

## Parent Pick-up Site

In the event we must leave the building and the surrounding area, we will proceed to a designated safe site from which parents will be notified by staff or emergency personnel to pick up their children.

Staff will remain with children until all parents are able to come to the safe site for their children.



## Reminder about Medication

If your child requires life-sustaining medication, (i.e., asthma inhaler, epi-pen for bee sting allergy, etc.) it is important that we always have extra unexpired medication on hand.

Please arrange with your child's teacher to supply enough medication and check back often as to the status of your child's medication at the Center.

For further information, please contact your local Center or the Main Office at 603-352-7512.

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## SCS Head Start Safety and Emergency Procedures



We at SCS Head Start want families to be aware of possible emergency situations and how they are handled.

Although we cannot anticipate every possible event, all emergencies require that families are contacted.

Please keep us updated on your phone number!

## Shelter-in-Place

- \* In the unusual event that it becomes unsafe for children and staff to leave the building, we will “shelter-in-place”.
- \* This means no one will be allowed to approach, enter or leave the building until emergency personnel determine it is safe to do so.

## Drop and Cover

- \* In the event of gunfire, explosion or other major catastrophe, an announcement will be made to alert staff.
- \* Teachers will help children move to a designated area, away from windows, and instruct children in ways to keep safe.

## Fire

- \* Drills are practiced each month.
- \* Fire routes are clearly marked for each classroom.
- \* If a child is not mobile (i.e., handicapped) the classroom staff will be responsible for transporting that child.
- \* The Center Supervisor stays in the building until he/she is sure everyone has been evacuated.

## Building Evacuation

- \* Fumes, biological threats or chemical threats may necessitate building evacuation.
- \* Fire drill procedures will be followed to the extent appropriate.
- \* Emergency personnel will determine appropriate courses of action.

## Bad Weather

- \* Please listen to your local radio station or watch channel 9 TV in the event of bad weather.
- \* In the rare event that we find it necessary to close early, parents will be contacted and children will need to be picked up.

## Bomb Threats

- \* Depending on the nature of the threat, we will either evacuate or shelter-in-place (i.e., bomb outside).
- \* Emergency personnel will be notified.
- \* We will follow instructions of emergency personnel.