Policy #: E-2	**Effective Date:** 8/1/01	**Page #:** 1 of 5
Ref #: 1304:22 (a) (3)	**Policy Council Approval Date:** 8/28/07, 02/26/08, 3/25/08	**Revision Date:** 4/12/07, 8/16/07, 2/7/08, 2/26/08, 7/1/09,

COMPONENT: EDUCATION

SUBJECT: TORNADO AND FIRE SAFETY

PERFORMANCE OBJECTIVE: Staff and parents must teach children basic safety rules and have working knowledge of best practices to follow in the event of a tornado emergency. The following information is specific enough to be applicable in whatever setting program participants may find themselves should an actual tornado occur. Monthly fire drills are to be conducted and documented appropriately.

OPERATIONAL PROCEDURE:

BE PREPARED: Once a tornado shelter location has been determined, practice sessions, or drills, will be held by staff at each Head Start center once a month. A tornado drill sheet will be posted in the center and filled out at the time of the tornado drills.

WATCH/WARNING: A **tornado watch** means that tornado development is possible. Keep a watchful eye on the sky for threatening weather, and keep tuned to radio or television for the latest weather information. A **tornado warning** means a tornado has been sighted or indicated by weather radar. Persons in the path of the storm should seek shelter immediately.

WHAT TO DO AT WORK AND SCHOOL: There is no guaranteed safe place during a tornado. However, there are some locations that are better than others. By following suggested safety rules supplied by the National Weather Service and by using common sense, survival is possible.

1. Do not go outside to see the tornado. Your best chances for survival are to be inside a substantial building.

2. Get into the innermost portions of the building with the shortest span. Getting to the lowest floor is a good idea in multiple story buildings.

3. One basic rule that should be followed is to AVOID WINDOWS~Flying debris, such as broken glass, can cause injury or death.

4. Get into the inside hallways and close the doors to the outside rooms. This will keep flying glass and debris to a minimum. Get everyone against the hallway walls, facing the walls and crouching low. Protect your head and make yourself as small of a target as possible. Keep away from the ends of hallways.

5. Any interior closet is a good place to go. An interior bathroom is also good. For added protection, get under something strong such as a workbench or heavy table. If possible, cover your body with a blanket, pillows, or sleeping bag. Protect your head with anything that is available. These coverings help to reduce your risk of being injured by flying debris.

6. Avoid rock or brick walls and chimneys. Instead of blowing over in the high wind they have a tendency to collapse straight down.

7. Buses are not to run under a tornado warning. Children will stay at designated area until conditions subside.

OUTDOORS AND MOTOR VEHICLES: If you are outside when a tornado approaches, get into the closest substantial building. If no building is available; get as low to the ground as possible. Remember, your best chance for survival is to get away from the killer winds. Do not stand up and watch the tornado.

The least desirable place to be during a tornado is in a motor vehicle. Cars, buses and trucks easily become flying missiles as a result of tornado winds. Never try to outrun a tornado in a motor vehicle. Stop the vehicle and get out. If you are outdoors or in a vehicle seek shelter in a ditch, gully, ravine, or culvert. Even a low spot in the ground is going to offer some protection from tornado winds. Do not get into a grove of trees.

FIRE DRILLS

Center staff must pre-plan fire drills. An evacuation plan, with pre-arranged outside designated meeting areas from each exit, must be understood by staff and volunteers, and clearly posted at each exit. Emergency evacuation plans will be reviewed with volunteers by center staff.

Fire drills will be held, at a minimum, once a month. It is required that **three** fire drills be conducted within the first thirty (30) days of beginning the school year. Fire drills should be conducted at various times during the day, from different exits. All staff, volunteers, and children must participate in fire drills.

It is crucial that attendance be charted immediately as children arrive at the center. The following steps are to be followed in a fire drill:

1. When the fire alarm is sounded, the Teacher (or Assistant, if the Teacher is absent will pick up the attendance book and move to the door to be exited. At this time, the other staff member or adult volunteer will assist persons needing mobility

assistance to move to the appropriate exit and assist the Teacher (or Assistant, if the teacher is absent) in lining children single file.

2. As children line up, the lead staff member will count children. The second adult will be the last to exit the classroom after checking all rooms, including bathrooms, kitchen, and closets for any persons. After rooms are checked, lights will be turned off.

3. All adults will count children and verify with the attendance book once the pre-arranged outside area is reached. When the fire drill is concluded, all will re-enter the center, re-verify the number of persons present, and discuss the fire drill with the children.

4. The staff must ensure attendance sheets as well as sign-in/out sheets for staff and volunteers are in their possession at the time of exiting the building to account for all staff and children present that day.

5. The fire drill will be documented by the Teacher or Assistant Teacher using the documentation sheet attached.

Each month, education staff is responsible for checking and recording the dates of checks on the following:

1. Smoke detectors – battery units are checked by pressing and holding the button. Hard-wired smoke detectors are checked following the fire alarm panel manufacturers' instructions and installers' demonstration.
2. Fire extinguishers – fire extinguishers are to be removed from the wall. The gauge is to be read. The extinguisher is to be turned upside down several times to "fluff" the powder inside. The hose is to be unscrewed, looked through, blown through, and reattached to the extinguisher. The extinguisher is then remounted on the wall.
3. Emergency lights – Each month, the battery in the emergency lights must be charged. In order to charge the battery so it will work when the electricity goes off, press the "test" button to make sure the lights come on. Then, place a piece of duct tape over the switch to make the battery light the unit for approximately 15 minutes.
4. Fire alarm systems – Follow manufacturers' instructions and training provided by fire alarm installer on how to test the alarm system at each center.
5. Flashlights – Make sure all staff and volunteers know the designated location of flashlights. Periodically use the flashlights and check the batteries for signs of acid leaks.

Notify the Marketing Manager immediately if any of the above equipment fails to operate as intended.

The Monthly Fire Evacuation Drill sheet is to be sent in monthly to the Marketing Manager.

FIRE AND TORNADO DRILL DOCUMENTATION SHEET

CENTER NAME: _____ **YEAR:** _____

	JULY		AUG		SEPT		OCT		NOV		DEC		JAN		FEB		MARCH		APRIL		MAY		JUNE	
	Fire	Tornado	Fire	Tornado	Fire	Tornado	Fire	Tornado	Fire	Tornado	Fire	Tornado	Fire	Tornado	Fire	Tornado	Fire	Tornado	Fire	Tornado	Fire	Tornado	Fire	Tornado
Date of Drill																								
Start Time																								
Finish Time																								
# Children																								
# Staff																								
Person Conducting																								
Extinguisher Check																								
Smoke Detector Check																								
Fire Alarm Check																								
Emergency Light Check																								
Flash Light Check																								

Comments: _____

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HIGHLAND RIM HEAD START
MONTHLY FIRE EVACUATION DRILL

MONTH:	CLASSROOM:
Date of Drill	
Start Time	
Finish Time	
# of Children	
# of Staff	
Person Conducting	
Extinguisher Check	
Smoke Detector Check	
Fire Alarm Check	
Emergency Light Check	
Flash Light Check	

Comments: _____

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_____ _____

Teacher Signature **Date**

_____ _____

Manager Signature **Date**