

Safe Environments



Preschool Services



Emergency Procedures & Drills

Overview

Purpose The purpose of this policy is to ensure the safety of children and staff and establish procedures for emergencies and preparation drills.

Reference The policies and regulations referenced are:

- Head Start Performance Standards: §1302.47 (a)(7)(i)(8), 1302.47(1)(vi), 1302.47 (a)(b)(7)(i)(ii), 1302.47 (a)(b)(7)(i)(8), 1304.22 (a), 1304.22(f)(2), 1304.22
- Community Care Licensing Title 22:§13131, 101229

Policy overview The following is an overview of the policy:

- Identify all known dangerous areas and remove hazards within the center environment.
- Keep first aid kits accessible to staff but inaccessible to children.
- Post a copy of emergency procedures and escape routes in every classroom.
- In emergency situations only, authorization is granted to Site Supervisors or designees to request repairs from vendors only for the preservation of life or property
- Follow all lock-down procedures during any event that requires a lock-down of the facility such as shooting, hostage incident, or intruder.
- Perform unannounced evacuation drills at least once a month at varying times of the day.
- Maintain the records of evacuation drills for the on-site inspection and review of Licensing.
- Refer to the center’s disaster plan for assignments during an emergency.
- In October, PSD participates in the Countywide Shakeout earthquake drill.

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Overview, Continued

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Staff Safety

Policy

Identify all known dangerous areas and remove hazards within the center environment. All staff is responsible for the safety of the area.

Daily safety check

Conduct a safety check of the facility daily. A staff member is designated by the Site Supervisor.

Notify the Site Supervisor verbally and in writing of unsafe areas. Use the Unsafe Condition Report.



Staff injury

Complete the following if a staff injury occurs at the center.

Step	Action
1	Notify the Site Supervisor immediately.
2	<ul style="list-style-type: none">• Administer first aid• Note on the first aid log
3	If the person needs emergency help, call 911; do NOT transport the injured person.



Staff injury paperwork

The Site Supervisor or person in charge completes the following after a staff injury:

- Report of Accident form 5020
- Accident Investigation Report
- Workers Compensation form DWC1
- Incident report

Refer to the Supervisor's Health and Safety Handbook for a complete listing of mandatory forms.

Personal liability

All Supervisors should be aware that there is potential for personal liability for failing to report a work-related injury at their earliest knowledge of the injury.

First Aid Kits

Policy

Keep first aid kits accessible to staff but inaccessible to children. Place a first aid kit in every classroom and outside in the playground at every site. Take a first aid kit on all field trips and outings.

It is encouraged for staff to make up first aid kits to take out to the playground because it prevents the teacher from leaving the playground to get supplies in an emergency.

Contents

The Logistics & Maintenance (L&M) staff provides metal kit boxes and all supplies.

The following are the required contents of a first aid kit.

- A current edition of a first aid manual
- Sterile first aid dressings
- 4x4 gauze pads for covering cuts, scrapes and burns
- Adhesive tape
- Scissors
- Thermometer
- Bandages or roller bandages
- Gloves
- Cold compresses
- Triangular bandages
- First aid kit checklist

The Site Supervisor or Lead Teacher initials the checklist monthly.

Stocking a kit

To access items easily, keep the first aid kit well stocked, but not overstocked.

Expiration dates

Check all supplies at inventory time to ensure that they are dry, intact, and have not expired. Expiration dates are on not only liquid items, but dry items such as gauze.

Flashlights

Licensing requires that emergency lighting is available. Keep a flashlight near every first aid kit for easy access. Flashlights are ordered from L&M staff.

Other supplies

The Earthquake/Disaster Emergency Kits have many more supplies such as ointments, water, food, and blankets; these are available for a true disaster. The classroom first aid kits are pared down to essential emergency supplies.

Emergency Procedures Policy

Evacuation Post a copy of emergency procedures in every classroom. Post an evacuation map for the center in every room with escape routes marked to indicate the evacuation route from the room.

Drills Fire, earthquake, lock down, and other appropriate emergency drills should be conducted monthly. Use the Drill Log to document drills.

Emergency cards In case of any emergency, call the parent/guardian and notify the Site Supervisor.

At enrollment, emergency card information is collected for each child and updated as needed. The emergency card for each child is kept in a locked cabinet.

Phone Addresses and telephone numbers of the local emergency response systems should be posted next to every telephone.

Universal Precautions Follow Universal Precautions as needed such as gloves, hand washing, and proper disposal of contaminated wastes.

Training Train all center staff on emergency procedures, center-specific policies, and evacuation plans. Train staff annually and observe policy on reporting suspected case of child abuse or neglect.

After-Hours Emergency Policy

Decision making This policy is intended to be general in its application in order to provide for flexibility in decision-making.

Purchases In emergency situations only, authorization is granted to Site Supervisors or designees to request repairs from building management ONLY for the preservation of life or property if:

- Finance is not immediately available
- You cannot reach:
 - your immediate supervisor
 - the Facility Maintenance Supervisors
- The item(s) are necessary for continued operation of the facility, and undue delay would cause substantial loss to the County

Examples The following are examples of after-hours emergencies.

- The building cannot be secured due to a broken door or window.
- The alarm is broken and cannot be set.
- There are plumbing issues that can result in water damage if left over night.

Extensive damage If it appears the building has been damaged to the extent that normal operations cannot be conducted the next business day, notify the Deputy Director of Operations and your Manager the first business day.

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After-Hours Emergency Policy, Continued



After the repair

After the repair is completed:

- Notify Facility Maintenance supervisor to discuss damages and receive further assistance if needed
 - Send a copy of the receipt to the Administration Office with:
 - Building Managers name
 - Telephone number and address
 - Work performed
-

Landlord

The Landlord is notified of necessary repairs as soon as practical.

Lock-Down

Policy

PSD staff follows all lock-down procedures during any event that requires a lock-down of the facility such as shooting, hostage incident, or intruder.

Perform a lock-down drill monthly at each site.

Lock-down process

The following is the lock-down process.

Who	Does What
Site Supervisor	<ul style="list-style-type: none"> ● Announces the lock-down over the Public Address system on advice of authorities ● Makes the alert using a pre-selected code, word, or sound ● Calls the Program Manager, Deputy Director, or PSD Human Resource Officer ● Contacts local Police Department to ensure they are aware of the PSD school site locations
Custodian or designee	<ul style="list-style-type: none"> ● Secures building entrances ● Ensures that no individual leaves or enters the building
Teaching staff	<ul style="list-style-type: none"> ● Keeps children in classrooms or other designated locations that are safe, away from danger, and supervised at all times ● Checks and counts children ● Ensures the sigh-in/out sheet matches the number of children present ● Locks the classroom, dims the lights, and pulls the window shades ● Engages the children in quiet story time activities
Site Supervisor	<ul style="list-style-type: none"> ● Communicates with Administration for updates ● Notifies staff when lock-down is lifted by law enforcement or authority in charge ● Informs the Program Manager and administration of the clearance
Staff	<p>Calls parents and informs them the lock-down is cleared for pick up or drop off of children</p>

Lock-down at Admin & L&M

If there is a mandated lock-down at Administration or Logistics & Maintenance (L&M) building, staff follows the directives from the building coordinator and the law enforcement authority in charge of the situation.

Fire Drills

Policy PSD policy on fire drills is that staff:

- Performs unannounced evacuation drills at least once a month at varying times of the day.
- Maintains the records of evacuation drills for the on-site inspection and review of Licensing.
- Refers to their center’s disaster plan for their assignments during an emergency.

Who participates? Anyone who is on site at the time of the drill will participate in the drill.

First aid kits All first aid kits are marked with a Red Cross sign. First aid kits are located in each classroom on the wall near an exit, in the staff room, and in the Site Supervisor’s office.

Evacuation plan The evacuation plan is located near the exit of the classroom and shows the evacuation area.

Continued on next page

Fire Drills, Continued



Evacuating: inside the building

The following is the evacuation process for when staff/children are inside the building.

Who	Does What
Teachers, Teacher Assistants, and Volunteers	Directs the children to walk, not run, out of the classroom to their evacuation area using the evacuation plan or safest route.
Teacher	Takes the sign-in/out book.
Teacher Assistant	Takes the flashlight and first aid kit.
Center Clerk	Takes children/staff emergency cards and portable phone.
Site Supervisor	Takes the first aid kit, walkie-talkie, ham radio, and Nextel phone.
Site Supervisor or Teacher	<ul style="list-style-type: none"> • Checks that all children and adults are safely out of the building • Takes roll call and accounts for all people when in a safe place, in the pre-designated place away from the building.
Site Supervisor	Inspects the building for safety prior to returning inside.
Site Supervisor	Gives the "all-clear" so that everyone can reenter the building.



Evacuating: outside the building

The following is the evacuation procedure for when staff/children are outside the building.

Step	Action
1	Move away from buildings.
2	Walk; do not run, to the designated evacuation area.
3	Take a head count and account for any missing staff/children.
4	Wait for instructions from the Site Supervisor before entering the building.

Earthquake Drills

Policy PSD policy on earthquake drills is that staff:

- Performs unannounced evacuation drills at least once a month at varying times of the day.
- Maintains the records of evacuation drills for the on-site inspection and review of Licensing.
- Refers to their center’s disaster plan for their assignments during an emergency.

Who participates? Anyone who is on site at the time of the drill will participate in the drill.

First aid kits All first aid kits are marked with a Red Cross sign. First aid kits are located in each classroom on the wall near an exit, in the staff room, and in the Site Supervisor’s office.

Duck, cover, hold Duck, cover, and hold refers to the practice of ducking under a table or safe place, holding your hands to cover the head and neck, and holding on to something sturdy.

What to avoid Avoid windows, heavy light fixtures, glass, and other falling objects.

Continued on next page

Earthquake Drills, Continued



Inside the building

The following is the process for when staff/children are inside the building.

Who	Does What
Teachers, Teacher Assistants, and Volunteers	<ul style="list-style-type: none"> • Directs the children to crawl under a table, crouch on knees, and use hands to cover head and neck. • Directs adults to crawl under tables or stand in the doorframe or the safest location where you may still see the children. Duck, cover, hold. • When movement is over, lead the children outside of the building.
Teacher	Takes the sign-in/out book.
Teacher Assistant	Takes the flashlight and first aid kit.
Center Clerk	Takes children/staff emergency cards and portable phone.
Site Supervisor	Takes the first aid kit, walkie-talkie, ham radio, and Nextel phone.
Site Supervisor or Teacher	<ul style="list-style-type: none"> • Checks that all children and adults are safely out of the building • Takes roll call and account for all people in the pre-designated place away from the building
Site Supervisor	Inspects the building for safety prior to returning inside.
Site Supervisor	Gives the “all-clear” so that everyone can reenter the building.



Evacuating from outside the building

The following is the evacuation procedure for when staff/children are outside the building.

Step	Action
1	Move away from buildings, trees, and overhead wires.
2	Walk; do not run, to an open area.
3	Take a head count and account for any missing staff/children.
4	Wait for instructions from the Site Supervisor before entering the building.

CA Shakeout Drill

Purpose The purpose of the CA Shakeout drill is to prepare for an emergency/disaster crisis situation as governed by the Standard Emergency Management System (SEMS) and National Incident Management System (NIMS)

Policy In October, PSD participates in the Countywide Shakeout earthquake drill. All PSD sites conduct an emergency/disaster drill the same day and time as specified by the County each year.

In case of emergency In case of an actual emergency, the site staff contacts their Program Manager or their Supervisor. Adhere to safety first and use your best judgement based on the situation.

Full participation All staff, visitors, volunteers, and others present at the site are expected to participate in the California Shakeout drill. Site Supervisors must carefully adhere to the instructions in this document.

Group talk feature The group talk feature is used by the Deputy Director and it is not to be used to contact the Program Manager or Designated Contact.

Shakeout process The following is the California Shakeout Process.



Who	Does What
Deputy Director	<ul style="list-style-type: none"> • Contacts the sites using the group talk feature the morning of the drill to alert the sites to start the Shakeout drill • Asks site staff to adhere to their regular Earthquake/Fire drill procedure when participating in the October Shakeout drill
Safety Coordinator	Contacts the sites for safety updates as soon as the “all clear” signal is received from the Administration building safety coordinator
Designated Contact	Calls the sites in alphabetical order for follow-up and needed updates
Site Supervisors	<ul style="list-style-type: none"> • Takes an accurate roll call • Ensures that all present at the site are signed-in

Continued on next page

CA Shakeout Drill, Continued

Designated Contacts

The Manager is the designated person in charge during the California Shakeout earthquake drill. Each site is required to check in with their Manager at the end of the drill.

HAM radio equipment

The HAM radios have the following equipment:

<ul style="list-style-type: none"> • HAM radio • Base-station 	<ul style="list-style-type: none"> • Tripod • Antenna 	<ul style="list-style-type: none"> • 75 foot co-axle cable
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Setting up



The HAM radio is already mounted on the top of the Base-station.

Important: Use the HAM radio outdoors away from children, telephone poles, and trees. Use the following to set up the HAM radio.

Step	Action
1	Connect the 75 foot co-axle cable to the back of the base-station
2	Place the antenna on top of the tripod
	Caution: the antenna generates a small amount of heat due to the 50 watts output of the base-station
3	Use a basic patio umbrella-base to stabilize and secure the tripod and the antenna
4	Connect the electrical to a generator, 12-volt car battery, or an outlet outside a building

Continued on next page

CA Shakeout Drill, Continued

Generators Ensure that the emergency generator is in good working condition and the siphoning hose is located in a place easy to access in time of need.

Emergency / Disaster kits Check the Emergency/Disaster kits for expiration and needed inventory/restocking. Check periodically or as specified on the Safe Environments Checklist.

First Aid kits Check the first aid kits and restock as stated on the Safe Environments Checklist to adequate inventory of the first aid kits. Always remember to complete the first aid kit inventory card for record keeping and tracking.

Site Emergency / Disaster plan Site Supervisors must ensure all phone numbers listed on the Emergency/Disaster plan form (LID-610) are current and working.

Drill Log

Drill Log

Use the Drill Log to document fire, lock down, and earthquake drills.

Post One: Emergency Board

County of San Bernardino
 Preschool Services Department

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FIRE, LOCK DOWN, AND EARTHQUAKE DRILL LOG

Site: _____ School Year: _____

THE FIRE ALARM WILL BE ACTIVATED AND EVALUATION PROCEDURES WILL BE FOLLOWED AS POSTED

FIRE DRILL PROCEDURE: FIRE DRILLS ARE TO CONDUCTED MONTHLY, ONE PER SESSION (A.M./P.M.)

MONTH	A.M. DATE	SUPERVISOR INITIALS	P.M. DATE	SUPERVISOR INITIALS	COMMENTS
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					

EARTHQUAKE PROCEDURES, SAFETY RULES AND INSRUCTIONS ARE TO BE FOLLOWED PER SITE SUPERVISORS DIRECTIONS AND EMERGENCY RESPONSE PERSONNEL

1. TAKE COVER 2. RESUME ACTIVITIES WHEN CLEAR

EARTHQUAKE DRILLS ARE CONDUCTED MONTHLY, ONE PER SESSION (A.M./P.M.)

MONTH	A.M. DATE	SUPERVISOR INITIALS	P.M. DATE	SUPERVISOR INITIALS	COMMENTS
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					

Fire Drill and Earthquake Log 10-08/Shared Drive/Forms/Education

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Drill Log, Continued

Drill log page 2 The following is page 2 of the Drill Log.

Post One: Emergency Board

County of San Bernardino
Preschool Services Department

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FIRE, LOCK DOWN, AND EARTHQUAKE DRILL LOG

Site: _____ School Year: _____

LOCK DOWN DRILLS ARE CONDUCTED MONTHLY, ONE PER SESSION (A.M./P.M.)

MONTH	A.M. DATE	SUPERVISOR INITIALS	P.M. DATE	SUPERVISOR INITIALS	COMMENTS
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					

LIC 610

LIC 610 form

The following is the LIC 610 Emergency Disaster Plan for Child Care Centers.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY		CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	
EMERGENCY DISASTER PLAN FOR CHILD CARE CENTERS		INSTRUCTIONS: <i>Post a copy in a prominent location in facility, near telephone.</i> Licensee is responsible for updating information as required. Return a copy to the licensing office.	
NAME OF FACILITY _____		ADMINISTRATOR OF FACILITY _____	
FACILITY ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE) _____		TELEPHONE NUMBER () _____	
I. ASSIGNMENTS DURING AN EMERGENCY (USE REVERSE SIDE IF ADDITIONAL SPACE IS REQUIRED)			
	NAME(S) OF STAFF	TITLE	ASSIGNMENT
1.			DIRECT EVACUATION AND PERSON COUNT
2.			HANDLE FIRST AID
3.			TELEPHONE EMERGENCY NUMBERS
4.			TRANSPORTATION
5.			OTHER (DESCRIBE)
6.			
II. EMERGENCY NAMES AND TELEPHONE NUMBERS (IN ADDITION TO 9-1-1)			
POLICE OR SHERIFF _____		OFFICE OF EMERGENCY SERVICES _____	
RED CROSS _____		POISON CONTROL _____	
HOSPITAL(S) _____		OTHER AGENCY/PERSON _____	
CHILD PROTECTIVE SERVICES _____			
III. FACILITY EXIT LOCATIONS (USING A COPY OF THE FACILITY SKETCH [LIC 999] INDICATE EXITS BY NUMBER)			
1. _____		2. _____	
3. _____		4. _____	
IV. TEMPORARY RELOCATION SITE(S) (IF AVAILABLE, SUBMIT LETTER OF PERMISSION FROM RENTER/LEASOR/MANAGER/PROPERTY OWNER)			
NAME _____ ADDRESS _____		TELEPHONE NUMBER () _____	
NAME _____ ADDRESS _____		TELEPHONE NUMBER () _____	
V. UTILITY SHUT—OFF LOCATIONS (INDICATE LOCATION(S) ON THE FACILITY SKETCH [LIC 999])			
ELECTRICITY _____			
WATER _____			
GAS _____			
VI. FIRST AID KIT (LOCATION)			
VII. EQUIPMENT			
SMOKE DETECTOR LOCATION (IF REQUIRED) _____			
FIRE EXTINGUISHER LOCATION (IF REQUIRED) _____			
TYPE OF FIRE ALARM SOUNDING DEVICE (IF REQUIRED) _____			
LOCATION OF DEVICE _____			
VIII. AFFIRMATION STATEMENT			
AS ADMINISTRATOR OF THIS FACILITY, I ASSUME RESPONSIBILITY FOR THIS PLAN FOR PROVIDING EMERGENCY SERVICES AS INDICATED BELOW. I SHALL INSTRUCT ALL CLIENTS/RESIDENTS, AGE AND ABILITIES PERMITTING, ANY STAFF AND/OR HOUSEHOLD MEMBERS AS NEEDED IN THEIR DUTIES AND RESPONSIBILITIES UNDER THIS PLAN.			
SIGNATURE _____			DATE _____
LIC 610 (10/03) (PUBLIC)			



Active Supervision

Overview

Purpose To provide staff with clear expectations regarding appropriate supervision of children.

Reference The policies and regulations referenced are:

- Community Care Licensing (CCL), Title 22 101229(a)(1)
- Head Start Program Performance Standards (HSPPS) 1302.47(b)(5)

Policy overview *All Programs*
Supervise children at all times; this is an expectation for all staff. It is the policy of Preschool Services Department that children are **never** to be left alone.

Contents The following is a table of contents.

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Safety Policy



Who is responsible?

All staff members are responsible for child safety.

This system ensures all staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum appropriate indoor and outdoor supervision of children at all times.



Warning! No child left alone

No child is left without the supervision of a teacher at any time. Supervision includes visual observation.

The licensee provides care and supervision as necessary to meet the children's needs and to ensure a child is not left alone.

Ensuring child safety

Preschool Services Department (PSD) developed and implemented a system of management to ensure the following are adequate to ensure child safety:

- all facilities, equipment and materials
 - background checks
 - safety training, safety and hygiene practices
 - administrative safety procedures
-

Adult/Child ratio

Teaching staff must ensure that the following teacher/child ratio is maintained at all times (including Nap time):

- EHS - 18 months to 3 years old (1 Adult:4 Children)
 - Pre-K 3 to 4 year olds (1 Adult: 8 Children)
-

Safety during activities

All staff must follow appropriate practices to keep children safe during all activities:

- Report suspected or known child abuse and neglect, including compliance with applicable federal, state, local, and tribal laws
 - Use safe sleep practices. Ensure all sleeping arrangements for children
 - under 18 months use firm mattresses or cots, as appropriate,
 - under 12 months, soft bedding materials or toys must not be used.
 - Supervise children at all times using appropriate indoor and outdoor supervision.
 - Release children only to an authorized adult on the Emergency Card
 - Comply with all Standards of Conduct
-

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Safety Policy, Continued

- Safety supplies** Each site is equipped with safety supplies that are readily accessible to staff, including, at a minimum;
- fully-equipped and up-to-date first aid kits and
 - appropriate fire safety supplies
-

- Teacher / child interaction** Teaching staff will:
- Engage children to learn about each child’s individual interests and skills to predict what he/she will do.
 - Use information from the daily health check (illness, allergies, lack of sleep, lack of food, etc.) to help anticipate children’s behavior.
 - Use active supervision skills to know when to offer children support.
-

Safety & the Environment



Who is responsible?

All staff members are responsible for ensuring the environment is safe.

Guidelines

Environments must meet the following guidelines as per licensing.

- Clean
 - Free from:
 - pollutants, hazards and toxins that are accessible to children
 - pests
 - firearms or other weapons that are accessible to children
 - choking, strangulation, electrical, and drowning hazards
 - hazards posed by appliances and
 - all other safety hazards
 - Designed to
 - prevent child injury
 - separate toileting and diapering areas from areas for preparing food, cooking, eating, or children’s activities
 - Well lit, including emergency lighting
 - Kept safe through an ongoing system of preventative maintenance
-

Teaching staff

Teaching staff are expected to:

- Set up the environment so that they can supervise children at all times.
 - See and hear children at all times.
 - Keep the environment clutter free and open so that children have a clear space to play and staff can observe them.
 - Carefully plan their position in the environment to prevent children from harm.
 - Ensure there are always clear paths to where children are playing, sleeping, and eating so they may react quickly when necessary.
 - Position themselves at the front of the line and another staff member at the end of the line with the children lined-up in between them.
-

Active Supervision & Counting Children



Important! Purpose

The purpose of this section is to ensure children are appropriately supervised at all times and are never left alone.

Name/Face recognition

It is not sufficient only to count the number of children; a name to face recognition count is required during every transition and change of supervision.

Teaching staff are required to

- Conduct an attendance review by name and face recognition
 - Know the individual children under their supervision and how many children they directly supervise
-

Child identification

All children must wear a visible form of identification, which includes the:

- name of their assigned classroom
 - teacher's name
 - child's name
-

When to Check and Count

Continually scan the entire environment to know where everyone is and what they are doing

Count the children:

- During meal periods,
 - Prior to and after each indoor/outdoor transition,
 - Whenever a child arrives or departs and
 - Each 30 minute increment throughout the day.
-

Continued on next page

Active Supervision & Counting Children, Continued

How to Check and Count

Complete the following to perform a Check and Count.

Step	Action
1	<ul style="list-style-type: none"> • Determine the number of children in attendance • Reference the Sign-In Sheet and the Check & Count Board
2	Conduct a 'sweep' of the indoor or outdoor space for all children before transitioning outdoors or indoors
3	Call all the children by name
4	Document child counts on the: <ul style="list-style-type: none"> • Check & Count Board, the • Transition Head Count Form, and • Meal Count Sheets.
5	Are all the children accounted for (the counts match)? <ul style="list-style-type: none"> • Yes, the check and Count is complete • No, search for the identified child immediately and notify all staff to assist in locating the child

Relieving staff: counting and communication

Communicate with children and all staff to ensure children are kept safe and free from harm. Count the number of children at the time of any change in responsibility for the supervision of the children.

There must be agreement on the counts of children at each transition.

Who	Does what
Substitute	<ul style="list-style-type: none"> • Relieves a regular classroom Teacher or Assistant Teacher • Counts the children
Teacher	<ul style="list-style-type: none"> • Counts the number of children before leaving • Ensures that the count is in agreement with the substitute • When there are differences in counts, resolve them and report them immediately to the Site Supervisor
Teacher	<ul style="list-style-type: none"> • returns to the classroom • counts the children before the substitute leaves
Substitute	<ul style="list-style-type: none"> • Counts the children before leaving • Ensures that the count is in agreement with the Teacher • When there are differences in counts, resolve them and report them immediately to the Site Supervisor



Communication Devices

Overview

Purpose The purpose is to establish a policy regarding the use of communication devices: walkie talkie, intercoms and site/classroom phones.

Reference The policies and regulations referenced are:
• Head Start Performance Standards: § 1302.47(a)(iii)

Policy overview Personal phone calls are limited to your break time or lunch break unless there is a verifiable emergency. Do not use personal phones or smart watches in the classroom.

Intercoms, walkie-talkies, and classroom phones are only to be used for purposes related to the operations of the center.

An **emergency** is an immediate issue related to the health and safety of a child or adult.

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Phones at Work

Policy

Personal phone calls are limited to your break time or lunch break unless there is a verifiable emergency.

Intercoms, walkie-talkies, and classroom phones are only to be used for purposes related to the operations of the center.

Do not use personal phones at your work station.

Staff compliance

All staff, volunteers, and visitors will comply with this policy at all work location. This includes the sites, Hallmark, Family Learning Centers, and Administrative Offices.

Supervising children

Teaching staff are required to provide full attention to the supervision of the children at all times; cell phones cannot be on your person or in your possession when working with children.

Do not use personal phones in the classroom, on the playground, or during work hours. This includes phone calls, texting, and the use of earphones e.g. blue tooth.

Do not use your personal phone to take pictures of the children.

Courtesy

You are encouraged to take personal phone calls outside or to an area away from others; in common areas, there should be no expectation of privacy.

Courtesy and professionalism should be considered when using phones during break and lunch times.

Communication Devices in the Classroom

Policy

Intercoms, walkie-talkies, smart watches, and phones in the classrooms are only to be used for emergency purposes related to the operations of the center.

An **emergency** is an immediate issue related to the health and safety of a child or adult.

Examples

Do

- Use the land phone in the classroom as an intercom in case of an emergency.
- Take attendance from the classroom with the sign-in/out sheet.

Do not

- Do not use the phone to make outgoing calls for personal or other reasons. If a child is sick, let your supervisor know and calls are made in the office.
 - Do not call for attendance using a communication device.
-

Phone numbers

Do not give the numbers to classroom phones to anyone at any time. Direct parents to call the office.



Child Incident Report

Overview

Purpose Grantee and delegate agencies must ensure that effective two-way comprehensive communication between staff and parents is carried out on a regular basis regarding any issue identified with health and safety situations.

Reference The policies and regulations referenced are:

- Head Start Performance Standards: 1304.20 (c)(1) & (2)

Policy overview Complete an incident report each time a child is injured at the center, or when they arrive at the center with an injury of any kind.

Contents The following is a table of contents.

Topic	See Page
Child Incident Report	2
Report Instructions	3

Child Incident Report

Policy

Complete a Child Incident Report each time a child:

- Is injured at the center
- Arrives at the center with an injury; this documents it did not occur at the center



Process

The following is the Child Incident Report process.

Who	Does What						
Reporter	<ul style="list-style-type: none"> • Completes the incident report • Notifies the Site Supervisor 						
Site Supervisor	Contacts the following						
	<table border="1"> <thead> <tr> <th>When the incident is ...</th> <th>Then the Site Supervisor ...</th> </tr> </thead> <tbody> <tr> <td>Not CPS related</td> <td> <ul style="list-style-type: none"> • Contacts the parent the day of the incident • Gives the parent a copy of the report </td> </tr> <tr> <td>CPS related</td> <td> <ul style="list-style-type: none"> • Contacts CPS or the Police • Files the report in the Confidential file and • Does not give a copy to the parent. </td> </tr> </tbody> </table>	When the incident is ...	Then the Site Supervisor ...	Not CPS related	<ul style="list-style-type: none"> • Contacts the parent the day of the incident • Gives the parent a copy of the report 	CPS related	<ul style="list-style-type: none"> • Contacts CPS or the Police • Files the report in the Confidential file and • Does not give a copy to the parent.
	When the incident is ...	Then the Site Supervisor ...					
Not CPS related	<ul style="list-style-type: none"> • Contacts the parent the day of the incident • Gives the parent a copy of the report 						
CPS related	<ul style="list-style-type: none"> • Contacts CPS or the Police • Files the report in the Confidential file and • Does not give a copy to the parent. 						

Writing approach

When describing the incident on the form keep the statement:

- Relevant to the facts of the current incident only
- Objective, not subjective; do not give your opinion or assign blame
- Limited to the who, what, when, where, and how

Example

Objective statement

The child was pushed and scraped their knee

Subjective statement

The child was pushed and scraped their knee even though I told the child last week to not tease other children and especially not the child that pushed him.

Report Instructions

Child Incident report

Complete the Child Incident Report for any injury. The report is available in English and Spanish.

**PRESCHOOL SERVICES DEPARTMENT
OF SAN BERNARDINO COUNTY
CHILD INCIDENT REPORT**

[] CD [] FD [] AM [] PM

Date: _____ Center: _____ Teacher: _____ am/pm

Child's Name: _____ D.O.B: _____

Address: _____ City: _____ Phone: (____) _____

A. Incident occurred:
 At the center
 Time incident occurred or was observed: _____
 Time parent was notified: _____
 How was parent notified? _____
 Away from the center, where did injury occur? _____

B. Reporter's comments:

C. Describe the incident and how it occurred: (e.g., 1" long abrasion right knee, small show of blood. Child fell on cement while running, etc.)

D. Treatment given: _____

E. What action was taken?
 Child remained at the center. Is follow up needed? [] Yes [] No
 Child was taken home by: _____ (authorized person)
 Pick up time: _____
 Child was seen by a doctor/hospital/clinic: _____ (name)
 C.P.S./Police notified: Date: _____ Time: _____
 Instructions Given by C.P.S./Police: _____

 In house confidential referral submitted Unusual completed

 Signature of witness/reporter Date

 Signature of site supervisor Date

Distribution: [] Child's folder [] Area Coordinator [] Parent Copy

Child Incident Report English 7-03/Shared Drive /Forms/Education

If other children are involved, do not use their names on the report.

Ice pack, band aide etc.

Enter how it occurred, specifically where the incident occurred, and who was involved.

Parent gets copy unless CPS related.



Internal Incident Review Process

Overview

Purpose The purpose of this policy is to describe the process for reviewing actual and potential violations of Community Care licensing regulations.

Reference The policies and regulations referenced are:

- Title 22, Article 4 Enforcement Provisions – 101193 Deficiencies in Compliance

Policy overview *All Programs*
Preschool Services Department (PSD), in conjunction with Community Care Licensing (CCL) Title 22 Regulations maintains an Incident Review Committee whose purpose is to:

- review actual and potential violations of CCL regulations,
- conduct Informal/Formal conferences with staff to gather facts related to the incident,
- determine the cause of the incident,
- identify strategies to prevent further occurrences, and
- make recommendations on disciplinary actions, if applicable.

Contents The following is a table of contents.

Topic	See Page
Definitions	2
Internal Incident Review Process	3
Staff Responsibilities	4

Definitions

Deficiency

A **deficiency** is a non-compliance with either licensing laws and/or regulations. There are three types of deficiencies:

- **Type A Deficiency:** violations that present an immediate or substantial threat to the physical health, mental health, or safety of the children of a childcare center.
 - **Type B Deficiency:** violations of the regulations and the Health and Safety Code that, without correction, could become a risk to the health, safety, or personal rights of clients. Including a recordkeeping violation that would impact the care of clients and/or protection of their resources, or a violation that would impact those services required to meet clients' needs.
 - **Type C Deficiencies:** violations of the regulations that do not present an immediate (Type A) or potential (Type B) negative impact to the health, safety or personal rights of clients in care and where the licensee is in substantial compliance in degree, frequency and intent.
-

Informal conference

An **informal conference** is an unscheduled meeting usually conducted by telephone and/or video conference between participants of the Incident Review Committee, Program Managers and facility staff.

Formal Conference

A **formal conference** is a preplanned meeting scheduled in advance, to be conducted at the Administration office in the presence of the Incident Review Committee along with the Program Managers and facility staff.

Internal Incident Review Process

Staff

Expectations

All Staff are expected to:

- Participate in an administrative investigation involving any actual or potential laws or regulation violations.
 - Be honest, forthcoming and accurate in responses.
 - Maintain confidentiality.
-



The internal incident review process

The following is an overview of the internal incident review process.

Who	Does What	When
Site Supervisor / Lead Teacher	<ul style="list-style-type: none"> • Investigates the incident • Provides a summary of: <ul style="list-style-type: none"> – interviews, – violations, and – non-compliance specifics to the Program Manager. 	Within 24 hours
Program Manager	<ul style="list-style-type: none"> • Reviews all documentation • Discusses the incident with the Site Supervisor • Schedules a conference with the Incident Review Committee and notifies participants 	Within 72 hours
Incident Review Committee	<ul style="list-style-type: none"> • Reviews all documentation • Discusses the incident with the Program Manager and Deputy Directors • Conducts the conference with the Incident Review Committee and staff participants • Makes recommendations to the Director, Deputy Directors and Human Resources Department regarding any disciplinary action, if applicable 	Within 10 business days

Staff Responsibilities

Site Supervisor/ Lead Teacher

The Site Supervisor or the Lead Teacher is responsible for the following:

- Conducting a thorough investigation within 24 hours of the incident.
 - Interviewing and collecting statements of all witnesses in the area where the incident occurred.
 - Identifying the law or regulation that has been violated.
 - Providing a description of the deficiency stating how the staff failed to comply with the specified law or regulation, to include the:
 - particular place or area of the childcare facility,
 - parties involved, and
 - time of day in which the deficiency occurred.
 - Writing a summary of the incident including:
 - the possible cause,
 - potential strategies to prevent further occurrences,
 - a plan of correction,
 - due dates and steps for completing each part of the plan, and
 - any recommended disciplinary actions, if applicable.
 - Providing a summary and supporting documentation to the Program Managers.
-

Program Manager

The Program Manager is responsible for the following:

- Reviewing all supporting documentation within 72 hours of the incident.
 - Discussing the facts surrounding the incident with the Site Supervisor and facility staff involved.
 - Scheduling an Informal and/or Formal conference with the Incident Review Committee and the facility staff within 10 business days after the incident.
 - Notifying facility staff of their upcoming participation in an Informal/Formal conference with the Incident Review Committee.
-

Continued on next page

Staff Responsibilities, Continued

Incident Review Committee

The Incident Review Committee is responsible for the following:

- Reviewing all supporting documentation regarding the incident within 10 business days following notification of the incident.
 - Discussing the facts surrounding the incident with the Program Managers and Deputy Directors.
 - Conducting an Informal/Formal conference with the Program Managers and facility staff to discuss the circumstances surrounding the incident and allow staff to formally address their involvement.
 - Making a recommendation to the Director, Assistant Director, Deputy Directors and Human Resources Officer regarding any disciplinary action, if applicable.
-



Items Prohibited in the Classroom

Overview

Purpose The purpose is to maintain a safe classroom environment.

Reference The policies and regulations referenced are:
• Head Start Performance Standards: § 1302.47(a)(1)(iii)(iv)(vii)

Policy overview Maintain a safe classroom environment by keeping prohibited items away from the classroom and children.

Contents The following is a table of contents.

Topic	See Page
Maintaining a Safe Classroom	2

Maintaining a Safe Classroom

Policy

Maintain a safe classroom environment by keeping prohibited items away from the classroom and children.

Items not for the classroom

The following items are not to be brought into the classroom:

- Weapons of any kind, i.e. box cutters and pocket knives
 - Purses and wallets
 - Cell phones
 - Staff medication, prescription or over the counter
 - Drinks, including water bottles
 - Food and snacks not provided by Head Start
 - Cleaning supplies not provided by Head Start, i.e. hand soap, lotions, and air fresheners
 - Toxic items of any kind i.e. shaving cream
-

Care of items in the classroom

Although some items are meant to be in the classroom, they need to be used and stored properly, such as:

- Brooms and dust pans; keep in a cupboard and inaccessible to children
 - Adult scissors cannot be within the reach of children
 - Unnecessary clutter in the staff lounge, office area, classroom, and children's cubbies
-



Classroom & Playground Safety

Overview

Purpose The purpose of this policy is to maintain child safety in the classroom, playground, and at all times.

Reference The policies and regulations referenced are:

- Head Start Performance Standards: § 1302.47(a)(b)(2)(iii)(v)(5)(iii), 1302.47(a)(1)(iii)(iv)(vii)
- Community Care Licensing Title 22 §101229, 101216.2(e)(1)

Policy overview The well-being of children should be the highest priority for all PSD staff. Every safety precaution is taken as children are invited to participate in classroom and outdoor activities.

Contents The following is a table of contents.

Topic	See Page
Classroom Safety	2
Classroom Supervision	3
Playground Safety	5

Classroom Safety

Policy

The well-being of children should be the highest priority for all PSD staff. Take every safety precaution as children are invited to participate in classroom activities.

Scissors

Adult scissors cannot be within the reach of children. Children's scissors must be supervised at all times.

Environment

Prior to the children's arrival, eliminate hazards like sharp objects if you involve children in gross motor activities.

Remove clutter in all areas of the site; clutter is items/supplies not being used for the current classroom project.

Place brooms and dustpans in a cupboard out of the reach of children.



Hazards

Do not bring the following items into the classroom.

- Weapons of any kind, including knives, box cutters, or pepper spray
 - Purses or wallets
 - Cell phones, smartwatches, or hands free devices (blue tooth)
 - Staff medications/prescriptions or any over the counter medications
 - Drinks, including bottled water, or the use of mugs/cups
 - Food/snacks not provided by Head Start
 - Soaps, lotions, or other cleaning supplies not provided by San Bernardino County
 - Shaving cream indoors or outdoors is prohibited
 - Push pins
 - Staples on boards or walls
-

Classroom Supervision

Policy

Always maintain visual contact and active supervision with children in the classroom.

Do not leave the area without a qualified staff person as a replacement; they must meet the qualifications for the position. Always count children during any transition.

Number of teachers

For Head Start: There must be one Teacher and one Teacher’s Aide in the classroom at all times.

For Early Head Start: There must be two Teachers in the classroom at all times.



Visual contact

Position yourself to be able to see all children in the classroom, maintaining proper zoning position.

Remain alert for potential problems and be observant of every child in your class; to include children who bite, scratch, etc. Keep your supervisor informed and complete documentation and reports.

Bathrooms

Do not close bathroom doors. Make parents aware of our required obligation to maintain visual contact with children at all times.

In classrooms where there is an assistant, the assistant takes the children if the restroom is outside of the classroom. The assistant must leave the classroom with the correct ratio.

Continued on next page

Classroom Supervision, Continued

Transitions

You must always know how many children are in your care. Complete a transition count when children go from one activity to another. Transition times should not be filled in on paper prior to transitions.

An adult must be in front and behind the children for each class. Count the children and do not depend on someone else to give you an accurate count; ultimately, you are responsible.

Interact with children in meaningful transition activities to keep them actively engaged as they transition.

Playground Safety

Policy

Children may not be on the playground unless they are supervised and the appropriate teacher/child ratio is maintained.

- Head Start ratio is 8 children to 1 teacher
- Early Head start ratio is 4 children to 1 teacher

Teachers are expected to interact and observe children closely while on the playground.

Environment

Prior to children arriving, all staff conducts daily cleaning and removes any broken, damaged, or unsafe material or equipment as needed along with other litter. Some areas may need cleaning more frequently.

Hazards

Make periodic checks and keep administrative staff informed as to pieces of equipment needing to be repaired or replaced.

If a work order is needed for repairs of equipment, notify appropriate contact person. Under no circumstances should children be allowed to play on broken or damaged equipment that is unsafe.

Non-toxic fertilizer must be used in the playground area instead of standard fertilizer.

Zoning

Supervisors are required to make sure that “Zoning Maps” are posted in all classrooms and playground. Supervisors need to ensure that all teachers (EHS/HS) are complying with the following tasks:

Teachers should station themselves so that they:

- Can see all children using proper zoning
 - Are not socializing and standing with another teacher
 - Are where the majority of the children are playing especially where the equipment is enclosed i.e. outdoor playhouse, tunnels, and top of the slide
 - Do not have their backs toward the children
 - Are standing, unless engaged in an activity with 8 or more children
 - Can supervise gross motor activities to prevent accidents and ensure safe, active play
 - Can interact and observe children closely.
-

Continued on next page

Playground Safety, Continued

What to bring Bring the sign in/out sheet and a first aid kit to the playground.

What not to bring Do not bring cell phones or engage in personal calls while supervising children.

Leaving the playground Do not leave your area without a qualified staff person to as a replacement you; they must meet the qualifications for the position.

Before leaving, check to maintain correct ratio and tell the relieving staff member your head count.

Supervising the playground While supervising the playground:

- Monitor and redirect children in the use of any equipment.
- Use your best judgement on the number of children allowed to play on any equipment.
- Anticipate potential safety problems

Teaching on the playground Use gross motor activities as learning opportunities to promote positive social interactions and to encourage development. Teach children safe practices.

Help children learn the safe way to:

- Play on paved areas
 - Handle wheel toys
 - Follow the safety rules for bikes, such as
 - No bumping
 - No racing
 - All bikes must be going in the same direction at all times
 - Follow traffic signs
 - Report unsafe or inappropriate behavior
-



Phalos Haire
Approved by: Phalos Haire, Director

Child Emergency Card & Nametags

Overview

Purpose The purpose of this policy is to ensure children’s safety at all times and have a complete and current record of each child’s emergency contacts.

Reference The policies and regulations referenced are:

- Head Start Performance Standards: § 1302.47(5)(iv), 1302.47(a)(5)(iii), 1303.74
- California Code of Regulations, Title 17
- Department of Social Services Title 22 §101221
- Child Care Licensing Title 22: §101229.1

Policy overview A separate, complete and current Child Emergency Card is maintained in the childcare center.

The site provides nametags for all children and all bus riders throughout the school year.

Contents The following is a table of contents.

Topic	See Page
Child Emergency Card	2
Nametags	4

Child Emergency Card

Policy A separate, complete, and current Child Emergency Card is maintained in the childcare center.

Authorized representative An **Authorized Representative** is any person and entity authorized by law to act on behalf of a child. Such person or entity may include, but is not limited to, a minor's parent, a legal guardian, a conservator, or a public placement agency.



What is an emergency? An **emergency** is:

- illness or injury more serious than minor cuts and scratches
- when a child is not picked up from the bus stop or the center within a reasonable time

Contents Each record contains the following information about the child's authorized representative:

- Name
- Address
- Telephone

The same information is collected for relatives or others who can assume responsibility for the child when the authorized representative cannot be reached.

Phone numbers The child's parent/guardian must provide a home telephone number and a work phone number if applicable. Cellular phone numbers are acceptable.

If the parent/guardian does not have a telephone, a message number must be provided.

Additional contacts The parent must provide at least three additional names of persons over the age of 18 authorized to pick up the child or to call in case of an emergency.

Their telephone numbers must be current and in service.

Continued on next page

Child Emergency Card, Continued

Updating the emergency card

The emergency card must be updated in person by the parent/guardian. New phone numbers and new authorized persons cannot be updated over the phone.

Update the emergency card annually and as changes occur; home visits or parent conferences are a good time to update the emergency card.

Calling the parent/guardian

Call the parent/guardian first, if they cannot be reached, call the other persons listed on the emergency card.

Reminder: a photo ID is required each time a child is picked up from school or from the bus, including a law enforcement person.

Nametags

Policy

The site provides nametags for all children and all bus riders throughout the school year.

All bus riders must wear nametags while riding the bus and all children must wear them throughout the school year.

Use clips and not strings, yarns, or pins to attach the nametag.

Placement

Place the nametag on the back of the child. During naptime, it could be relocated for comfort.

Contents

The nametag should include:

- Name of their assigned classroom
 - Teacher's name
 - Child's name
-



Phalos Haire
Approved by: Phalos Haire, Director

Bus Safety

Overview

Purpose The purpose of this policy is to enhance child safety when boarding and exiting the bus.

Reference The policies and regulations referenced are:

- Head Start Performance Standards: 45 CFR subpart F, §1305.2
- Child Care Licensing Title 22: §101225

Policy overview Children without a nametag are not allowed to board the bus.

Ensure that children are only released to:

- A parent or legal guardian, or
- Other individual identified in writing by the parent/guardian on the emergency card.

To ensure no child is left on the vehicle at the end of the route, maintain:

- Lists of the parent/guardians,
- Lists of alternates in case of emergency, and
- Up to date child rosters at all times

Contents The following is a table of contents.

Topic	See Page
Bus Safety	2

Bus Safety

Policy

Children without a nametag are not allowed to board the bus.

Ensure that children are only released to:

- A parent or legal guardian, or
- Other individual identified in writing by the parent/guardian on the emergency card.

To ensure no child is left on the vehicle at the end of the route, maintain:

- Lists of the parent/guardians,
 - Lists of alternates in case of emergency, and
 - Up to date child rosters at all times
-



Who can pick up?

To pick up a child you must:

- Be listed on the emergency card and/or bus consent form
 - Be 18 years of age or older
 - Show a Photo I.D.
-

Documentation

Transportation staff will:

- Have copies of the emergency cards and bus consent forms at all times
 - Ensure that all children are signed-in/out using the bus sign-in/out form
-

Bus stops

Transportation staff must get prior approval from designated PSD staff to change a bus stop.

Continued on next page

Bus Safety, Continued



Boarding the bus process

The following is the process to boarding the bus.

Who	Does What
PSD staff	<ul style="list-style-type: none"> • Ensures that all children are either bus riders or walkers, not both • Provides the parent with a nametag
Transportation staff	<ul style="list-style-type: none"> • Ensures that all children have a nametag. • Gives an accurate count of children to PSD staff
PSD staff	<ul style="list-style-type: none"> • Enters the bus prior to children exiting and checks all seats as the children exit • Recounts the children to verify the first student count • Signs children into the classroom • Secures child on child seat or car seat



Exiting the bus procedure

The driver/monitor completes the following.

Step	Action
1	Walk through and ensure all children are off the bus
2	If no one is at the bus stop, return the child to school
3	Call the school when the bus has cleared

Training

PSD staff trains new and returning bus drivers and monitors on:

- Boarding and exiting procedure
- Pre and post trip vehicle checks
- Emergency evacuation procedures

PSD quality assurance conducts emergency drills.



Reporting Unusual Incidents & Suspected Child Abuse

Overview

Purpose The purpose is to ensure compliance with policies set by Community Care Licensing (CCL), Child Protective services (CPS), and Head Start Program Performance Standards that governs the prevention, identification, treatment, and reporting of suspected child abuse and unusual incidents.

Reference The policies and regulations referenced are:

- Child Abuse and Neglect Reporting Act, Penal Code §11166.5;
- Community Care Licensing, Title 22, §101212(d);
- Head Start Program Performance Standards §1302.47(5)(i)

Policy overview All staff and consultants must follow appropriate practices to keep children safe during all activities, including, at a minimum:

- Reporting suspected or known child abuse and neglect
- Complying with applicable Federal, State, local, and tribal laws
- Reporting injuries and communicable diseases

All employees working for San Bernardino County, Preschool Services Department are required to report all reasonable suspicions of child abuse, including neglect, emotional abuse, sexual exploitation, and physical abuse. Reporting To include any suspicions of child abuse perpetrated by a PSD employee.

When an unusual incident is identified, notify the Site Supervisor and an Education Program Manager immediately.

Contents The following is a table of contents.

Topic	See Page
Suspected Child Abuse	2
Unusual Incidents	3
The LIC 624 Unusual Incident Report	5

Suspected Child Abuse

Policy

All employees working for San Bernardino County, Preschool Services Department are required to report all reasonable suspicions of child abuse, including:

- Neglect,
 - emotional abuse,
 - sexual exploitation,
 - physical abuse, and
 - any suspicions of child abuse perpetrated by a PSD employee.
-

Child Safety

All staff and consultants must follow appropriate practices to keep children safe during all activities, including, at a minimum:

- Reporting suspected or known child abuse and neglect, and
 - Comply with applicable Federal, State, local, and tribal laws.
-

Unusual Incidents



What is an unusual incident?

The following is a list of events that are an unusual incident:

- Death of any child from any cause
 - Any injury to any child that requires medical treatment
 - Any incident or child absence that threatens the physical or emotional health or safety of any child
 - Any suspected physical or psychological abuse of any child
 - Epidemic outbreaks
 - Poisonings
 - Catastrophes
 - Fires or explosions that occur in or on the premises
-



What to do when an unusual incident occurs

When an unusual incident occurs, Notify the Site Supervisor (anyone in charge of the site) immediately.

The Safety Committee

The Safety Committee reviews and evaluates all unusual incident reports for the content and nature of each incident

The Safety Committee consists of the:

- Assistant Director
 - Deputy Directors
 - 1 other Manager in addition to the Safety Committee Manager
 - Education Program Manager who oversees the reporting site.
-

Continued on next page

Unusual Incidents, Continued

The reporting process

The following happens after an unusual incident.

Who	Does What
Person who identified the incident	Notifies the Site Supervisor (anyone in charge of the site).
Site Supervisor	<ul style="list-style-type: none"> • Contacts a Deputy Director or Assistant Director at immediately • Completes a draft of the LIC 624 Unusual Incident Report and/or the Suspected Child Abuse Reports. • Sends the report within the same business day to the Deputy Director for review prior to submitting to CCL and/or CPS. • Retains a copy of the reports in the Site confidential file.
Deputy Director	<ul style="list-style-type: none"> • Notifies the Safety Committee • Sends the report to the Administrative Secretary to review
Administrative Secretary	<ul style="list-style-type: none"> • Reviews the report • Retains a copy of the reports in the Administrative confidential file • Logs the information into the CCL Unusual Incident Tracking Spreadsheet
Safety Committee designee	<ul style="list-style-type: none"> • Contacts Community Care Licensing (951) 482-4200 (Call (661) 789-6944 CCL Regional Office Palmdale) to give the initial report by the next business day. • Submits the Unusual Incident Report and/or the Suspected Child Abuse Reports to CCL and/or CPS within 7 days of occurrence. • Forwards a copy to the Health Education Specialist if the incident is related to Health, i.e. injury or communicable disease.
Community Care Licensing Duty Worker	Instructs the Safety Committee on how to proceed
Safety Committee designee	Relays information from the CCL to all site staff

The LIC 624 Unusual Incident Report

LIC 624: English The following is the LIC 624 Unusual Incident Report Side 1 in English.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

UNUSUAL INCIDENT/INJURY REPORT

INSTRUCTIONS : NOTIFY LICENSING AGENCY, PLACEMENT AGENCY AND RESPONSIBLE PERSONS, IF ANY, BY NEXT WORKING DAY.

SUBMIT WRITTEN REPORT WITHIN 7 DAYS OF OCCURRENCE.
RETAIN COPY OF REPORT IN CLIENT'S FILE.

NAME OF FACILITY	FACILITY FILE NUMBER	TELEPHONE NUMBER ()
ADDRESS	CITY, STATE, ZIP	

CLIENTS/RESIDENTS INVOLVED	DATE OCCURRED	AGE	SEX	DATE OF ADMISSION

TYPE OF INCIDENT

<input type="checkbox"/> Unauthorized Absence	<input type="checkbox"/> Alleged Client Abuse	<input type="checkbox"/> Rape	<input type="checkbox"/> Injury-Accident	<input type="checkbox"/> Medical Emergency
<input type="checkbox"/> Aggressive Act/Self	<input type="checkbox"/> Sexual	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Injury-Unknown Origin	<input type="checkbox"/> Other Sexual Incident
<input type="checkbox"/> Aggressive Act/Another Client	<input type="checkbox"/> Physical	<input type="checkbox"/> Suicide Attempt	<input type="checkbox"/> Injury-From another Client	<input type="checkbox"/> Theft
<input type="checkbox"/> Aggressive Act/Staff	<input type="checkbox"/> Psychological	<input type="checkbox"/> Other	<input type="checkbox"/> Injury-From behavior episode	<input type="checkbox"/> Fire
<input type="checkbox"/> Aggressive Act/Family, Visitors	<input type="checkbox"/> Financial		<input type="checkbox"/> Epidemic Outbreak	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Alleged Violation of Rights	<input type="checkbox"/> Neglect		<input type="checkbox"/> Hospitalization	<input type="checkbox"/> Other (explain)

DESCRIBE EVENT OR INCIDENT (INCLUDE DATE, TIME, LOCATION, PERPETRATOR, NATURE OF INCIDENT, ANY ANTECEDENTS LEADING UP TO INCIDENT AND HOW CLIENTS WERE AFFECTED, INCLUDING ANY INJURIES)

PERSON(S) WHO OBSERVED THE INCIDENT/INJURY:

EXPLAIN WHAT IMMEDIATE ACTION WAS TAKEN (INCLUDE PERSONS CONTACTED):

LIC 624 (4/99)
OVER

Continued on next page



Phalos Haire
Approved by: Phalos Haire, Director

Storage & Labeling

Overview

Purpose The purpose of this policy is to comply with OSHA regulations and to keep the children in our facilities safe at all times.

Reference The policies and regulations referenced are:

- Head Start Performance Standards: § 1302.47(a)(b)(1)(i)
- Child Care Licensing Title 22: § 101238(d)(1)
- Occupational Safety and Health Administration: 29 CFR Subpart H

Policy overview Follow the regulations of the Occupational Safety and Health Administration (OSHA) regarding flammable and dangerous materials to reduce risks for children.

Contents The following is a table of contents.

Topic	See Page
Storage & Labeling	2

Storage & Labeling

Policy

Follow the regulations of the Occupational Safety and Health Administration (OSHA) regarding flammable and dangerous materials to reduce risks for children.



Storage guide lines

The following are the storage guidelines.

Store the following under lock and key:

- Quat spray bottles
- One gallon bleach container
- All medications; they should also have child-protective caps

Store the following separate from food and out of the reach of children:

- Quick kit baskets
 - Cleaning materials, detergents
 - Aerosol cans
 - Any other toxic materials
 - Medications
-

Items not allowed at sites

The following items are not allowed at the site:

- Pesticides
 - Poisons
 - Chemicals used in lawn care
-



Labeling guidelines

All cleaning materials and any other toxic material must be in their original labeled containers.

Use materials according to the manufacturer's instructions on the label, only for intended purpose, and in a manner that will not contaminate play surfaces, toys, food, or food preparation areas.

Medications must be labeled.
