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2 AGENCY EMERGENCY CODE

Luzerne County Head Start Inc. has a universal code, “Mr. Lincoln”, for any emergency that would warrant staff to obtain assistance of local authorities.

- If a staff member feels that he or she is in danger and 911 needs to be called, please contact another staff member on the internal phone line or in person and say the following:

“Please tell Mr. LINCOLN to meet me (PLACE WHERE THE EMERGENCY IS LOCATED)”

- The staff member that is told this information should immediately call 911 and inform the operator that there is an emergency at Luzerne County Head Start (give the operator our address) and the location of the emergency inside of the building.
- Once the call has been placed, please notify a Program Assistant, Administrative Assistant, Center Manager, and Director of Operations that 911 was called and where the emergency is taking place.
- The Program Assistant, Administrative Assistant, or Center Manager will then make a PAGE ALL stating

“Mr. Lincoln, please report to (PLACE WHERE THE EMERGENCY IS LOCATED)”

Please state it two times. (This will inform other staff that there is an emergency in the building and they should stay in their rooms.)

2 EMERGENCY PLAN

Luzerne County Head Start, Inc. uses a Standard Response Protocol (SRP) developed by the “I Love U Guys” Foundation. The SRP is based on these four actions.

- Lockout is called when there is a threat or hazard outside of the building.
- Lockdown is called when there is a threat or hazard inside the school building.
- Evacuate is called to move students and staff from one location to another
- Shelter is called when the need for personal protection is necessary.

3 EMERGENCY PLAN (CONT.)

In the event of an emergency, the action and appropriate direction will be called over the intercom system or walkie talkie two times.

- LOCKOUT - "Secure the Perimeter"
- LOCKDOWN - "Locks, Lights, Out of Sight"
- EVACUATE - "Evacuate! To the Announced Location"
- SHELTER - "Hazard and Safety Strategy"
 - Hazard Safety Strategy
 - Hazmat Seal the room
 - Earthquake Drop, cover and hold
 - Flood Get to high ground
 - Tornado Evacuate to designated area of building

Each emergency book bag contains a green "OK" and a red "Help" sign. When a classroom, EHS, CO, or Admin. evacuates the building they must use the green "OK" and a red "Help" sign by raising the sign above their head letting the safety team know that they are either ok or needs help.

3 EMERGENCY EVACUATION

Each center has an *Emergency Evacuation Plan*, suitable to their location with the community (area). A short version is provided to every parent during Orientation/Enrollment. A list of evacuation sites for each center is held at the Central Office, with the Director of Operations. If there is an evacuation or emergency, parents/guardians may be notified using the Remind system.

3 REUNIFICATION

In the event of an emergency evacuation where a parent/guardian will need to be reunified with their children, Luzerne County Head Start, Inc., will follow the following process;

- 1) Staff will have each parent/guardian sign his/her child out using a sign our sheet with a place for child's name, parent/guardian's signature, and date.
- 2) All staff will ID any parent/guardian that they have not met.

3 PUBLIC ALERT RADIOS: NOAA SCHOOL RADIO

Each Early Head Start, Head Start, and Pre-K Counts not located in a school district building has a radio located in the office of the Center Manager and tuned into their local emergency channel. The Director of Operations also has one in the office.

4 SUSQUEHANNA STEAM ELECTRIC STATION EMERGENCY

In the event of an incident at the Susquehanna Steam Electric Station in Berwick whereby evacuation out of the area is recommended, the following procedures will be put into effect. Only the centers in the involved radius of the nuclear plant will be affected:

Nanticoke Center Head Start-children at the Nanticoke Center will be transported to the Beekman Street Center located at 23 Beekman Street, Wilkes-Barre PA.

4 INVENTORY

Inventory of all Head Start vehicles is ongoing throughout the year/daily basis and a vehicle inventory sheet with mileage updates is completed twice a year or as needed. This information is kept on Child Plus under Operations Inventory.

Inventory of all computer related equipment is maintained by the MIS department.

Inventory for insurance purpose only, of all equipment is maintained and the responsibility of the center manager for each center location. The Early Head Start program assistant maintains all inventories for Early Head Start program and the Director of the Operations maintains the inventory for the central office and administration. This inventory is listed on Child Plus

Capital inventories record of all equipment that cost \$5,000.00 or more is maintained by the Director of Operations. When equipment is purchased that is \$5,000.00 or more it is the responsibility of the purchaser to provide the detailed information to the Director of Operations so that it can be recorded. This information is then recorded under Operations Inventory in Child Plus.

4 LUZERNE COUNTY HEAD START, INC. SAFETY AND SECURITY COMMITTEE POLICY AND PROCEDURE

Policy

The purpose of the Luzerne County Head Start Safety and Security Committee is to provide the safest environment possible for all children, families, staff, visitors, and volunteers. To ensure all facilities and environments operate safe and adhere to “established a culture of safety and a risk management process that effectively improves our practices.”

Procedure

- The Center Manager/EHS Manager at each site is the assigned site safety officer and an alternate person.
- The daily facility inspection log is completed daily by the designated person, or if absent the alternate person at each site, which is completed before the children arrive to school.

- The site safety officer and each individual staff member at the site are to observe, maintain, and report safety and security issues. All issues are to be reported to the Center Manager/EHS Manager and then to the Director of Operations utilizing the daily facility log and monthly walk through. Any item that does not meet safety practices will be addressed before children arrive. If an item does not meet safety guidelines then the Center Manager/EHS Manager will notify the Director of Operations immediately. The Director of Operations will then contact the Executive Director about the item and the decision will be made if the site can operate in a safe manner and a written plan of action will be completed. If the Executive Director is not available then the Director of Operations will contact the Assistant Executive Director.
- The monthly walk through is completed monthly by the Center Manager and EHS Manager with the assistance of another staff member at the center and sent to the Director of Operations using Child Plus. The daily facility inspection log will be sent in the office by the second Friday of each month. The Director of Operations will meet with the Executive Director with a compiled report from the monthly walk through for all locations if needed.
- A yearly walk through will be completed by the Director of Operations of all Early Head Start, Head Start, and Pre-K centers, with assistance of the Center Manager/EHS Manager and Regional Nurse. A final report of all findings will be provided to the Executive Director by the Director of Operations following the yearly walk through. If during the yearly walk through a finding is discovered, the Executive Director will be notified immediately.

The Executive Director and the Director of Operations will ensure through documentation from landlords that all buildings are safe for children as it relates to lead and other toxins.

- The Emergency Procedure form will be completed and submitted every August and as changes are made during the school year to the Director of Operations.
- The Safety Committee's mission is to provide a safe working environment through education, attention, and practice with an ultimate goal of eliminating all accidents involving individuals and/or property. The committee meets monthly at the Central Office. (see **SAFETY COMMITTEE** section, below.)

Objectives

- This daily facility inspection log has been established to ensure that each facility is safe before children arrive and continues to stay safe while they are present.
- To institute a safety component within every staff meeting at the center level. Establish safety conversation during Center Staff Meetings and to identify safety concerns.
- All staff within each facility has the responsibility to help ensure a safe and secure environment for children, families, staff, visitors, and volunteers.
- The Safety Officer (Center Manager/EHS Manager) is responsible to report concerns to the Director of Operations.

- To continue the usage of the daily facility inspection log and the monthly walk through that will be reviewed daily/monthly to ensure that environments are safe for children, families, visitors, volunteers and staff.
- To compile information from the monthly walk through for all locations and to provide a report to discuss with the Executive Director as needed.
- To establish an on-going program-wide training program that emphasizes everyone's responsibility for providing a safe environment.
- The Director of Operations will ensure that the Safety Committee will meet monthly.
- The yearly walk through is completed at each site, a final report of all findings with follow up action plans will be provided to the Executive Director by the Director of Operations. If during the yearly walk through a finding is discovered the Executive Director will be notified immediately.

6 WALK THROUGHS: ANNUAL AND MONTHLY

Each Center Manager/Program Manager with an additional staff assigned by the Center Manager/Program Manager will complete a monthly walk through for each location and submits the original to the Director of Operations by the second Friday of every month. An annual walk through is completed for each center by the Center Manager/Program Manager and/or Regional Nurse, and the Director of Operations. A daily facility inspection log is completed on a daily basis to ensure the safety of indoor and outdoor premises.

6 PEST CONTROL PROCEDURES

Pest procedures vary for each location. For some locations an application takes place to prevent pests and at others no application until there is a sighting of a pest. Some centers are visited by a certified pest control specialist every month, every three months, once per year, and/or as needed. Children may enter the center(s) after 12 hours, following all inspections whether or not an application was applied.

6 SAFETY COMMITTEE

The Mission of the Safety Committee at Luzerne County Head Start, Inc. is to provide a safe working environment for everyone through education, attention, and practice with an ultimate goal of eliminating all accidents involving individuals and/or property. (See below for BY-Laws)

6 STATEMENT OF AGENCY SAFETY POLICY AND MISSION OF SAFETY COMMITTEE

Luzerne County Head Start, Inc. is committed to a quality safe work environment for all our staff, children, families, and visitors.

Luzerne County Head Start, Inc. trains, and expects all staff to comply with the agency's ongoing safety philosophy and encourages all staff to assume responsibility for the

safety of their own work performance, as well as the encouragement of their co-workers to work safely.

The Mission of the Safety Committee at Luzerne County Head Start, Inc. is to provide a safe working environment for everyone through education, attention, and practice with an ultimate goal of eliminating all accidents involving individuals and/or property.

7 SAFETY COMMITTEE BYLAWS

I. SAFETY COMMITTEE:

A. Consists of at least eight (8) members representing the Preschool Head Start and Early Head Start Home Visiting programs. Classifications include “Core” Members and “Rotating” Members.

* “Core” members are permanent members and include:

- Director of Operations
- Human Resources (HR) Manager or Assistant Human Resources Manager
- Head Start (HS) Health Specialist
- Early Head Start (EHS) Health Specialist
- Fiscal Manager

* “Rotating” Members, with the exception of the Center Manager (SEE Section II.B. below) will rotate annually at the September Meeting. The Rotating Members include:

- HS Center Manager – 2 year rotation
- Maintenance Staff
- EHS Family Educator Staff
- Family Worker

B. The Safety Committee will also consist of guest. Guest include:

- Regional Nurses
- Members of Policy Council
- Community Representatives
- Any others that may play a part in the safety of the agency

C. Meetings will be scheduled to meet once a month.

D. Will take action on all proposed safety related issues in a reasonable amount of time.

E. Will keep the agency, including the Executive Director, Policy Council and

Board of Directors, informed of all progress.

F. Will conduct and/or audit the following:

1. Adult Injury Reports involving staff
2. Safety Training for HS and EHS staff as appropriate

G. Will need a quorum of 5 (five) “Core” members in order to conduct a safety committee meeting.

II. SAFETY COMMITTEE PROTOCOLS:

A. Meetings will be held the last Tuesday of every month at 9:00 am. If the meeting is not held at that time, all members will be notified of change.

B. The Safety Committee (“Committee”) will be comprised of members previously noted in Section I.A. above.

* The assigned Center Manager will serve on the committee bi-annually at the conclusion of which assignment will transfer to another Center Manager.

C. The Committee will make recommendations by majority votes.

D. The Committee will post minutes and agendas at all centers and provide a copy to all HS/EHS Parent Committees.

III. SAFETY COMMITTEE DUTIES AND RESPONSIBILITIES:

A. To create and maintain a continuing interest in the safety issues among agency staff.

B. Observe work practices to assure there is strict compliance with safety and health standards and that unsafe acts and conditions are noted and corrected.

C. To investigate and determine all facts pertaining to all accidents whether or not they resulted in any injuries. SEE Section VIII, *Accident Reporting*.

D. Analyze Adult Injury Reports and recommend corrective action to prevent recurrence.

E. Advise in developing safety policies, practices and procedures. Also advise in developing Safety Operating Instructions in Fire and Emergency plans.

- F. Advise in the purchase of safety equipment including Personal Protective Equipment (“PPE”).

IV. SAFETY COMMITTEE AGENDA:

- A. The Director of Operations will be responsible for meeting agendas.
- B. Special meetings can be called if necessary. Members will be notified of purpose and in a reasonable time.
- C. Monthly meetings will be held using the following agenda:
 - § Call to Order/Sign-In
 - § Review the Minutes - Previous meeting
 - § Old Business - Status of all previous recommendations
 - § New Business - Review of current Adult Injury reports; Center/Committee Reports; results of special assignments; Wellness Committee Report
 - § Special Features - Safety videos, guest speakers, etc.
 - § Adjournment
- D. Attendance at Committee meetings is mandatory for all Core and Rotating members.
- E. Meetings are limited to safety discussions only.

V. WHAT THE SAFETY COMMITTEE CAN DO TO SUPPORT SAFETY:

- A. Discuss and propose safety policies, practices/procedures and make recommendations to the Executive Director and/or Policy Council and Board of Directors for approval.
- B. Observe all areas to make sure of compliance with safe standards and practices.
- C. Have all issues heard by all of the agency staff/personnel.
- D. Serve as an example for the staff, children, families and visitors of Luzerne County Head Start, Inc.
- E. Aid in the proper reporting and investigating of all accidents/injuries.
- F. Manage and administer new safety practices/procedures; examine, inspect and/or institute safety equipment as necessary.

VI. SAFETY CHAIRPERSON RESPONSIBILITIES:

- A.** Designated as the Director of Operations.
- B.** Keep the agency informed of the progress and success of the Committee.
- C.** Coordinate ongoing training for Committee members and agency staff as necessary.
- D.** Keep abreast of any changes to the local, state, and federal safety codes, laws, and regulations.
- E.** Serve as an active Committee member.
- F.** Prepare necessary reports.

VII. AGENCY RESPONSIBILITIES:

- A.** Review Safety Meeting minutes.
- B.** Designate the Director of Operations as the Safety Committee chairperson.
- C.** Provide safety policies and safe practices for agency staff benefit.
- D.** Review the Safety Committee purpose and practices on a continuing basis.
- E.** Monitor all local, state and federal safety codes, laws and regulations.

VIII. ACCIDENT REPORTING (General Procedures):

A. The individual staff member involved in an accident/injury is required to prepare an Adult Injury Report form as soon as practical, but no later than twenty-four (24) hours after an accident or injury. This form is to be submitted directly to the HR Manager via **FAX or SCAN first**, then sent via interoffice mail ATTN: HR.

- Included on the form are all the facts necessary as to what may have caused the accident/injury.
- *NOTE: All accidents/injuries regardless of type and severity are to be reported.

- B.** The staff member is to additionally read, sign, and date the LCHS Employee's Acknowledgment of a Physician's Panel and forward to the HR Manager via FAX, first, then sent via interoffice mail ATTN: HR.
- C.** The individual staff member should coordinate with either the Regional Nurse, Center Manager or direct supervisor to send/fax the completed A report form to the HR Manager.
- D.** The HR Manager will review the report for assurances of completion and verify the accident/injury occurred during work hours.
- E.** The HR Manager will report out pertinent information of the accident/injury to the insurance carrier (as necessary).
- F.** All parties involved should record any actions taken at the scene and/or during/after the reporting process on the Adult Injury Report.
- G.** All agency personnel are to be proactive on how to avoid future accidents.

NOTE: All staff injured at work or suffer an occupational illness, have certain rights and duties under Section 306(f.1)(1)(i) of the Workers' Compensation Act regarding their medical treatment. These rights and duties are summarized on the "*Employee's Acknowledgment of Physician Panel*" elsewhere provided to all staff upon hire and at the time of an accident/injury.