

**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.  
EARLY CHILDHOOD EDUCATION DEPARTMENT**

**SAFETY POLICIES**

Mississippi County Arkansas Economic Opportunity Commission Head Start recognizes the importance of safety, and that safety is freedom from danger. Danger is minimized by reducing hazardous conditions.

Head Start goals are:

- To provide safe indoor and outdoor environments
- To help children develop safe habits
- To be ready to respond to accidents and emergencies
- To assist children in learning safe practices and procedures.

**Procedures:**

- Designated staff will be assigned to assist children with special needs during the evacuation process.
- Staff is aware that children must be supervised at all times. The younger children and older children are separated in the classrooms and play areas.
- Gates are kept closed at all times.
- Staff is trained in safety procedures. The staff will ensure safety of children by locking up all hazardous materials. These are to include but not limited to scissors, staplers, staples and hole punchers. Materials classified as unsafe or containing sharp edges will be placed under lock and key.
- Each classroom will have 50% of staff trained in First Aid and CPR. First Aid Kit is in each classroom and on each bus.
- The First Aid Kits are checked monthly and restocked as needed.
- A Catastrophic Disaster Plan is in place and Fire, Tornado, and Earthquake drills are conducted at least once per month in. Children are taught about Floods and Hurricanes and what to do. These are not practiced monthly since they are not common occurrences in this area.

**Evacuation Exits are visible in each building.**

- Evacuation Exit Plans are posted in each room, with a Master Evacuation Exit Plan in the hall.
- Handicapped Exits are marked. Gates are kept closed at all times.

**Fire Extinguishers**

- Each center is inspected by the Fire Department and must pass the Official Fire Safety Inspection.

- Fire extinguishers are readily accessible and available in every building and are inspected yearly.
- Fire extinguishers will be serviced yearly by the licensed fire extinguisher contractor.
- In the event the fire extinguisher indicator is outside of the green before yearly checks, the licensed fire extinguisher contractor will be contacted to replace or repair as needed.

**Smoke and carbon monoxide detectors** will be checked monthly. The batteries are to be replaced twice yearly or when chirping sound is emitted. Units are replaced immediately upon detection of malfunction.

Appliances will be out of reach of children and placed on a stable, secured surface.

- A copy of the Emergency Medical/Dental Plan will be posted in each classroom.
- Emergency Telephone Numbers will be posted, i.e., Nearest Hospital, Doctors Office on call, Local Police, and Local Fire Department, Local Ambulance Service, Local Medical and Dental providers.
- Current emergency numbers where parents may be reached, is posted.
- A copy of Procedures for Accidents and Emergencies will be posted in each classroom.
- The playgrounds are checked daily for sharp edges, loose pieces, peeling paint and other hazardous conditions or materials. The Daily/Monthly Playground Safety checklist is completed upon inspection.
- Medicines are kept in locked boxes and out of the children.
- Cleaning materials and other dangerous substances or articles are kept locked and out of children's reach.
- Gloves are used to prevent the spread of germs from child-to-child and staff-to-child.
- All electrical outlets and power strips will have protective coverings in place when outlets are within the reach of children. With exception to manufactured child resistant electrical outlets.
- Loose electrical cords are covered with Styrofoam or other shock resistant safety approved coverings.
- Work orders completed and submitted upon discovery of any item in need of repair or deficiency.