no later than at the time of the child’s release of a “lock down” situation at the site on the date of the occurrence.
- If evacuation of the site is necessary, provider shall have an evacuation pack and all staff shall know the location of the pack and secondary site location.
- Include familiar books, toys and activities in the evacuation pack
- Lafourche Parish Head Start Evacuation procedures will be implemented if necessary.
- Complete appropriate forms, when required.

LAFOURCHE PARISH HEAD START EVACUATION PLAN

1. Children's activities stop immediately at the notification of evacuation and they proceed to the classroom exit door.
2. Staff gives children proper instruction on exiting the facility.
3. Staff members specific assignments are listed below:

Teacher I assignments:

1. Calm children and staff.
2. Pick up CREL, Attendance Roster, and Evacuation Pack and begin standard building evacuation
3. Assemble children outside of the building in a safe location
4. Account for all children, staff, and volunteers
5. Phone 911 from a safe location
6. Assign someone to meet responders

Teacher II assignments:

1. Check bathrooms, closets, and hallways to ensure all children have exited (Windows and doors are closed on the way out)
 2. Notify parents of the situation, once in a safe location
 3. Keep all others from entering the building
 4. Ensure that transportation is available to move children out of area location
4. Staff/child ratios are maintained and the children are evacuated to the nearest area/shelter where there is no threat to the children and staff.
 5. Staff remains calm and speaks to children in a reassuring manner. Staff takes appropriate toys and books, if possible, to keep children involved in an activity. Staff will provide necessary care and services to all children with special needs.
 6. No one re-enters the building unless given permission by authorities. If reentry into the building is not possible, the Head Start Director will contact the Transportation Manager to notify Head Start bus drivers and monitors to prepare buses for transporting children to the nearest designated shelter that is used in an emergency or whenever possible to their homes with their families.
 7. Diagram the facility and indicate which areas are to be used as evacuation routes and a list of addresses of the secondary locations and indicate the quickest way to get there.
 8. Display a copy of the evacuation plan in the center director's office.
 9. Display in each room of the facility a copy of the evacuation plan which indicates the location of the secondary location to be used by the children in that room.
 10. Provide a copy of this information to local emergency services, when requested.

NATURAL DISASTERS

FLOOD

Definition

- Floods involve an excessive amount of standing water which results from very hard and prolonged rainfall or a break in the levee.

Action Plan – (Students are in school)

- Alert immediate supervisor.
- Teachers and students remain in classrooms until instructions are received from the Lafourche Parish Head Start Administrative Office.
- If the staff were not contacted by the Lafourche Parish Head Start Administrative Office, a staff member must contact the Lafourche Parish Head Start Administrative Office.
- Whether the decision is to send students home early by bus or to transfer them by bus to an alternate location, information will be provided to the Head Start Transportation Department through the Head Start Transportation Manager.
- Keep staff informed (all managers should be notified by the HS Director).
- If applicable, teachers should complete the appropriate Incident/Accident report and/or Equipment/Property Incident report.
- Facilities manager should check the Department of Licensing website for updates/procedures that may be in place for the emergency.
- Identify the needs of employees and the Head Start families and assist if possible.

Action Plan – (Students are NOT in school)

- Lafourche Parish Government/Public Information Officer will communicate the Head Start Director's decision to close school(s) to the appropriate media.
- All Head Start staff and parents of the affected area are directed to monitor the local television and radio stations for updates.
- All Head Start staff will be notified by their immediate supervisor concerning returning to work.

HURRICANES

Definition

- A hurricane watch indicates that a hurricane may threaten an area within 24 hours and is a first alert.
- A hurricane warning indicates that a hurricane is expected to strike an area within 24 hours.

Action Plan

Pre-Hurricane Planning:

Emergency phone numbers are available
(Teachers should make sure the parent contact list is available).

- Cancel all school activities if applicable (i.e., field trip, meals, etc.).
- Obtain evacuation destination information of staff members including phone numbers.
- Back-up staff computer files, if applicable
- Move important papers/books off the floor and away from windows.
- Secure loose materials, toys, trash on site.
- Assure that all windows, doors, vents, shutters, etc. are closed and securely locked.
- Carry LPG ID badges when evacuating
- Empty all refrigerators, including sample meals, and place in outside dumpster.

Post-Hurricane Immediate Response:

- Maintain contact with key personnel.

Post-Hurricane Recovery:

- Contact supervisor or key personnel to obtain directives from Central Office prior to entering site post hurricane.
- Avoid fallen or damaged electrical lines.
- Avoid use of lanterns, torches, and lighted cigarettes in the building as there may be leaking gas lines or other hazards involving flammable materials.
- Survey inside and outside of school to assess damage to structure.
- Survey inside of building to assess damage to materials, equipment, furniture, supplies, etc.
- Report findings/damages to the Head Start Director and Facilities Manager.
- Test fire alarm and security system.
- Secure inside of building(s) to avoid further damage caused by wind or rain; request assistance, if needed.
- Staff should complete an Incident/Accident and/or Equipment/Property Incident report if applicable.
- Facilities manager to check the Department of Licensing website for updates/procedures that may be in place for the emergency.
- Identify the needs of employees and the Head Start families and assist if possible.
- All Head Start staff will be notified by their immediate supervisor concerning returning to work.

THUNDERSTORMS / LIGHTENING

Definition

Thunderstorms are rainstorms that are accompanied by lightening.

Action Plan

In the event of a severe thunderstorm:

1. Bring students indoors and avoid outside ventures unless absolutely Necessary; do not go under trees.
2. Monitor phones, e-mails, and fax machines for news of weather conditions.
3. Stay away from open doors and windows, sinks, stoves, metal pipes, and plugged- in appliances
4. Do not use electrical equipment

NOTE: Persons struck by lightning receive a severe electrical shock and may be burned, but they carry no electrical charge and can be handled safely. People who may appear dead after being struck by lightning can often be revived by prompt mouth-to-mouth resuscitation and prolonged artificial respiration.

TORNADOES

Definition

A tornado watch indicates that tornadoes are expected to develop; a tornado warning indicates that a tornado has actually been sighted or indicated on radar.

Action Plan

In the event of a tornado watch:

The Lafourche Parish Head Start administrative office informs the school(s) to implement step 1.

In the event of a tornado warning:

The Lafourche Parish Head Start administrative office informs the school(s) to implement steps 1-9.

1. Bring all students who are outdoors indoors and avoid outside ventures unless absolutely necessary. Monitor phones, e-mails, and fax machines, for news of weather conditions.
2. Go to the innermost part of the building
3. Move away from materials and furniture that could fall on you
4. Assist children with special needs
5. Use the head tuck position to protect from flying objects; assume position of best protection by sitting down with knees up, head down, with hands over head; or by kneeling down with hands over head. The director of the site will use her discretion in signaling the release of students and staff. Do not expect an "all clear" notification from the administrative office unless transportation is required.
6. Ask any guest that may enter the school building during a tornado warning to shelter in place.
7. Account for all of the children and staff members by taking attendance
8. Talk with the children and offer reassurance
9. Send a note home to all parents describing the incident
10. Complete the Tornado Report Form (see appendix)

Note: Tornado Drills

Tornado drills shall be conducted at least once per month in the months of March, April, and May. Drills shall be conducted at various times of the day to include all children (children attending on certain days only and/or at certain times only) and shall be documented. Documentation shall include:

- DATE AND TIME OF DRILL
- NUMBER OF CHILDREN PRESENT
- PROBLEMS NOTED DURING DRILL AND CORRECTIONS NOTED
- SIGNATURES (NOT INITIALS) OF STAFF PRESENT

MAN MADE DISASTERS

BOMB THREAT

Definition

Any notification provided pertaining to bomb activity near or at the Head Start site.

Action Plan

If there is a bomb threat, the Head Start site supervisor/staff will notify LPHS Administrative Office. **See Evacuation Plan.**

1. Notify LPHS Administrative Office.
2. Teachers and children will move to a predetermined area as directed by LPHS Administrative Staff in an orderly manner without rushing or crowding. **See Evacuation Plan.**
3. Take class roster/CREL and fanny pack with you.
4. Assist children with special needs
5. Close classroom doors and turn off lights as children depart.
6. Once in predetermined area, account for all students by calling the class roster.
7. If the situation warrants, vehicle and bus evacuation will be used to transport to an alternate site. If a foot evacuation is needed, follow supervisor/staff instructions.
8. **ALWAYS EVACUATE AWAY FROM SMOKE OR DANGER!**
9. Report back to room when instructed by LPHS Administrative Staff, to do so.
10. Complete incident report.

CHEMICAL RELEASE

Definition

A chemical release is the escape of hazardous materials from their contained environment.

Action Plan

If there is a chemical release, the Head Start site will be notified by the administrative/staff to shelter-in-place.

1. Bring all children and staff who are outdoors inside.
2. Call the LPHS Administrative Office.
3. Close and lock all windows, exterior doors, and any other openings to the outside. If you are told there is a danger of explosion, close the window shades, blinds, or curtains. **Turn off AC.**
4. All teachers having classes outdoors will take children to a safe inside area,
and lock the doors.
5. Assist children with special needs
6. Ask any visitor/volunteer that may be at the site to shelter-in-place. (**No child can be checked out if the site is under Emergency Preparedness and assigned shelter-in-place.**)
7. Everyone remains in place until an “all clear” is given by the supervisor/administrative staff unless decision is to evacuate.
8. Administer first aid, if necessary.
9. Director directs any other action in cooperation with emergency responders.
10. Keep staff informed.
11. Complete incident report.

Explosion
(On/Off Head Start Site)

Definition

An explosion is a sudden violent release of energy from its contained environment.

Action Plan (If danger to the site population is imminent.)

1. **Call 9-1-1, and contact the supervisor/Administrative Staff**
2. Alert site staff
3. If decision is to evacuate, **follow site evacuation procedure.**
4. Assist children with special needs
5. Administer first aid, if necessary.
6. LPHS Administrative Office staff directs any other action in cooperation with
 emergency responders.
7. Keep staff informed.
8. Complete incident report.

NOTE: Children and staff should not return to the Head Start site until it has been declared safe.

Action Plan (If danger is not imminent.)

1. Alert LPHS Administrative Office staff
2. LPHS Administrative Staff determines and directs any other action as
 required.
3. Keep staff informed.
4. Complete incident report.

FALLEN AIRCRAFT

Definition

A fallen aircraft describes a disaster when an aircraft crashes near or on a portion of the Head Start building.

Action Plan (Plane falls on portion of building.)

- 1. Call 9-1-1 and the Lafourche Parish Head Start Administrative Office**
- 2. If decision is to evacuate, follow the Evacuation Plan, assisting all children, including those with special needs.**
- 3. Administer first aid, if necessary.**
- 4. The Lafourche Parish Head Start Administrative Office** determines and directs any other action in cooperation with emergency responders.
- 5. Keep staff informed.**
- 6. Complete incident report.**

NOTE: Students and staff should not return to the building until the Lafourche Parish Head Start Administrative Office declares the area safe.

Action Plan (Plane falls near school.)

- 1. Call 9-1-1 and the Lafourche Parish Head Start Administrative Office.**
- 2. Administer first aid, if necessary and assist children with special needs.**
- 3. The Lafourche Parish Head Start Administrative Office** determines and directs any other action as required.
- 4. Keep staff informed.**
- 5. Complete incident report.**

FIRE

Definition

A fire occurs when combustible materials ignite in the presence of oxygen and heat.

Action Plan

In the event a fire is detected within a Head Start building, the following action will be taken:

1. Sound the fire alarm to implement the Evacuation Plan, assisting all children, including those with special needs.

2. Call 9-1-1 and the Lafourche Parish Head Start

Administrative Office from a safe location.

2. The Lafourche Parish Head Start Administrative Office

determines and directs any other action in cooperation with emergency responders.

3. Keep staff informed.

4. Complete incident report.

IMPORTANT!! DURING A FIRE, IF SOMEONE'S CLOTHES CATCH ON FIRE, YOU SHOULD: STOP, DROP, AND ROLL UNTIL THE FIRE IS EXTINGUISHED. RUNNING ONLY MAKES THE FIRE BURN FASTER.

CRAWL LOW UNDER ANY SMOKE TO YOUR EXIT. CLOSE DOORS BEHIND YOU AS YOU ESCAPE.

STAY OUT, ONCE YOU ARE OUT! Students and staff should not return to the class until The Lafourche Parish Head Start Administrative Office declares the area safe.

WARNING: DO NOT USE WATER ON ELECTRICAL FIRES. DO NOT ATTEMPT TO FIGHT LARGE FIRES OR FIRES INVOLVING EXPLOSIVES, TOXIC CHEMICALS, OR STRONG OXIDIZERS.

Note: Fire Drills

Fire drills shall be conducted at least once per month. Drills shall be conducted at various times of the day to include all children (children attending on certain days only and/or at certain times only). Evacuation drills are planned and conducted using alternate exits. A location in the building is selected for the site of a “pretend” fire which would change the usual evacuation route. The CREL and the Sign in/Sign out sheet are brought out of the building upon exiting and all children, staff, and volunteers are accounted for.

Drills shall be documented on the Fire Drill/Tornado Drill Report form (see appendix) Documentation shall include:

- DATE AND TIME OF DRILL
- NUMBER OF CHILDREN PRESENT
- PROBLEMS NOTED DURING DRILL AND CORRECTIONS
NOTED
- SIGNATURES (NOT INITIALS) OF STAFF PRESENT

NATURAL GAS EMERGENCY

Definition

Natural gas emergency occurs when natural gas escapes from its controlled environment.

Action Plan (Plane falls on portion of building.)

- 7. Call 9-1-1 and the Lafourche Parish Head Start Administrative Office.**
- 8. If the decision is to evacuate, follow the Evacuation Plan, assisting all children, including those with special needs.**
- 9. Administer first aid, if necessary.**
- 10. The Lafourche Parish Head Start Administrative Office**
determines and directs any other action in cooperation with emergency responders.
- 11. Keep staff informed.**
- 12. Complete incident report.**

IF THERE IS EVER ANY DOUBT, FOLLOW THE EVACUATION PLAN IMMEDIATELY.

If a strong concentration of gas is noted in the early morning hours when the teacher opens the class, the Lafourche Parish Head Start Administrative Office is notified immediately, and no one is to enter the building until an “all clear” is given by the Administrative Office.

POWER FAILURE

Definition

Power failure is a momentary or prolonged loss of electrical power.

Action Plan

If there is a loss of power, the Head Start site supervisor/staff will notify the Administrative Staff immediately.

1. Notify LPHS Administrative Office staff.
2. Teachers and children remain in the classrooms until power is restored or directions are received from LPHS Administrative Staff.
3. LPHS Administrative Office staff will determine decision whether or not to close the class/site.
4. Assist children with special needs.
5. Follow Evacuation Plan if necessary
6. Keep staff informed
7. LPHS Administrative Office staff will direct further action as needed.
8. Complete incident report.

WATER SYSTEMS FAILURE

Definition

Water systems failure is an interruption to normal water services because of water contamination, loss of water pressure, or breakage in any part of the system.

Action Plan

- 1. Call 9-1-1 and the Lafourche Parish Head Start Administrative Office**
- 2. If decision is to evacuate, follow the Evacuation Plan, assisting all children, including those with special needs.**
- 3. The Lafourche Parish Head Start Administrative Office**
determines and directs any other action as required.
- 4. Keep staff informed.**
- 5. Complete incident report.**

ATTACKS WHILE CHILDREN ARE IN CARE

INTRUDER ALERT PROCEDURE

Definition

An intruder is defined as any person who enters your facility who, through act or deed, poses a perceived threat to the safety and welfare of children and employees.

If at any time you are dealing with a person you feel uncomfortable around or are fearful for your safety of others, then you may be faced with an intruder situation

Director/designee Responsibilities-Intruder Alert

- If a person comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s), immediately have someone call 9-1-1
- If a **weapon** is present, **DO NOT CONFRONT**. Give the pre-determined code word (**CHOOSY**) to another staff member for them to call 9-1-1 immediately.
- If no weapon is suspected, confront the intruder in the following manner:
 1. Approach the individual in a non-confrontational manner with the assistance of another staff member
 2. Introduce yourself and the person with you to the individual in a non-confrontational way
 3. Ask the individual who they are and how you can be of assistance
 4. Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done
 5. If the individual refuses, do not confront him/her. Give the other staff member the predetermined code word (**CHOOSY**) to call 9-1-1.

If it is determined that the safety and health of children and staff are in jeopardy:

Intruder Alert Procedure:

If the intruder is already inside the building, a predetermined code word (**CHOOSY**) shall be made to the first staff member seen. That staff member will pass on the code word to others throughout the building and will call 9-1-1.

If the suspected intruder is not yet in the building, staff will use whatever method seems appropriate (word of mouth, phone) to alert the other staff of potential danger, by using the predetermined code word... **CHOOSY**

If the children are outside when **CHOOSY** is called, or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest classroom for lockdown.

Upon hearing CODE **CHOOSY lockdown procedures will be followed.**

SYSTEM TO
CONTACT
PARENTS
&
REUNIFY
CHILDREN AND
PARENTS

FAMILY REUNIFICATION

During an emergency, children can become separated from their families. The family reunification protocol is used to ensure a safe and secure means of accounting for children and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

Advance Preparations

Head Start Director will:

1. Inform parents where the children will be taken if an evacuation is required through a letter which is included in the Lafourche Parish Head Start parent orientation packet which every family receives at parent orientation.
2. Inform parents of the parish 800 (toll-free) for the program that parents can contact to learn where their child or children have been relocated (listed in parent handbook, resource directory and on evacuation letter to parents)

Child Release/Emergency contact list will include when applicable:

1. Multiple phone numbers for family members including home, cell and work numbers for both parents and guardians and others to whom the child can be released.
2. Relatives or friends to which children can be released, including one or more individuals outside the area.
3. Family member or trusted friend out of the area such as grandparent or other relative who can be contacted to locate the parents.

A digital photo of each child will be uploaded to the PROMIS database to be used if it is necessary to post the child's photo to aid in reunification. Parental permission will be obtained during registration process that this picture can be published outside of the area for use in reuniting children and parents during a disaster. (To begin August 2012)

Head Start staff members will become familiar with the National Family Registry and Locator System (NEFRLS) and the National Emergency Child Locator Center and the American Red Cross systems which have been developed to help reunite families who are separated during a disaster.

During the Emergency

During the emergency, staff will keep children safe and with staff who will be able to reunite children with their parents after the event. If there is sufficient warning and it is safe, children will be reunited with their parents before the event occurs. If this is not possible and an emergency response is required:

Head Start Director will:

1. Notify the contact person at the relocation site to prepare for arrival of students.

Head Start assigned staff member will:

1. Establish a command post in the evacuation center.
2. Secure a holding area for arriving students and staff away from waiting family members.
3. Set up an area for parents/guardians to check identification and sign child out.

4. Ensure any individual on the child release/emergency contact list will show photo identification before releasing the child to them.
5. Ensure that children are released only to authorized persons after checking proof of identity and signing the student sign out sheet.

Teachers will:

1. Keep parents informed when children are evacuated from the facility to the nearby or distant location.
2. Provide a list of students to the Head Start assigned staff upon arrival along with each child's current child release/emergency contact list.
3. Place an identification sticker on each child that will help reunite the child with his or her parents or authorized persons. This sticker shall include the child's name, teacher name and classroom.
4. Assist Head Start staff in reuniting children with family member or authorized persons.

Dear Parents/Guardians:

Should an emergency situation arise in our community and/or one of our sites while school is in session, we want you to be aware that we have made preparations to respond effectively and appropriately to such situations. Lafourche Parish Head Start has a detailed, all-hazards emergency plan that has been formulated to provide direction to its staff and students during such an incident.

In the event of an emergency, we ask for your cooperation in the following procedures:

1. **Please do not telephone the school.** Telephone lines must be kept available for emergency communication. Call 1-800-794-3160 for emergency information and to learn where your child or children have been relocated.
2. **Please do not come to the school** unless requested to pick up your child.
3. **In the event of an emergency that requires us to evacuate and relocate,** students may be picked up at a designated reunification location by an identified, responsible adult who has been identified on the student's child release/emergency list. Child release/emergency lists must be filled out by parents/guardians at the beginning of every school year and kept updated as needed.

When authorizing another person to pick up your child, please consider the following requirements:

- He/she is at least 18 years of age.
- He/she is usually available during the day.
- He/she could walk to school if necessary.
- He/she is known to your child.
- He/she is both aware of and able to assume this responsibility.

3. For weather-related incidents, turn your radio to your local radio and television stations for weather updates and emergency announcements.

4. **Please impress upon your children** the need for them to follow the directions of any school personnel in times of an emergency.

We sincerely appreciate your cooperation in helping us respond to an emergency situation and providing a safe and healthy learning environment for your child. If you have any questions or require additional information, please feel free to contact me.

Sincerely,

Martha Babin
Director, Lafourche Parish Head Start

Dear Parents/Guardians,

The following is a list of evacuation sites in case of emergency evacuation.

Alert Phase: The children are removed to assess building/area for action phase.
(Gas leak, water leakage, unusual odors, etc.)

Area Evacuation Site: _____

Action Phase: The children are removed from building/area to neighborhood
evacuation site: (Smoke alarm, smoke presence, building damage, etc)

Neighborhood Evacuation Site: _____

Action Phase: The children are removed from neighborhood to out of area
evacuation site: (Fire, wind, tornado, rising waters, hazardous material, etc.)

Out of Area Evacuation Site: _____

**LAFOURCHE PARISH HEAD START
FIRE DRILL REPORT
TORNADO DRILL REPORT
(Circle one)**

CLASSROOM: _____

DATE: _____ **TIME:** _____

NUMBER OF CHILDREN: _____

MINUTES TO EVACUTE (fire drill only) _____

METHOD (fire drill only): ex. Voice, bell, , alarm etc. _____

PROBLEMS: _____

CORRECTION OF PROBLEMS: _____

STAFF SIGNATURES:



LAFOURCHE PARISH HEAD START INCIDENT FORM

DATE OF INCIDENT: _____ **TIME OF INCIDENT:** _____ **AM / PM**

EMPLOYEE(S) INVOLVED IN INCIDENT: _____

HEAD START EQUIPMENT INVOLVED IN INCIDENT:

PRIVATE PROPERTY INVOLVED IN INCIDENT:

LOCATION OF INCIDENT:

INJURIES: YES / NO

FATALITIES: YES / NO

BRIEF DESCRIPTION OF INCIDENT:

NOTIFICATIONS:
Head Start Director _____

Employee's Signature: _____ **DATE:** _____

