



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start/Early Head Start

Policy Council Meeting Announcement

July 12th 2023 11am

Zoom Information

Meeting ID – 859 7242 5163
Meeting Passcode - 604867
Meeting Link https://us06web.zoom.us/j/85972425163?pwd=aUtxRHYyb29EelZGY1A2L29BdDRVUT09

Agenda Packet Arrival Date

7-5-2023

You can get the zoom app on your phone or log in at
<https://zoom.us/> hit "Join a
Meeting" and type in the meeting ID and passcode.



NOTICE OF A PUBLIC MEETING – July 12th, 2023 @ 11 am on Site or Zoom Meeting
5430 Link Rd
San Angelo, TX 76904

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call Stacy Walker at (325) 944-9666 at least 24 hours prior to the meeting.

Business

Determination of	Quorum
1. Approval of	Policy Council June Ballot Results
2. Approval of May	CVCOG Summary Budget Comparison Grant H03, Head Start FY 22-23 From 6/1/2022 Through 5/31/2023
3. Approval of May	CVCOG Summary Budget Comparison Grant H04, Head Start Nutrition 22-23 From 10/1/2022 Through 5/31/2023
4. Approval of May	CVCOG Summary Budget Comparison ARP and CRRSA Head Start Funding From 6/1/2021 Through 5/31/2023
5. Approval of May	Head Start Credit Card/Open Account Summary Transactions (Detail Attached) May 2023
6. Approval of	Implementation Plans <ul style="list-style-type: none"> • 1302 Program Management and Quality Improvement
7. Approval of	Emergency Response Plans <ul style="list-style-type: none"> • Eden Head Start • Rio Vista Head Start/Early Head Start • Day Head Start/ Early Head Start
8. Approval of	School Readiness Goals
9. Approval of	Head Start Parent Handbook Operational Policies and Procedures
10. Approval of	Turf Memo
11. Reports & Information	1. July Directors Report

Posted in accordance with Texas Government Code, Title V, Chapter 551, Section .053, on June 30, 2023

Carolina Raymond Head Start Director

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call Stacy Walker at (325) 944-9666 at least 24 hours prior to the meeting.

Date Policy Council Meeting did not meet Quorum:	6-14-2023- Only 4 in attendance
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Place Y or N in each box according to the vote placed by each Policy Council Representative. NB if ballot was not received by the Deadline.

	Business	Christoval	Eden	Eldorado	Menard HS/EHS	Ozona	Blackshear SA	Day HS/EHS SA	Rio Vista SA HS/EHS	Community Rep. Jaylon Seales	Community Rep.	Community Rep.	Community Rep. Executive Board	Total Yes	Total No
1.	APPROVAL of May Ballot Results				X			X X	X	X				5	0
2.	APPROVAL of May Personnel Variations				X			X X	X	X				5	0
3.	APPROVAL of Removal of Justin Lowney CVCOG Procurement and the addition of Pam Hill CVCOG Procurement				X			X X	X	X				5	0
4.	APPROVAL of CVCOG Summary Budget Comparison Grant H03, Head Start FY 22-23 From 6/1/2022 Through 4/30/2023				X			X X	X	X				5	0



5	CVCOG Summary Budget Comparison Grant H04, Head Start Nutrition 22-23 From 10/1/2022 Through 4/30/2023				X			X	X	X				5	0
6	APPROVAL of CVCOG Summary Budget Comparison ARP and CRRSA Head Start Funding From 6/1/2021 Through 4/30/2023				X			X	X	X				5	0
7	APPROVAL of Head Start Credit Card/Open Account Summary Transactions (Detail Attached) April 2023				X			X	X	X				5	0
8	APPROVAL of Implementation Plans <ul style="list-style-type: none"> • 1301 Program Governance • 1302 Subpart A ERSEA • 1302 Subpart C Education and Child Development • 1302 Subpart D Health Program Services • 1302 Subpart E Family and Community Engagement • 1302 Subpart H Service to Enrolled Pregnant Moms • 1302I Human Resources Management 				X			X	X	X				5	0



10	REPORT AND INFORMATION June Director's Report	
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Policy Council Ballot was sent out to the sites for posting on the Parent Boards: *Stacy Walker*

Policy Council Chairman

Date

Policy Council Ballot


Date of Policy Council Meeting that didn't make Quorum:	Tuesday June 20 th 2023
Deadline for ballot (Date & Time):	Friday June 23 rd 2023

Quorum was not meet and per Head Start Policy Council By-Laws the Program Director has opted to hold a vote by ballot. Ballots must be returned to the FAMCO Manager by the ballot deadline signed for the ballot to count. A count will be taken from ballots received and a simple majority vote will approve the agenda item. Results will be approved in the next Policy Council Meeting. If you have any questions, please call the Head Start office at 325-944-9666 and ask for Stacy Walker EXT. 244.

Business - Please circle yes or no for each item needing approval.		
1	APPROVAL of Policy Council May Ballot Results	Yes No
2	APPROVAL of May Personnel Variations	Yes No
3	APPROVAL Removal of Justin Lowney CVCOG Procurement and the addition of Pam Hill CVCOG Procurement	Yes No
4	APPROVAL of April CVCOG Summary Budget Comparison Grant H03, Head Start FY 22-23 From 6/1/2022 Through 4/30/2023	Yes No
5	APPROVAL of April CVCOG Summary Budget Comparison Grant H04, Head Start Nutrition 22-23 From 10/1/2022 Through 4/30/2023	Yes No
6	APPROVAL of April CVCOG Summary Budget Comparison ARP and CRRSA Head Start Funding From 6/1/2021 Through 4/30/2023	Yes No
7	APPROVAL of April Head Start Credit Card/Open Account Summary Transactions (Detail Attached) April 2023	Yes No
8	APPROVAL of Implementation Plans <ul style="list-style-type: none"> 1301 Program Governance 	Yes No

Thank you for taking the time to complete and return this ballot. Most of all thank you for your time and dedication and supporting Concho Valley Council of Governments Head Start Program.

	<ul style="list-style-type: none"> • 1302 Subpart A ERSEA • 1302 Subpart C Education and Child Development • 1302 Subpart D Health Program Services • 1302 Subpart E Family and Community Engagement • 1302 Subpart H Service to Enrolled Pregnant Moms • 1302I Human Resources Management 		
10	<p>Report and Information</p> <ul style="list-style-type: none"> • June Director's Report 	Yes	No

Print Name:	Tianna Olivier
Signature:	
Center Name/Agency:	Rio Vista EHS
Date:	6-21-23

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Policy Council Ballot

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Business - Please circle yes or no for each item needing approval.		
1	APPROVAL of Policy Council May Ballot Results	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	APPROVAL of May Personnel Variations	<input checked="" type="radio"/> Yes <input type="radio"/> No
3	APPROVAL Removal of Justin Lowney CVCOG Procurement and the addition of Pam Hill CVCOG Procurement	<input checked="" type="radio"/> Yes <input type="radio"/> No
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8	APPROVAL of Implementation Plans • 1301 Program Governance	<input checked="" type="radio"/> Yes <input type="radio"/> No

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	<ul style="list-style-type: none"> • 1302 Subpart A ERSEA • 1302 Subpart C Education and Child Development • 1302 Subpart D Health Program Services • 1302 Subpart E Family and Community Engagement • 1302 Subpart H Service to Enrolled Pregnant Moms • 1302i Human Resources Management 		
10	<p>Report and Information</p> <ul style="list-style-type: none"> • June Director's Report 	Yes	No

Print Name:	Jaylon Seales
Signature:	<i>Jaylon Seales</i>
Center Name/Agency:	CVCOG Procurement
Date:	06/20/2023

Thank you for taking the time to complete and return this ballot. Most of all thank you for your time and dedication and supporting Concho Valley Council of Governments Head Start Program.

Agenda
Policy Council Ballot (325) 944-9666 • Fax
 (325) 944-9925

Date of Policy Council Meeting that didn't make Quorum: ~~Thursday~~ June 20th 2023

Deadline for ballot (Date & Time): Friday June 23rd 2023

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8	APPROVAL of Implementation Plans <ul style="list-style-type: none"> • 1301 Program Governance • 1302 Subpart A ERSEA • 1302 Subpart C Education and Child Development • 1302 Subpart D Health Program Services • 1302 Subpart E Family and Community Engagement • 1302 Subpart H Service to Enrolled Pregnant Moms • 1302I Human Resources Management 	Yes	No
10	Report and Information <ul style="list-style-type: none"> • June Director's Report 	Yes	No

Print Name:

Mikayla Vega

Signature:



Center Name/Agency:

Date:

06.22.2023

Thank you for taking the time to complete and return this ballot. Most of all thank you for your time and dedication and supporting Concho Valley Council of Governments Head Start Program.

8-2022



**Head Start / Early
Head Start
Policy Council
Agenda**

**Policy Council Ballot (325) 944-9666 • Fax
(325) 944-9925**

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10	Report and Information • June Director's Report	<input checked="" type="radio"/>	<input type="radio"/>

Print Name: **Nicole Sanchez**
 Signature: *[Handwritten Signature]*
 Center Name/Agency: **Day/ CVCOG**
 Date: **6/22/23**

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CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Policy Council Ballot

**Head Start / Early Head Start
Policy Council Agenda**
(325) 944-9666 • Fax (325) 944-9925

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CONCHO VALLEY
COUNCIL OF GOVERNMENTS



**Head Start / Early Head Start
Policy Council Agenda**

(325) 944-9666 • Fax (325) 944-9925

	<ul style="list-style-type: none"> • 1302 Subpart C Education and Child Development • 1302 Subpart D Health Program Services • 1302 Subpart E Family and Community Engagement • 1302 Subpart H Service to Enrolled Pregnant Moms • 13021 Human Resources Management 		
10	Report and Information <ul style="list-style-type: none"> • June Director's Report 	Yes	No

Print Name:	Raquelin Guerrero
Signature:	Raquelin Guerrero
Center Name/Agency:	Menard HS / EHS
Date:	6/20/23

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CVCOG

Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23

From 5/1/2023 Through 5/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H03	HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04				
004	Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	6,808,571.00	6,631,626.25	176,944.75	97.40%
4411000	IK Contributions	1,676,068.00	2,168,835.10	(492,767.10)	129.40%
Total 004	Revenue	8,484,639.00	8,800,461.35	(315,822.35)	103.72%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,271,367.52	2,269,882.32	1,485.20	99.93%
5118000	General Overtime Hours	101.12	101.12	-	100.00%
5119000	Holiday Work Time	250.00	238.62	11.38	95.45%
5150000	Vacation Time Allocation	26,198.41	26,198.41	-	100.00%
5151000	Medicare Tax	35,423.67	31,660.71	3,762.96	89.38%
5172000	Workers Comp Insurance	15,043.30	15,043.30	-	100.00%
5173000	SUTA	1,679.38	757.97	921.41	45.13%
5174000	Health Insurance Benefit	573,652.54	573,652.54	-	100.00%
5175000	Dental Insurance Benefit	23,487.00	23,260.23	226.77	99.03%
5176000	Life Insurance Benefit	17,020.77	16,253.77	767.00	95.49%
5177000	HSA Insurance Benefit	22,030.80	21,898.14	132.66	99.40%
5181000	Retirement	262,431.81	259,630.32	2,801.49	98.93%
5199000	Indirect Allocation	201,614.68	200,393.34	1,221.34	99.39%
5206000	HR Service Center	155,397.14	145,962.10	9,435.04	93.93%
5207000	Procurement Service Center	79,475.86	79,475.86	-	100.00%
5208000	Information Technology Service Center	59,828.00	57,131.70	2,696.30	95.49%
5291000	Contract Services	69,922.52	68,362.12	1,560.40	97.77%
5293000	HS Health & Disab Svc	322.00	175.89	146.11	54.62%
5294000	HS Policy Council	2,000.00	237.14	1,762.86	11.86%
5296000	HS Parent Service	4,304.00	986.30	3,317.70	22.92%
5309000	Travel-In Region	4,044.00	2,773.46	1,270.54	68.58%
5351000	Fuel	100.00	45.00	55.00	45.00%
5361000	Vehicle Maintenance	100.00	-	100.00	0.00%
5413000	HS Site Rent	126,233.00	116,442.76	9,790.24	92.24%
5433000	HS Site Center Utilities	99,273.00	90,481.05	8,791.95	91.14%
5451000	Facility Allocation	41,760.00	28,812.97	12,947.03	69.00%
5453000	HS Site Center Bldg Maint	141,622.00	117,314.70	24,307.30	82.84%
5510000	Supplies	85,279.50	82,469.88	2,809.62	96.71%
5512000	HS Class Room Supplies	142,946.90	134,833.92	8,112.98	94.32%
5514000	HS Medical Supplies	2,937.00	2,205.89	731.11	75.11%
5515000	HS Disability Supplies	1,276.08	12.54	1,263.54	0.98%
5518000	HS Diapers and Wipes	10,561.56	10,561.56	-	100.00%
5622000	Internal Computer/Software	22,235.08	9,012.54	13,222.54	40.53%
5632000	Copier	22,984.36	22,984.36	-	100.00%
5711000	Insurance	9,268.00	8,108.30	1,159.70	87.49%
5721000	Printing	5,412.00	-	5,412.00	0.00%
5722000	Ads & Promotions	3,483.00	772.50	2,710.50	22.18%
5753000	Dues and fees	4,310.00	3,654.57	655.43	84.79%
5760000	HS Site Center Communications	17,519.00	16,461.66	1,057.34	93.96%

CVCOG

Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23

From 5/1/2023 Through 5/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5762000	Postage/freight	876.00	850.57	25.43	97.10%
5796000	Safety	1,098.00	929.44	168.56	84.65%
Total 400	Head Start CAN NO 9-G064122	4,564,869.00	4,440,029.57	124,839.43	97.27%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,231,341.04	1,208,981.92	22,359.12	98.18%
5118000	General Overtime Hours	100.00	44.92	55.08	44.92%
5119000	Holiday Work Time	100.00	41.34	58.66	41.34%
5150000	Vacation Time Allocation	5,749.31	5,610.20	139.11	97.58%
5151000	Medicare Tax	16,884.66	16,869.93	14.73	99.91%
5172000	Workers Comp Insurance	7,543.15	7,142.04	401.11	94.68%
5173000	SUTA	1,407.30	420.62	986.68	29.89%
5174000	Health Insurance Benefit	326,865.76	326,865.76	-	100.00%
5175000	Dental Insurance Benefit	13,536.00	13,202.21	333.79	97.53%
5176000	Life Insurance Benefit	10,242.12	8,777.74	1,464.38	85.70%
5177000	HSA Insurance Benefit	15,417.14	15,417.14	-	100.00%
5181000	Retirement	141,123.25	138,415.26	2,707.99	98.08%
5199000	Indirect Allocation	108,936.27	107,597.01	1,339.26	98.77%
5206000	HR Service Center	48,752.00	40,561.82	8,190.18	83.20%
5207000	Procurement Service Center	21,456.00	20,597.20	858.80	96.00%
5208000	Information Technology Service Center	19,068.00	15,334.99	3,733.01	80.42%
5291000	Contract Services	678.00	639.98	38.02	94.39%
5293000	HS Health & Disab Svc	678.00	51.36	626.64	7.58%
5294000	HS Policy Council	99.26	69.25	30.01	69.77%
5296000	HS Parent Service	774.74	774.74	-	100.00%
5309000	Travel-In Region	256.00	249.94	6.06	97.63%
5413000	HS Site Rent	36,617.00	36,027.24	589.76	98.39%
5433000	HS Site Center Utilities	28,873.00	27,347.58	1,525.42	94.72%
5451000	Facility Allocation	6,731.00	6,559.73	171.27	97.46%
5453000	HS Site Center Bldg Maint	36,545.19	35,410.76	1,134.43	96.90%
5510000	Supplies	24,873.43	23,229.86	1,643.57	93.39%
5512000	HS Class Room Supplies	21,426.40	20,225.54	1,200.86	94.40%
5514000	HS Medical Supplies	644.08	644.08	-	100.00%
5515000	HS Disability Supplies	1,260.31	-	1,260.31	0.00%
5518000	HS Diapers and Wipes	10,050.69	10,050.69	-	100.00%
5622000	Internal Computer/Software	2,631.54	2,631.54	-	100.00%
5632000	Copier	5,147.01	5,147.01	-	100.00%
5711000	Insurance	1,286.00	1,053.51	232.49	81.92%
5721000	Printing	338.00	221.72	116.28	65.60%
5722000	Ads & Promotions	17.00	-	17.00	0.00%
5753000	Dues and fees	708.10	597.93	110.17	84.44%
5760000	HS Site Center Communications	4,142.00	3,843.81	298.19	92.80%
5762000	Postage/freight	121.00	-	121.00	0.00%
5796000	Safety	460.25	276.17	184.08	60.00%
Total 401	Early Head Start CAN NO 9-G064122	2,152,880.00	2,100,932.54	51,947.46	97.59%

CVCOG

Summary Budget Comparison - DIR-Grant H03, Head Start FY 22-23

From 5/1/2023 Through 5/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	61,964.00	62,312.45	(348.45)	100.56%
Total 402	Head Start T&TA CAN NO 9-G064120	61,964.00	62,312.45	(348.45)	100.56%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	28,351.69	506.31	98.25%
Total 403	Early Head Start T&TA CAN NO 9-G064121	28,858.00	28,351.69	506.31	98.25%
409	Head Start InKind				
6791000	InKind Other	1,676,068.00	2,168,835.10	(492,767.10)	129.40%
Total 409	Head Start InKind	1,676,068.00	2,168,835.10	(492,767.10)	129.40%
	Total Expenditures	8,484,639.00	8,800,461.35	(315,822.35)	103.72%
	Total Revenue Over Expenditures	-	-	-	0.00%
	Head Start (Project 400, 402)	4,626,833.00	4,502,342.02	124,490.98	97.31%
	Early Head Start (Project 401, 403)	2,181,738.00	2,129,284.23	52,453.77	97.60%
	Total Federal	6,808,571.00	6,631,626.25	176,944.75	97.40%
	Total Non-Federal, includes Local Funds	1,676,068.00	2,168,835.10	(492,767.10)	129.40%
	Grand Total HHS Head Start Expenditures	8,484,639.00	8,800,461.35	(315,822.35)	103.72%
	CVCOG Head Start Admin	511,750.47			
	CVCOG Administrative Indirect	307,990.35			
	Plus Health Insurance Adjustment	95,208.46			
	Total Administrative	914,949.28			

Administrative Percentage of Approved Budget
Non-Federal Percentage of Total Expenditures

10.78% Note: Administrative Maximum Percentage is 15%
24.64% Note: match should be 20% or more

CVCOG

Summary Budget Comparison - DIR-Grant H04, Head Start Nutrition 22-23
From 5/1/2023 Through 5/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H04	Grant H04, CACFP Head Start Nutrition FY 22-23				
004	Revenue				
4203000	CACFP Prior Year CFDA 10.558	18,773.45	18,773.45	0.00	100.00%
4221000	CACFP Nutrition CFDA 10.558	844,459.92	428,055.36	416,404.56	50.69%
Total 004	Revenue	863,233.37	446,828.81	416,404.56	51.76%
407	Head Start Nutrition				
5110000	General Wages	45,177.55	23,713.73	21,463.82	52.49%
5151000	Medicare Tax	655.08	258.84	396.24	39.51%
5172000	Workers Comp Insurance	986.79	556.15	430.64	56.36%
5173000	SUTA	18.14	18.14	0.00	100.00%
5174000	Health Insurance Benefit	19,163.41	9,411.77	9,751.64	49.11%
5175000	Dental Insurance Benefit	741.12	343.69	397.43	46.37%
5176000	Life Insurance Benefit	357.81	159.88	197.93	44.68%
5177000	HSA Insurance Benefit	1,961.00	468.84	1,492.16	23.91%
5181000	Retirement	5,024.88	2,665.84	2,359.04	53.05%
5199000	Indirect Allocation	4,604.62	2,321.74	2,282.88	50.42%
5291000	Contract Services	16,663.25	8,855.95	7,807.30	53.15%
5295000	HS Nutrition Service	688,138.40	312,561.10	375,577.30	45.42%
5513000	HS Food Serv Sup	79,541.32	79,420.16	121.16	99.85%
5753000	Dues and fees	200.00	19.36	180.64	9.68%
Total 407	Head Start Nutrition	863,233.37	440,775.19	422,458.18	51.06%
Report Difference		0.00	6,053.62	(6,053.62)	0.00%

CVCOG

Summary Budget Comparison - DIR-Grant 829, ARP and CRRSA Head Start Funding
From 5/1/2023 Through 5/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
829	HHS-ACF Grant 829, Head Start FY 21-22 06CH010970				
004	Revenue				
4170000	HHS-ACF Head Start ARP 06HE001000 C6	676,023.00	581,961.10	94,061.90	86.09%
4172000	HHS-ACF Head Start CRRSA 06HE001000 C5	170,048.00	170,048.00	0.00	100.00%
4523000	Local Revenue	8,405.34	7,529.50	875.84	89.58%
4711000	Sale of Equipment	11,949.79	11,949.79	0.00	100.00%
Total 004	Revenue	866,426.13	771,488.39	94,937.74	89.04%
404	Head Start CRRSA CAN 9-G064122				
5174000	Health Insurance Benefit	31,556.97	31,556.97	0.00	100.00%
5199000	Indirect Allocation	1,953.36	1,953.36	0.00	100.00%
5512000	HS Class Room Supplies	1,393.44	1,393.44	0.00	100.00%
5622000	Internal Computer/Software	115,276.43	115,276.43	0.00	100.00%
5734000	HS Capital Playground	1,826.87	1,826.87	0.00	100.00%
Total 404	Head Start CRRSA CAN 9-G064122	152,007.07	152,007.07	0.00	100.00%
405	Early Head Start CRRSA CAN 9-G064122				
5174000	Health Insurance Benefit	16,989.30	16,989.30	0.00	100.00%
5199000	Indirect Allocation	1,051.63	1,051.63	0.00	100.00%
Total 405	Early Head Start CRRSA CAN 9-G064122	18,040.93	18,040.93	0.00	100.00%
406	Early Head Start Conversion ARP CAN 9-G064122				
5453000	HS Site Center Bldg Maint	12,317.16	12,317.16	0.00	100.00%
5510000	Supplies	1,758.88	1,758.88	0.00	100.00%
5512000	HS Class Room Supplies	20,919.00	20,919.00	0.00	100.00%
5622000	Internal Computer/Software	2,248.44	2,248.44	0.00	100.00%
5734000	HS Capital Playground	15,672.77	15,672.77	0.00	100.00%
Total 406	Early Head Start Conversion ARP CAN 9-G064122	52,916.25	52,916.25	0.00	100.00%
410	Head Start ARP CAN NO 9-G064122				
5110000	General Wages	34,213.00	34,213.00	0.00	100.00%
5151000	Medicare Tax	496.09	496.09	0.00	100.00%
5172000	Workers Comp Insurance	270.86	270.86	0.00	100.00%
5174000	Health Insurance Benefit	94,551.72	86,983.65	7,568.07	92.00%
5177000	HSA Insurance Benefit	3,502.19	3,275.87	226.32	93.54%
5181000	Retirement	4,095.25	4,095.25	0.00	100.00%
5199000	Indirect Allocation	8,216.80	7,983.36	233.44	97.16%
5200000	Employee Health and Welfare	1,997.55	1,997.55	0.00	100.00%
5207000	Procurement Service Center	472.04	472.04	0.00	100.00%
5308000	Head Start T & T A	186.25	186.25	0.00	100.00%
5451000	Facility Allocation	9,976.99	9,976.99	0.00	100.00%
5453000	HS Site Center Bldg Maint	51,406.07	44,334.33	7,071.74	86.24%

CVCOG

Summary Budget Comparison - DIR-Grant 829, ARP and CRRSA Head Start Funding
From 5/1/2023 Through 5/31/2023

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5510000	Supplies	35,826.58	5,618.42	30,208.16	15.68%
5512000	HS Class Room Supplies	52,799.02	45,235.89	7,563.13	85.68%
5514000	HS Medical Supplies	1,665.86	1,665.86	0.00	100.00%
5518000	HS Diapers and Wipes	300.00	0.00	300.00	0.00%
5622000	Internal Computer/Software	39,201.21	38,681.61	519.60	98.67%
5623000	Internal Capital Equipment	53,422.21	53,422.21	0.00	100.00%
5734000	HS Capital Playground	77,575.04	40,026.70	37,548.34	51.60%
5753000	Dues and fees	106.97	106.97	0.00	100.00%
Total 410	Head Start ARP CAN NO 9-G064122	470,281.70	379,042.90	91,238.80	80.60%
411	Early Head Start ARP CAN NO 9-G064122				
5110000	General Wages	18,787.00	18,787.00	0.00	100.00%
5151000	Medicare Tax	272.41	272.41	0.00	100.00%
5172000	Workers Comp Insurance	117.93	117.93	0.00	100.00%
5174000	Health Insurance Benefit	43,050.99	42,867.72	183.27	99.57%
5177000	HSA Insurance Benefit	2,461.51	2,298.60	162.91	93.38%
5181000	Retirement	2,248.85	2,248.85	0.00	100.00%
5199000	Indirect Allocation	4,175.87	4,085.30	90.57	97.83%
5200000	Employee Health and Welfare	329.18	143.55	185.63	43.61%
5207000	Procurement Service Center	140.99	140.99	0.00	100.00%
5308000	Head Start T & T A	69.75	69.75	0.00	100.00%
5451000	Facility Allocation	2,399.04	2,399.04	0.00	100.00%
5453000	HS Site Center Bldg Maint	16,839.58	16,838.86	0.72	100.00%
5510000	Supplies	1,092.84	1,092.84	0.00	100.00%
5512000	HS Class Room Supplies	17,931.16	17,931.16	0.00	100.00%
5514000	HS Medical Supplies	479.14	479.14	0.00	100.00%
5622000	Internal Computer/Software	7,305.92	7,305.92	0.00	100.00%
5734000	HS Capital Playground	32,895.65	32,895.65	0.00	100.00%
5753000	Dues and fees	27.24	27.24	0.00	100.00%
Total 411	Early Head Start ARP CAN NO 9-G064122	150,625.05	150,001.95	623.10	99.59%
997	Non Project				
5200000	Employee Health and Welfare	1,872.01	148.16	1,723.85	7.91%
5510000	Supplies	840.00	256.00	584.00	30.48%
5512000	HS Class Room Supplies	7,893.33	7,125.34	767.99	90.27%
5623000	Internal Capital Equipment	11,949.79	11,949.79	0.00	100.00%
Total 997	Non Project	22,555.13	19,479.29	3,075.84	86.36%
Report Difference		0.00	0.00	(0.00)	0.00%

**Head Start Credit Card/Open Account Transactions Summary
(Detail Attached)**

Head Start Transactions	May, 2023
Citibank P-Card	65,064.23
Dean's Dairy	6,036.22
First Financial Credit Card	1,996.06
Lowes Pay and Save	885.89
Sysco Food Services	30,604.67
West Texas Fire Extinguisher	4,304.94
	<hr/>
	\$ 108,892.01
	<hr/>

CVCOG
 Vendor Activity - Head Start Citibank P-Card
 829 - HHS-ACF Grant 829, Head Start FY 21-22 06CH010970
 From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5200000	Employee Health and Welfare	5/4/2023	071872	Rio Vista Head Start purchase of snacks, foam bowls, and plastic cutlery CB HS	124.14
5754000	Vehicle Registration	5/23/2023	100270288525	Head Start purchase of registration for 2 Chevrolet Traverses JL CB	35.50
					159.64
				Total 829 - HHS-ACF Grant 829, Head Start FY 21-22 06CH010970	159.64

CVCOG
Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5294000	HS Policy Council	5/10/2023	088791	Food for Head Start Policy Council meeting CB HS	209.28
5296000	HS Parent Service	4/19/2023	016394a	HS/FAMCO purchase of canopies and ice HS CB	18.80
5296000	HS Parent Service	5/8/2023	045618	Day EHS, Rio Vista EHS and HS purchase of floor mats for centers and refreshments for EHS registration CB HS	39.96
5296000	HS Parent Service	5/9/2023	000107	lunches for staff working open enrollment fair CB HS	127.68
5296000	HS Parent Service	5/9/2023	071990	snacks and drinks for HS staff working open enrollment fair CB HS	180.99
5296000	HS Parent Service	5/10/2023	040960	Lunch for HS staff CB HS	62.98
5308000	Head Start T & T A	5/4/2023	1668580	CDA Initial Application Fee V.N. RV EHS CB HS	425.00
5308000	Head Start T & T A	5/4/2023	1668716	Eden HS purchase of Preschool/FCC - English Exam Retake for LC CB HS	65.00
5308000	Head Start T & T A	5/15/2023	133466	Observer Recertification for SH - Infant and Toddler Classes CB HS	250.00
5308000	Head Start T & T A	5/26/2023	1694075	Eldorado HS purchase of CDA Course Set: Preschool Center-Based CB HS	398.00
5308000	Head Start T & T A	5/26/2023	5105-TX	Eldorado Head Start site Director Recertification for A.U. HS CB	199.00
5308000	Head Start T & T A	5/31/2023	134421	Class Recertification for TY - Ozona HS CBG	125.00
5308000	Head Start T & T A	5/31/2023	1683585	Head Start Program purchase of Conscious Discipline E-Course, Site License, 1-Year - LEVEL 1: Includes 75 User Accounts and Conscious Discipline E-Course Participant Workbooks CBG	2,507.75
5308000	Head Start T & T A	5/31/2023	1694738	Head Start Program purchase of CDA Course Set: Preschool Center-Based (5 sets) CBG	1,990.00
5433000	HS Site Center Utilities	3/16/2023	221727-180086 02-23	Blackshear HS water service acct# 221727-180086 from 02/16/23-03/15/23 CBG	71.56

CVCOG
Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5433000	HS Site Center Utilities	4/4/2023	221727-179684 03-23	Rio Vista water usage 02/27/23 - 03/30/233~ CBG~ CBG	397.44
5433000	HS Site Center Utilities	4/13/2023	221727-180104 03-23	Day HS site water utility service from 03/08/2023 to 04/11/2023 CBG	212.30
5433000	HS Site Center Utilities	4/13/2023	221727-180106 03-23	Day HS site water utility service from 03/08/2023 to 04/11/2023 CBG	156.03
5433000	HS Site Center Utilities	4/18/2023	221727-180084 03-23	Blackshear HS site water utility service from 03/13/2023 to 04/13/2023 (acct# 221727-180084) CBG	212.30
5433000	HS Site Center Utilities	4/18/2023	221727-180086 03-23	Blackshear HS site water utility service from 03/15/2023 to 04/18/2023 (acct# 221727-180086) CBG	78.48
5433000	HS Site Center Utilities	4/30/2023	0691-001200246	Rio Vista Head Start site temporary dumpster pickup and disposal service CBG	11.37
5433000	HS Site Center Utilities	4/30/2023	0691-001200248	Blackshear Head Start site temporary dumpster pickup and disposal service CBG	249.26
5433000	HS Site Center Utilities	4/30/2023	0691-001201034	Blackshear HS trash services for acct# 3-0691-2402969 from 05/01/23 - 05/31/23 CBG	569.39
5433000	HS Site Center Utilities	4/30/2023	0691-001201055	Rio Vista Head Start trash services for acct# 3-0691-2402993 from 05/01/23 - 05/31/23 CBG	569.39
5433000	HS Site Center Utilities	4/30/2023	0691-001201444	Day Head Start trash services for acct# 3-0691-2405694 from 05/01/23 - 05/31/23 CBG	569.39
5433000	HS Site Center Utilities	5/8/2023	221727-179684 04-23	Rio Vista Head Start site water utility service from 03/30/2023 to 04/27/2023 (acct# 221727-179684) CBG	390.52
5433000	HS Site Center Utilities	5/11/2023	221727-180104 04-23	Day HS site water utility service from 04/11/2023 to 05/09/2023 (acct# 221727-180104) CBG	233.06

CVCOG
Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5433000	HS Site Center Utilities	5/11/2023	221727-180106 04-23	Day HS site water utility service from 04/11/2023 to 05/09/2023 acct# 221727-180106) CBG	162.95
5433000	HS Site Center Utilities	5/16/2023	05-0560-02 04-23	Eden Head Start water usage from 04/15/23 to 05/15/23 CBG	211.23
5453000	HS Site Center Bldg Maint	5/1/2023	I105231	Professional Commercial Security Monitoring, Fire Alarm Monitoring and Commercial Security Service Agreement for Day HS/EHS Billing Period: 05/01/2023 to 05/31/2023 CBG	80.00
5453000	HS Site Center Bldg Maint	5/1/2023	I105233	Blackshear HS Professional Commercial Security Monitoring, Fire Alarm Monitoring and Commercial Security Service Agreement - Billing Period: 05/01/2023-05/31/2023 CBG	80.00
5453000	HS Site Center Bldg Maint	5/1/2023	I105235	RV HS/EHS Professional Commercial Security Monitoring, Fire Alarm Monitoring and Commercial Security Service Agreement - Billing Period: 05/01/2023 to 05/31/2023 CBG	75.00
5453000	HS Site Center Bldg Maint	5/9/2023	2000109-64154441	Rio Vista HS purchase of 4 32 gallon trash cans with wheels and lid JL CB	385.04
5453000	HS Site Center Bldg Maint	5/10/2023	88501	Day HS purchase of Rubbermaid 202 gallon commercial wheeled trash can JL CB	822.35
5453000	HS Site Center Bldg Maint	5/30/2023	37037	Day HS purchase of supplies and tools to repair tile in restroom ~ Facilities CB	153.26
5453000	HS Site Center Bldg Maint	5/30/2023	89349737	Blackshear HS, Day HS, and Rio Vista HS purchase of moving boxes CB HS	65.20
5453000	HS Site Center Bldg Maint	5/31/2023	0103881-5559454	Rio Vista Site Storage shed 38 cu feet JL CB	368.88
5453000	HS Site Center Bldg Maint	5/31/2023	058193	Day HS and Rio Vista HS purchase of extra keys for sites CB HS	88.00
5453000	HS Site Center Bldg Maint	5/31/2023	1450394-0650636	Day Storage Shed 38 cu feet JL CB	368.88

CVCOG
Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	4/5/2023	6899558-1343417	Christoval HS purchase of laptop shoulder bag and electric pencil sharpener JL CB	49.69
5510000	Supplies	4/19/2023	016394a	HS/FAMCO purchase of canopies and ice HS CB	287.00
5510000	Supplies	5/2/2023	027379	office supplies for Administration CB HS	262.94
5510000	Supplies	5/2/2023	1700545-6319451	HS HEALT purchase of sharpies JL CB	17.26
5510000	Supplies	5/2/2023	2194412-8464255	HS EHSED purchase of assorted sticky notes JL CB	60.14
5510000	Supplies	5/2/2023	2930633-4918622	HS HEALT purchase of tablet sleeve bag, thumb drives, and monitor side panel JL CB	70.27
5510000	Supplies	5/2/2023	3473104-8049043	HS HEALT purchase of notepads JL CB	11.99
5510000	Supplies	5/2/2023	7575160-2540269	HS Admin (all) purchase of extension cord tower power strips and HS HEALT purchase of general office supplies JL CB	326.71
5510000	Supplies	5/2/2023	8450640-3921859	HS EHSED purchase of tablet sleeve bag, desk organizers, sticky notes, and pens JL CB	145.33
5510000	Supplies	5/2/2023	9882982-9921042	HS HEALT purchase of mouse pad JL CB	24.99
5510000	Supplies	5/4/2023	069087	Teacher Appreciation Supplies CB HS	124.81
5510000	Supplies	5/4/2023	2000108-94928410	RV HS/EHS purchase of floor rugs for room 7 JL CB	198.64
5510000	Supplies	5/4/2023	9547374-3146612	72x48 Cork Bulletin Board HS Day CB JL	1,766.10
5510000	Supplies	5/5/2023	2098359-9722628a	Expanding file folders for HS Admin CB JL	25.32
5510000	Supplies	5/5/2023	7452332-6090601	Lg Shoulder bag, endust, notebook and expanding file for HS Admin CB JL	154.85
5510000	Supplies	5/8/2023	045618	Day EHS, Rio Vista EHS and HS purchase of floor mats for centers and refreshments for EHS registration CB HS	95.52
5510000	Supplies	5/8/2023	077877	highlighters, zipper pouch, jr filler, notebooks and office desk chairs CB HS	1,341.82

CVCOG
Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	5/8/2023	5456729-9673867	Rio Vista HS purchase of laptop backpacks and HS/EHS purchase of power strips for offices JL CB	173.97
5510000	Supplies	5/9/2023	0254780-4003415	HS FAMCO purchase of sticky notes JL CB	7.99
5510000	Supplies	5/9/2023	2318808-8206661	HS FAMCO purchase of sticky note holder JL CB	7.99
5510000	Supplies	5/9/2023	3916002-8003435	HS FAMCO purchase of binders, file organizers, tablet sleeve bag, gel pens, tape dispenser, and pen organizer JL CB	241.39
5510000	Supplies	5/9/2023	3916002-800343...	HS FAMCO purchase of mouse pad JL CB	24.99
5510000	Supplies	5/9/2023	8450640-3921859 CM	HS EHSED credit for returned gel pens JL CB	(23.99)
5510000	Supplies	5/9/2023	8767690-1016212	HS admin purchase of tablet sleeve carrying bag and pens JL CB	45.55
5510000	Supplies	5/9/2023	9856785-5253865	Rio Vista EHS purchase of laptop backpacks JL CB	193.94
5510000	Supplies	5/9/2023	WP66360075	Rio Vista HS and Day HS purchase of blower fans JL CB	956.00
5510000	Supplies	5/10/2023	7616659-4755442	Head Start purchase of chairs for family service workers JL CB	2,540.16
5510000	Supplies	5/11/2023	3259545-8087454	HS FAMCO purchase of pens JL CB	25.99
5510000	Supplies	5/11/2023	3259545-808745...	Rio Vista HS/EHS purchase of adjustable laptop stand with swivel base JL CB	54.69
5510000	Supplies	5/11/2023	4595003-2993832	Day HS/EHS purchase of cart JL CB	99.97
5510000	Supplies	5/11/2023	7749050-4897000	Rio Vista HS/EHS and Head Start Admin staff purchase of tissue box covers, rolling crates, laptop stands, laptop backpack and sleeve bag, keyboard/mouse combos, document boxes, business card holder, and mouse platform JL CB	935.84

CVCOG
Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	5/12/2023	0184982-9797017	Day HS/EHS purchase of office supplies - keyboard, wireless mouse, binder clips, file folders, desk pad, and hanging folders JL CB	345.95
5510000	Supplies	5/12/2023	0508445-9263467	Rio Vista HS/EHS purchase of office supplies - wooden literature organizers, planner, paper clips, notepads, and pen organizers JL CB	338.51
5510000	Supplies	5/12/2023	1433075-2691462	Rio Vista HS/EHS purchase of high back office chair JL CB	249.77
5510000	Supplies	5/12/2023	1823913-4365044	RV- HS Daily Planner, File Organizers, and Craft Bag ~ JL CB	152.87
5510000	Supplies	5/12/2023	3866254-1103444	Rio Vista HS/EHS purchase of cart JL CB	99.97
5510000	Supplies	5/15/2023	32352	Head Start purchase of vehicle lettering for Chevrolet Traverses JL CB	160.00
5510000	Supplies	5/15/2023	9049950-3405042	HS EHSED purchase of pens JL CB	26.15
5510000	Supplies	5/15/2023	9547374-3146612	Day HS refund for 1 Natural Cork Bulletin Board JL CB	(294.35)
5510000	Supplies	5/16/2023	0567625-3636233	HS HEALT purchase of laptop backpack JL CB	41.38
5510000	Supplies	5/17/2023	2420953-3325813	Menard HS/EHS purchase of printer ink cartridges JL CB	48.89
5510000	Supplies	5/17/2023	2463565	HS ADMIN purchase of toner ink cartridges JL CB	68.00
5510000	Supplies	5/18/2023	0413622-8225046	HS EDUDI purchase of Vertiflex under desk machine stand JL CB	80.92
5510000	Supplies	5/18/2023	0760509-4693830	HS EDUDI purchase of foldable cart, file organizers, tablet stand, laptop backpack, keyboard/mouse set, and 2 binders JL CB	344.44
5510000	Supplies	5/18/2023	094217	HS Admin staff purchase of shipping box for keyboard return JL CB	4.00
5510000	Supplies	5/18/2023	4861039-1009010	HS EDUDI purchase of 8-pocket folders and password organizer book JL CB	42.59

CVCOG
Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	5/18/2023	516094	Head Start purchase of 2 retractable window visors for Chevrolet Traverses JL CB	107.28
5510000	Supplies	5/18/2023	7749050-4897000 CM-1	Rio Vista HS credit for returned pink MOFII keyboard JL CB	(38.99)
5510000	Supplies	5/18/2023	7749050-4897000 CM-2	HS HEALT credit for returned green UBOTIE keyboard JL CB	(39.89)
5510000	Supplies	5/19/2023	026254	HS Admin purchase and assembly of office chairs CB HS	915.96
5510000	Supplies	5/19/2023	043916	Day HS/EHS purchase of cabinet keys made for locked cabinet JL CB	19.21
5510000	Supplies	5/19/2023	077877 CM-1	HS FAMCO credit for returned office chair CB HS	(409.99)
5510000	Supplies	5/19/2023	1880396-1227435	HS COMSP/NTR purchase of package of drafting pencils JL CB	21.68
5510000	Supplies	5/19/2023	8582433-3559460	HS COMSP/NTR purchase of rolling laptop briefcase JL CB	209.98
5510000	Supplies	5/22/2023	077877 CM-2	HS HEALT credit for returned office chair CB HS	(359.99)
5510000	Supplies	5/22/2023	6123837-9027447	Menard HS purchase of laptop bags JL CB	133.94
5510000	Supplies	5/23/2023	000285	Day HS and Rio Vista HS purchase of bubbles CB HS	11.92
5510000	Supplies	5/23/2023	011102	Day HS and Rio Vista HS purchase of bubbles CB HS	31.78
5510000	Supplies	5/23/2023	1983440-7734604	Ozona HS purchase of file folders JL CB	18.35
5510000	Supplies	5/23/2023	3210046-8544242	Rio Vista HS/EHS purchase of file folders for family service workers JL CB	211.55
5510000	Supplies	5/24/2023	0001957	Raptor Visitor Badges White Adhesive for Rio Vista and Day Sites CBG	220.00
5510000	Supplies	5/24/2023	0396077-6489809	Day HS/EHS purchase of No Parking sign holders to prevent visitors/parents from parking in fire lanes CBG	749.70
5510000	Supplies	5/24/2023	10068162347	Day HS and Rio Vista HS purchase of wheel sets for cabinets JL CB	539.64

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Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	5/24/2023	7382737-1976219 CM	HS Admin credit for returned green MOFII keyboard JL CB	(39.99)
5510000	Supplies	5/24/2023	9066826-2169017	Day HS/EHS purchase of No Parking signs to prevent visitors/parents from parking in fire lanes CBG	143.64
5510000	Supplies	5/25/2023	094623	Rio Vista HS/EHS purchase of desk keys to lock drawer JL CB	19.76
5510000	Supplies	5/25/2023	7680236-9042669	HS EHSED purchase of 2 binders JL CB	49.98
5510000	Supplies	5/26/2023	740062	Blackshear HS purchase of 12 mirror and picture moving boxes CB HS	71.40
5510000	Supplies	5/30/2023	004026	Day HS and Rio Vista HS purchase of magnetic whiteboards, cork bulletin boards, and aluminum corkboards HS CB	4,987.89
5510000	Supplies	5/31/2023	042646	Supplies for Head Start sites - cart, thermal laminating pouches, velcro, smart vinyl, tape and refills, tape dispensers, shipping labels, sticky back coins, pens, sticky notes, etc. CBG	1,169.06
5510000	Supplies	5/31/2023	058890	Head Start program supplies purchase - Sun Joe electric pressure washer, sheet protectors, sticky notes, white-out, staplers, carts, label makers, packing tape, storage bags, plates, cups, cutlery, napkins, batteries, index cards, dusters, etc. CBG	4,061.59
5510000	Supplies	5/31/2023	10068162347 CM	Day HS and Rio Vista HS credit for returned set of swivel wheels for storage cabinet JL CB	(29.98)
5510000	Supplies	5/31/2023	10069890100	Day HS and Rio Vista HS purchase of wheels for storage cabinets CBG	89.94
5510000	Supplies	5/31/2023	100962319271289	Rio Vista HS purchase of 2 Vevor multi-shelved literature organizers CBG	179.98
5510000	Supplies	5/31/2023	1022421-0535441	Eldorado HS purchase of duct tape - assorted colors JL CB	56.97

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Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	5/31/2023	1591196-4149068	Eldorado HS purchase of 3 laptop backpacks for employees JL CB	119.94
5510000	Supplies	5/31/2023	1794022-6530638	Eden HS purchase of binder dividers and clear pencil boxes CBG	128.87
5510000	Supplies	5/31/2023	2000109-87696757	Rio Vista HS/EHS purchase of laundry detergent CBG	199.58
5510000	Supplies	5/31/2023	2000110-04126571	Rio Vista HS purchase of 2-drawer locking file cabinet CBG	305.99
5510000	Supplies	5/31/2023	2011625-8145052	Day HS purchase of 2 corkboards to replace 2 that arrived damaged CBG	571.86
5510000	Supplies	5/31/2023	2073135-3557040	Wireless keyboard & mouse MN HS/EHS CBG	25.99
5510000	Supplies	5/31/2023	3034457-7200237	Menard HS/EHS purchase of office supplies -desk organizers, stapler pen holder, storage organizer, and paper clip dispenser CBG	120.62
5510000	Supplies	5/31/2023	5481869-1828228	Eden HS purchase of spiral notebooks - 4 6 packs CBG	43.20
5510000	Supplies	6/1/2023	0508445-9263467 CM-1	Rio Vista HS/EHS credit for returned literature organizer JL CB	(112.80)
5510000	Supplies	6/1/2023	0508455-9263467 CM-2	Rio Vista HS/EHS credit for returned literature organizer JL CB	(112.80)
5510000	Supplies	6/1/2023	7616659-4755442 CM	Head Start credit for returned chair purchased for family service workers JL CB	(317.52)
5512000	HS Class Room Supplies	4/11/2023	6580289-1437843	Storage rack for ED HS CB JL	53.49
5512000	HS Class Room Supplies	5/1/2023	0993168-9584237	Rio Vista HS/EHS purchase of tie dye kits CBG	28.78
5512000	HS Class Room Supplies	5/2/2023	086444	Supplies for infant room RV EHS CB HS	142.55
5512000	HS Class Room Supplies	5/4/2023	4978922-0815458	Day HS and Rio Vista HS purchase of wagons JL CB	1,556.00
5512000	HS Class Room Supplies	5/16/2023	8445901-0143447	Day HS and Rio Vista HS purchase of stroller wagons JL CB	778.00

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Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	5/17/2023	10066398918	Day HS and Rio Vista HS purchase of 10 Seville Classics storage cabinets JL CB	3,499.80
5512000	HS Class Room Supplies	5/17/2023	2000110-31949222	Christoval HS purchase of 2 6 pks Hefty 72 qt. storage totes JL CB	447.50
5512000	HS Class Room Supplies	5/18/2023	3784074-6271436	Ozona HS- Bulletin board, reward stickers, and party hats ~ JL CB	36.60
5512000	HS Class Room Supplies	5/18/2023	6127580-4036213	Ozona HS- Busy board learning cards ~JL CB	30.34
5512000	HS Class Room Supplies	5/19/2023	0514314-3405804	Day HS and Rio Vista HS purchase of Step2 kids play workshops with utility benches JL CB	599.97
5512000	HS Class Room Supplies	5/19/2023	3069750-8921829	Rio Vista HS/EHS purchase of 16 backpacks JL CB	96.00
5512000	HS Class Room Supplies	5/19/2023	4244655-3223414	Day HS and Rio Vista HS purchase of Jumbo 4-in-a-Row Games JL CB	700.00
5512000	HS Class Room Supplies	5/19/2023	6581676-1230618	Rio Vista HS/EHS purchase of planner refill, 3 ring binders, and binder dividers JL CB	296.48
5512000	HS Class Room Supplies	5/19/2023	6623202-1033852	Day HS and Rio Vista HS purchase of BBQ grill playsets JL CB	424.95
5512000	HS Class Room Supplies	5/19/2023	7005239-9437042	Day HS and Rio Vista HS purchase of 5 Children's Factory basketball hoops w/ storage bags and 5 Quickplay soccer goals JL CB	1,337.10
5512000	HS Class Room Supplies	5/19/2023	8434347-4508231	Day HS and Rio Vista HS purchase of sandboxes JL CB	675.00
5512000	HS Class Room Supplies	5/19/2023	8995573-4451431	Rio HS-EHS 6 pack of 3 ring binders ~ JL CB	44.80
5512000	HS Class Room Supplies	5/19/2023	9959995-2906657	Day HS and Rio Vista HS purchase of 3 Cottage Kids Playhouses/Outdoor Playsets JL CB	1,169.97
5512000	HS Class Room Supplies	5/26/2023	7621350-1293868	Christoval HS purchase of wall-mounted storage cabinet JL CB	185.98

CVCOG
Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	5/31/2023	052267	Rio Vista EHS purchase of kitchen supplies, nutrition items for children, and classroom supplies HS CB	47.26
5518000	HS Diapers and Wipes	5/9/2023	10064468543	Rio Vista EHS purchase of baby wipes JL CB	869.60
5518000	HS Diapers and Wipes	5/9/2023	10064473697	Day EHS purchase of baby wipes JL CB	1,087.00
5518000	HS Diapers and Wipes	5/12/2023	5750359-1015456	Rio Vista HS/EHS purchase of pull-ups JL CB	114.48
5518000	HS Diapers and Wipes	5/22/2023	5338862-1055412	Day HS/EHS purchase of diapers (Luvs Pro Level Leak Protection) JL CB	38.60
5518000	HS Diapers and Wipes	5/22/2023	5338862-105541...	Day HS/EHS purchase of diapers (Easy Ups training pants and Luvs 4-6) JL CB	2,643.10
5518000	HS Diapers and Wipes	5/22/2023	7649150-1345020	Rio Vista HS/EHS purchase of diapers (Goodnites and Easy Ups) JL CB	3,414.60
5518000	HS Diapers and Wipes	5/22/2023	7649150-134502...	Rio Vista HS/EHS purchase of diapers - Easy Ups JL CB	547.20
5751000	Training	5/5/2023	2098359-9722628	Expanding file folders for HS Admin CB JL	0.00
5760000	HS Site Center Communications	4/25/2023	07710150505015 04-23	Day internet services 04/15/23 - 05/14/23~ CBG	254.87
5760000	HS Site Center Communications	5/11/2023	07710150890010 05-23	Day Head Start site internet/phone service from 04/25/23-05/24/23 CBG	222.20
5760000	HS Site Center Communications	5/17/2023	07710102810016 05-23	Blackshear HS purchase of phone/internet service for acct# 07710-102810-01-6 from 05/01/23 to 05/31/23 CBG	194.21
5760000	HS Site Center Communications	5/17/2023	07710150887017 05-23	Rio Vista HS site purchase of phone/internet service for acct# 07710-150887-01-7 from 05/01/23 to 05/31/23 CBG	159.08
5796000	Safety	5/12/2023	405SP0000146911	Background check for prospective new employee on A.G. CB HR	6.39
5796000	Safety	5/12/2023	405SP0000146917	Background check for prospective new employee on J.D. CB HR	3.32

CVCOG
Vendor Activity - Head Start Citibank P-Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
				Total H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04	60,918.19

CVCOG
Vendor Activity - Head Start Citibank P-Card
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	4/26/2023	028145	Nutritional items for CH HS CB HS	24.96
5295000	HS Nutrition Service	5/4/2023	2000108-98334324	Baby formula for Day EHS CB JL	162.78
5295000	HS Nutrition Service	5/8/2023	098157	Christoval HS purchase of nutrition items for children CB HS	205.20
5295000	HS Nutrition Service	5/10/2023	087336	milk for RV EHS CB EHS	2.44
5295000	HS Nutrition Service	5/11/2023	038825	Milk for RV HS/EHS CB HS	43.94
5295000	HS Nutrition Service	5/16/2023	090626	Day HS/EHS purchase of nutrition items for children CB HS	48.48
5295000	HS Nutrition Service	5/31/2023	052267	Rio Vista EHS purchase of kitchen supplies, nutrition items for children, and classroom supplies HS CB	322.06
5513000	HS Food Serv Sup	4/19/2023	6572986-0748239	Rio Vista purchase of tongs for kitchen use CBG	53.97
5513000	HS Food Serv Sup	5/2/2023	086444	Supplies for infant room RV EHS CB HS	135.50
5513000	HS Food Serv Sup	5/8/2023	8846815-6853058	Electric knife sharpener Day HS/EHS CB JL	135.99
5513000	HS Food Serv Sup	5/18/2023	1147188-9892238	Day HS/EHS purchase of Seville wire rack storage unit for kitchen JL CB	96.99
5513000	HS Food Serv Sup	5/22/2023	10067674315	Tin foil for Day and Rio Vista Head Start ~ CB JL	65.88
5513000	HS Food Serv Sup	5/24/2023	056630	Day HS/EHS purchase of kitchen supplies - measuring cups and sets HS CB	47.66
5513000	HS Food Serv Sup	5/24/2023	1694285-7845010	Day HS EHS purchase of kitchen supplies - cake cutting knives CBG	42.00
5513000	HS Food Serv Sup	5/30/2023	149236	Day HS/EHS purchase of Waring microwave oven HS CB	2,180.51
5513000	HS Food Serv Sup	5/31/2023	052267	Rio Vista EHS purchase of kitchen supplies, nutrition items for children, and classroom supplies HS CB	378.77
5513000	HS Food Serv Sup	5/31/2023	10069961270	Dish soap for RV HS/EHS CBG	39.27
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	<u>3,986.40</u>

CVCOG
Vendor Activity - Head Start Citibank P-Card
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
	Report Opening/Current Balance				
	Report Transaction Totals				65,064.23
	Report Current Balances				

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	3/16/2023	650643083	Menard HS/EHS purchase of milk for children	113.95
5295000	HS Nutrition Service	3/21/2023	650643437	Eden HS purchase of milk for children	39.75
5295000	HS Nutrition Service	3/21/2023	652051772	Rio Vista HS/EHS purchase of milk for children	453.96
5295000	HS Nutrition Service	3/22/2023	650643447	Eldorado HS purchase of milk for children	31.80
5295000	HS Nutrition Service	3/22/2023	650643469	Menard HS/EHS purchase of milk for children	63.60
5295000	HS Nutrition Service	3/22/2023	652051879	Rio Vista HS purchase of milk for children	23.88
5295000	HS Nutrition Service	3/22/2023	652246344	Ozona HS purchase of milk for children	53.40
5295000	HS Nutrition Service	4/24/2023	652247883	Blackshear HS purchase of milk for children - 90 1%, 12 2% lactose free	286.26
5295000	HS Nutrition Service	4/24/2023	652247884	Day HS/EHS purchase of milk for children - 27 whole 9/cs, 162 1% 9/cs, and 12 2% lactose free	549.42
5295000	HS Nutrition Service	4/25/2023	650645417	Eden HS purchase of milk for children - 11 1%	29.15
5295000	HS Nutrition Service	4/25/2023	652053329	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS, 135 1% 9/CS, and 6 skim lactose free	405.75
5295000	HS Nutrition Service	4/26/2023	650645422	Eldorado HS purchase of milk for children - 12 1%	31.80
5295000	HS Nutrition Service	4/26/2023	652247925	Ozona HS purchase of milk for children - 12 1% 4/CS	53.40
5295000	HS Nutrition Service	4/27/2023	650645458	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 40 1% 9/CS	113.95
5295000	HS Nutrition Service	5/1/2023	652248196	Milk for BS HS	262.38
5295000	HS Nutrition Service	5/1/2023	652248198	Milk for Day HS/EHS	573.54
5295000	HS Nutrition Service	5/2/2023	650645808	Milk for ED HS	29.15
5295000	HS Nutrition Service	5/2/2023	652053623	Milk for RV HS/EHS	215.22
5295000	HS Nutrition Service	5/3/2023	650645814	Milk for EL HS	23.85
5295000	HS Nutrition Service	5/3/2023	652248243	Milk for OZ HS	21.20
5295000	HS Nutrition Service	5/4/2023	650645848	Milk for MN HS/EHS	113.95

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	5/8/2023	652248514	Blackshear HS purchase of milk for children - 90 1% 9/CS and 6 2% lactose free	262.38
5295000	HS Nutrition Service	5/8/2023	652248515	Day HS/EHS purchase of milk for children - 27 whole 9/CS, 153 1% 9/CS, and 12 2% lactose free	525.57
5295000	HS Nutrition Service	5/9/2023	650646197	Eden HS purchase of milk for children - 9 1% 9/CS	23.85
5295000	HS Nutrition Service	5/9/2023	652053920	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 126 1% 9/CS, 6 skim lactose free	406.02
5295000	HS Nutrition Service	5/10/2023	650646204	Eldorado HS purchase of milk for children - 10 1% 9/CS	26.50
5295000	HS Nutrition Service	5/10/2023	652248559	Ozona HS purchase of milk for children - 12 1% 4/CS	53.40
5295000	HS Nutrition Service	5/15/2023	652248834	Blackshear HS purchase of milk for children - 72 1% 9/CS and 6 2% lactose free	214.68
5295000	HS Nutrition Service	5/15/2023	652248845	Day HS/EHS purchase of milk for children - 27 whole 9/CS, 144 1% 9/CS, and 12 2% lactose free	501.72
5295000	HS Nutrition Service	5/16/2023	650646590	Eden HS purchase of milk for children - 6 1% 9/CS	15.90
5295000	HS Nutrition Service	5/16/2023	652054216	Rio Vista HS/EHS purchase of milk for children - 27 whole 9/CS, 121 1% 9/CS, and 6 skim lactose free	416.89
5295000	HS Nutrition Service	5/17/2023	650646597	Eldorado HS purchase of milk for children - 6 1% 9/CS	15.90
5295000	HS Nutrition Service	5/17/2023	652248876	Ozona HS purchase of milk for children - 2 1% 9/CS and 4 1% 4/CS	23.10
5295000	HS Nutrition Service	5/18/2023	650646633	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 20 1% 9/CS	60.95
					6,036.22

CVCOG
 Vendor Activity - Head Start Deans Dairy Corporate
 H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
 From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	6,036.22
	Report Opening/Current Balance				<hr/>
	Report Transaction Totals				<hr/> 6,036.22
	Report Current Balances				<hr/> <hr/>

CVCOG
Vendor Activity - Head Start First Financial Credit Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5308000	Head Start T & T A	5/8/2023	0010288510320	Baggage Fee/ 2023 National Head Start Conf/ FF CM	30.00
5308000	Head Start T & T A	5/8/2023	1000141449	Hotel stay/2023 National Head Start Conf. C.M. FF CM	840.90
5308000	Head Start T & T A	5/8/2023	1000141450	Hotel stay/ 2023 National Head Start Convention/ TY/MT FF CM	840.90
5308000	Head Start T & T A	5/9/2023	592023	Uber charges/ 2023 National Head Start Conf/ FF CM	10.15
5308000	Head Start T & T A	5/10/2023	5102023	Uber charges/2023 National Head Start Conf/ FF CM	10.53
5308000	Head Start T & T A	5/11/2023	0014413706426	American airlines baggage fee MT FF CM	30.00
5308000	Head Start T & T A	5/11/2023	0014413706427	American Airlines baggage fee CM FF CM	30.00
5308000	Head Start T & T A	5/11/2023	0014413706428	American Airlines baggage fee TY FF CM	30.00
5308000	Head Start T & T A	5/11/2023	0014413706429	American Airlines baggage fee MH FF CM	30.00
5308000	Head Start T & T A	5/11/2023	5112023	Uber charges/2023 National Head Start Conf/ FF CM	28.62
5309000	Travel-In Region	4/27/2023	192000959855	rental car site visits EL/CH HS FF MH	39.96
5310000	Travel-Out of Region	5/8/2023	0010288511809	baggage fee MT/ 2023 National Head Start Conf/ FF CM	30.00
5351000	Fuel	5/18/2023	091819	Fuel for Head start program~ FF CM	45.00
					1,996.06
				Total H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04	1,996.06

Report Opening/Current Balance

CVCOG
Vendor Activity - Head Start First Financial Credit Card
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Transaction Totals					1,996.06
Report Current Balances					<hr/> <hr/>

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	4/3/2023	230403-120-1-1-24	vegetables, pasta and milk for EL HS	36.89
5295000	HS Nutrition Service	4/4/2023	230404-113-2-2-36	Fruit and vegetables for EL HS	15.34
5295000	HS Nutrition Service	4/11/2023	230411-113-1-1-25	fruit, vegetables, pasta sauce and milk for EL HS	15.72
5295000	HS Nutrition Service	4/14/2023	230414-113-1-1-2	Bananas for EL HS	6.85
5295000	HS Nutrition Service	4/14/2023	230414-286-1-1-27	Nutritional items for OZ HS	71.52
5295000	HS Nutrition Service	4/17/2023	230417-168-1-1-...	fruit, pasta and seasoning for EL HS	22.25
5295000	HS Nutrition Service	4/18/2023	230418-245-3-3-17	Nutritional items for OZ HS	59.27
5295000	HS Nutrition Service	4/19/2023	230419-21-1-1-19	fruit, vegetable and milk for EL HS	28.03
5295000	HS Nutrition Service	4/24/2023	230424-21-1-1-33	pasta sauce and tomato sauce for EL HS	12.45
5295000	HS Nutrition Service	4/25/2023	230425-21-1-1-15	vegetables for EL HS	5.36
5295000	HS Nutrition Service	4/26/2023	230426-176-1-1-...	bananas for EL HS	7.16
5295000	HS Nutrition Service	4/28/2023	230428-113-1-1-19	tortillas, vegetables, fruit and milk for EL HS	36.32
5295000	HS Nutrition Service	5/1/2023	230501-177-2-2-8	Nutritional items for ED HS	41.53
5295000	HS Nutrition Service	5/1/2023	230501-245-1-1-15	Ozona HS purchase of nutrition items	63.59
5295000	HS Nutrition Service	5/1/2023	230501-326-1-1-13	Nutritional items for MN HS/EHS	16.50
5295000	HS Nutrition Service	5/5/2023	230505-289-3-3-65	Ozona HS purchase of nutrition items	180.52
5295000	HS Nutrition Service	5/8/2023	230508-177-2-2-23	Nutritional items for ED HS	76.54
5295000	HS Nutrition Service	5/9/2023	230509-365-1-1-35	Nutritional items for MN HS/EHS	34.99
5295000	HS Nutrition Service	5/15/2023	230515-177-2-2-3	Vegetables, tortillas, BBQ sauce for ED HS	20.60
5295000	HS Nutrition Service	5/15/2023	230515-365-1-1-41	Vegetables, hamburger buns and tortillas for MN HS/EHS	24.16
5295000	HS Nutrition Service	5/16/2023	230516-177-2-2-31	Pasta sauce and water for ED HS	14.44
5295000	HS Nutrition Service	5/19/2023	230519-239-1-1-19	Ozona HS purchase of nutrition items	64.92
5295000	HS Nutrition Service	5/24/2023	230524-239-2-2-33	Ozona HS purchase of nutrition items	9.98
5295000	HS Nutrition Service	5/24/2023	230524-377-1-1-53	Menard HS/EHS purchase of nutrition items	13.42
5295000	HS Nutrition Service	5/31/2023	230531-365-1-1-39	Menard HS/EHS purchase of nutrition items	7.54
					885.89

CVCOG
 Vendor Activity - Head Start Lowes Pay and Save
 H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
 From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	885.89
Report Opening/Current Balance					<hr/>
Report Transaction Totals					<hr/> 885.89
Report Current Balances					<hr/> <hr/>

CVCOG
Vendor Activity - Head Start Sysco
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	5/2/2023	278586939	Blackshear HS nutrition items for children and kitchen supplies	1,355.93
5295000	HS Nutrition Service	5/2/2023	278586967	Rio Vista HS/EHS nutrition items for children and kitchen supplies	949.53
5295000	HS Nutrition Service	5/3/2023	278587765	Menard HS/EHS nutrition items for children and kitchen supplies	1,482.02
5295000	HS Nutrition Service	5/4/2023	278588263	Rio Vista HS/EHS nutrition items for children	63.24
5295000	HS Nutrition Service	5/4/2023	278588551	Day HS/EHS nutrition items for children and kitchen supplies	3,111.99
5295000	HS Nutrition Service	5/5/2023	278589160	Day HS/EHS nutrition items for children	77.08
5295000	HS Nutrition Service	5/9/2023	278592084	Blackshear HS nutrition items for children and kitchen supplies	1,521.74
5295000	HS Nutrition Service	5/9/2023	278592098	Rio Vista HS/EHS nutrition items for children and kitchen supplies	2,190.60
5295000	HS Nutrition Service	5/11/2023	278593195	Day HS/EHS nutrition items for children	55.53
5295000	HS Nutrition Service	5/11/2023	278593566	Eldorado HS purchase of nutrition items for children and kitchen supplies	151.06
5295000	HS Nutrition Service	5/11/2023	278593615	Day HS/EHS nutrition items for children and kitchen supplies	2,562.49
5295000	HS Nutrition Service	5/16/2023	278597340	Blackshear HS purchase of nutrition items for children	1,426.67
5295000	HS Nutrition Service	5/16/2023	278597347	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,262.51
5295000	HS Nutrition Service	5/18/2023	278598848	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,654.87
5295000	HS Nutrition Service	5/23/2023	278602135	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	1,666.76
5295000	HS Nutrition Service	5/23/2023	278602145	Blackshear HS purchase of nutrition items for children and kitchen supplies	501.15
5295000	HS Nutrition Service	5/23/2023	278602500	Day HS/EHS purchase of nutrition items for children	77.08
5295000	HS Nutrition Service	5/25/2023	278603494	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,211.92

CVCOG
Vendor Activity - Head Start Sysco
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	5/31/2023	278607085	Rio Vista HS/EHS purchase of nutrition items for children	47.43
5295000	HS Nutrition Service	5/31/2023	278607278	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	620.96
5513000	HS Food Serv Sup	5/2/2023	278586939	Blackshear HS nutrition items for children and kitchen supplies	88.50
5513000	HS Food Serv Sup	5/2/2023	278586967	Rio Vista HS/EHS nutrition items for children and kitchen supplies	374.90
5513000	HS Food Serv Sup	5/3/2023	278587765	Menard HS/EHS nutrition items for children and kitchen supplies	29.50
5513000	HS Food Serv Sup	5/4/2023	278588551	Day HS/EHS nutrition items for children and kitchen supplies	577.95
5513000	HS Food Serv Sup	5/9/2023	278592084	Blackshear HS nutrition items for children and kitchen supplies	307.90
5513000	HS Food Serv Sup	5/9/2023	278592098	Rio Vista HS/EHS nutrition items for children and kitchen supplies	438.57
5513000	HS Food Serv Sup	5/11/2023	278593566	Eldorado HS purchase of nutrition items for children and kitchen supplies	243.85
5513000	HS Food Serv Sup	5/11/2023	278593615	Day HS/EHS nutrition items for children and kitchen supplies	613.85
5513000	HS Food Serv Sup	5/11/2023	278594177	Blackshear HS purchase of kitchen supplies	5.94
5513000	HS Food Serv Sup	5/16/2023	278597347	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	597.45
5513000	HS Food Serv Sup	5/18/2023	278598824	Eldorado HS purchase of kitchen supplies	203.70
5513000	HS Food Serv Sup	5/18/2023	278598848	Day HS/EHS purchase of nutrition items for children and kitchen supplies	323.95
5513000	HS Food Serv Sup	5/23/2023	278602135	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	226.85
5513000	HS Food Serv Sup	5/23/2023	278602145	Blackshear HS purchase of nutrition items for children and kitchen supplies	151.45
5513000	HS Food Serv Sup	5/25/2023	278603494	Day HS/EHS purchase of nutrition items for children and kitchen supplies	321.95

CVCOG
 Vendor Activity - Head Start Sysco
 H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
 From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	5/31/2023	278607278	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	107.80
					<u>30,604.67</u>
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	30,604.67
	Report Opening/Current Balance				<u> </u>
	Report Transaction Totals				<u>30,604.67</u>
	Report Current Balances				<u><u> </u></u>

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453000	HS Site Center Bldg Maint	5/8/2023	274522	Rio Vista HS purchase of replacement emergency hallway light	47.39
5453000	HS Site Center Bldg Maint	5/24/2023	277582	Eden Head Start annual fire extinguisher inspection, maintenance, and recharge	61.08
5510000	Supplies	5/3/2023	276269	Rio Vista HS/EHS purchase of general supplies - trash bags, hand soap, toilet tissue, and paper towels	715.28
5510000	Supplies	5/8/2023	276377	Day HS/EHS purchase of general and kitchen supplies - trash bags, hand soap, cleaners/disinfectants, paper towels, and toilet tissue	736.70
5510000	Supplies	5/10/2023	276646	Blackshear Head Start purchase of general and classroom supplies - trash bags	17.68
5510000	Supplies	5/15/2023	276949	Ozona HS purchase of general and kitchen supplies - dish detergent, disinfectant cleaner, napkins, trash bags, and plastic cups	50.96
5510000	Supplies	5/18/2023	276377-01	Day HS purchase of general supplies - paper towels	238.60
5510000	Supplies	5/23/2023	276794	Eldorado HS purchase of general supplies - paper towels, trash bags, toilet tissue, vinyl gloves, dish detergent, cleaners/sanitizers, sponges, mop heads, and plastic cups	1,250.59
5510000	Supplies	6/1/2023	277900	Day EHS purchase of supplies - disinfectants, wipes, glass cleaner, trash bags, gloves, and hand soap and sanitizer	210.52
5510000	Supplies	6/6/2023	276794-01	Eldorado HS purchase of general supplies - toilet tissue, plastic cups, gloves, sponges, glass cleaner, dish detergent, and sanitizer	243.92

CVCOG
 Vendor Activity - Head Start West Texas Fire Extinguisher
 H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04
 From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	6/6/2023	276794-02	Eldorado HS purchase of general supplies - toilet tissue	40.10
5512000	HS Class Room Supplies	4/25/2023	275825	Day HS/EHS purchase of classroom and kitchen supplies	270.00
5512000	HS Class Room Supplies	5/10/2023	276646	Blackshear Head Start purchase of general and classroom supplies - trash bags	17.68
					3,900.50
				Total H03 - HHS-ACF Grant H03, Head Start FY 22-23 06CH010970-04	3,900.50

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H04 - Grant H04, CACFP Head Start Nutrition FY 22-23
From 5/1/2023 Through 5/31/2023

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	4/25/2023	275037-01	Day HS/EHS purchase of kitchen supplies - vinyl gloves	23.54
5513000	HS Food Serv Sup	4/25/2023	275825	Day HS/EHS purchase of classroom and kitchen supplies	21.22
5513000	HS Food Serv Sup	5/8/2023	276377	Day HS/EHS purchase of general and kitchen supplies - trash bags, hand soap, cleaners/disinfectants, paper towels, and toilet tissue	131.20
5513000	HS Food Serv Sup	5/15/2023	276949	Ozona HS purchase of general and kitchen supplies - dish detergent, disinfectant cleaner, napkins, trash bags, and plastic cups	82.69
5513000	HS Food Serv Sup	5/31/2023	277839	Day HS/EHS purchase of kitchen supplies - dust pan, disinfecting wipes, and paper towels	145.79
				Total H04 - Grant H04, CACFP Head Start Nutrition FY 22-23	404.44
Report Opening/Current Balance					
Report Transaction Totals					4,304.94
Report Current Balances					



1302 Program Management and Quality Improvement

Subpart J – Program Management and Quality Improvement

1302.100 Purpose.

1302.101 Management system.

1302.102 Achieving program goals.

1302.103 Implementation of program performance standards.

Standard	Performance Standard	Plan of Action
Subpart J	Program Management and Quality Improvement	
§ 1302.100	<p>Purpose.</p> <p>A program must provide management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services.</p>	
§1302.101	<p>Management System.</p>	
(a)	<p><u>Implementation.</u> A program must implement a management system that:</p>	See the CVCOG Head Start and Early Head Start Organizational Chart.
(1)	Ensures a program, fiscal, and human resource management structure that provides effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services in all of the program services described in subparts, C, D, E, F, G, and H of this part;	
(2)	Provides regular and ongoing supervision to support individual staff professional development and continuous program quality improvement;	Staff completes a Needs Assessment to identify needs for professional development.
(3)	Ensures budget and staffing patterns that promote continuity of care for all children enrolled, allow sufficient time for staff to participate in appropriate training and professional development, and allow for provision of the full range of services described in subparts, C, D, E, F, G, and H of this part; and,	We provide in service training days to staff to allow for professional development. We promote the continuity of care for Head Start and Early Head Start.
(4)	Maintains an automated accounting and record keeping system adequate for effective oversight.	Maintain records in MIP and ChildPlus.

Standard	Performance Standard	Plan of Action
	<p>(b) <u>Coordinated approaches.</u> At the beginning of each program year, and on an ongoing basis throughout the year, a program must design and implement program-wide coordinated approaches that ensure:</p> <p>(1) The training and professional development system, as described in §1302.92, effectively supports the delivery and continuous improvement of high-quality services;</p> <p>(2) The full and effective participation of children who are dual language learning and their families, by</p> <p>(i) Utilizing information for the program’s community assessment about the languages spoken throughout the program service area to anticipate child and family needs;</p> <p>(ii) Identifying community resources and establishing ongoing collaborative relationships and partnerships with community organizations consistent with the requirements in §1302.53(a); and,</p> <p>(iii) Systematically and comprehensively addressing child and family needs by facilitating meaningful access to program services, including, at a minimum, curriculum, instruction, staffing, supervision, and family partnerships with bilingual staff, oral language assistance and interpretation, or translation of essential program materials, as appropriate.</p> <p>(3) The full and effective participation of all children with disabilities, including but not limited to children</p>	<p>Pre-service training and ongoing training are provided to staff throughout the year.</p> <p>Program will review the Community Assessment and or PIR information annually to assess families and children’s primary language to plan for the following year. The program will make every effort to communicate with families and children in their primary language.</p> <p>The program will establish MOUs to find partners within the community who can assist with dual language families.</p> <ol style="list-style-type: none"> 1. When the majority of the children in a classroom speak the same language, at least one classroom staff member will speak the children’s language, as appropriate. 2. The Program will work to place families with a FSW that speaks the same language, as appropriate. 3. The Program will work to identify community volunteers that can assist with interpretations and translation of materials for dual language families, as appropriate. <p>The Program will make modifications for children with disabilities, as appropriate.</p>

Standard	Performance Standard	Plan of Action
<p>(4)</p> <p>§1302.102</p> <p>(a)</p> <p>(1)</p> <p>(2)</p>	<p>eligible for services under IDEA, by providing services with appropriate facilities, program materials, curriculum, instruction, staffing, supervision, and partnerships, at a minimum consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act; and,</p> <p>The management of program data to effectively support the availability, usability, integrity, and security of data. A program must establish procedures on data management, and have them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws.</p> <p>Achieving program goals.</p> <p><u>Establishing program goals.</u> A program, in collaboration with the governing body and policy council, must establish goals and measurable objectives that include:</p> <p>Strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in their community assessment as described in subpart A of this part;</p> <p>Goals for the provision of educational, health, nutritional, and family and community engagement program services as described in the program performance standards to further promote the school readiness of enrolled children;</p>	<p>Confidentiality Policy and Procedures will be approved with the Policy Council and Governing Board.</p> <p>Programs goals are based on needs identified in Community Assessment, PIR and Self-Assessment. Policy Council and Governing Board are involved in the planning meeting. The Policy Council and Governing Board approve the goals.</p> <p>Follow Standard</p> <p>Follow Standard</p>

Standard	Performance Standard	Plan of Action
(3)	School readiness goals that are aligned with the <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u> , state and tribal early learning standards, as appropriate, and requirements and expectations of schools Head Start children will attend, per the requirements of subpart B of part 1304 of this part; and,	School readiness goals are aligned with the ELOF, State Early Learning Standards and PFCE outcomes. Education Manager and/or Site Supervisors will meet with representatives from the elementary schools our children will be attending to discuss expectations for kinder-bound children.
(4)	Effective health and safety practices to ensure children are safe at all times, per the requirements in §§1302.47, 1302.90(b) and (c), 1302.92(c)(1), and 1302.94 and part 1303 subpart F, of this chapter.	Follow the Standard
(b)	<u>Monitoring program performance.</u>	
(1)	<u>Ongoing compliance oversight and correction.</u> In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety; and other applicable federal regulations as described in this part, and must:	<ol style="list-style-type: none"> 1. Managers and Compliance Specialist will visit all Head Start and Early Head Start sites using the following monitoring tools: Playground Maintenance Checklist, Monitoring Protocol Checklist, and Child and Family File Checklist. 2. Conduct unannounced visits periodically to determine if programs are implementing policies and procedures. 3. Areas of concern will be discussed at the time of the site visits. 4. A Program Improvement Strategy is developed for Health and Safety issues and any other concerns that do not comply with Head Start Program Performance Standards and State Minimum Standards identified during site visits and are emailed to respective sites.
(i)	Collect and use data to inform this process;	
(ii)	Correct quality and compliance issues immediately, or as quickly as possible;	
(iii)	Work with the governing body and the policy council to address issues during the ongoing oversight and correction process and during federal oversight; and,	<ol style="list-style-type: none"> 1. The program will report to the Policy Council and Governing Board any issues that have been reported to HHS and/or DHS.

Standard	Performance Standard	Plan of Action
(iv)	Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.	1. Additional training will be provided, increased monitoring, and/or disciplinary actions, as necessary.
(2)	<u>Ongoing assessment of program goals.</u> A program must effectively oversee progress towards program goals on an ongoing basis and annually must:	
(i)	Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program’s progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness;	1. A Self-Assessment is conducted annually. Program goals established from the Self-Assessment will be reviewed bi-annually to measure progress throughout the year.
(ii)	Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and,	<ol style="list-style-type: none"> 1. Administration will train Site Supervisors on the process to conduct the Self- Assessment. 2. Flyers are posted to announce and recruit volunteers to participate and conduct the Self – Assessment. 3. Site Supervisors provide training and signup sheets for volunteers, parents and community members to help with the Self-Assessment. 4. Sites will follow the outline for the Self – Assessment provided to them by Administration. 5. Once Self – Assessments booklets have been completed Administration will have a planning meeting to discuss findings and establish preliminary goals. 6. A planning meeting will be held with Policy Council including the Governing Board Liaison to discuss findings and finalize

Standard	Performance Standard	Plan of Action
		<p>goals and develop strategies for the Self- Assessment Program Improvement Strategy.</p> <p>7. Self – Assessment Summary Report will be submitted for approval to the Policy Council and Governing Board.</p> <p>1. Self - Assessment Summary Report is submitted with our grant renewal.</p> <p>1. We will implement the strategies approved in the Self – Assessment Summary Report and continue to monitor progress and performance in achieving program goals.</p> <p>Follow Standard</p> <p>1. Child assessment data is aggregated three times per year using CLI Engage for Preschool and Teaching Strategy Goals for Infants and Toddlers.</p> <p>2. Data is used to make decisions on the choice of curriculum, teaching practices and guide professional development.</p>
(iii)	Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.	
(c)	<u>Using data for continuous improvement.</u>	
(1)	A program must implement a process for using data to identify program strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals described in paragraph (a) of this section.	
(2)	This process must:	
(i)	Ensure data is aggregated, analyzed and compared in such a way to assist agencies in identifying risks and informing strategies for continuous improvement in all program service areas;	
(ii)	Ensure child-level assessment data is aggregated and analyzed at least three times a year, including for sub-groups, such as dual language learners and children with disabilities, as appropriate, except in programs operating fewer than 90 days, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching	

Standard	Performance Standard	Plan of Action
(iii)	<p>practices, professional development, program design and other program decisions, including changing or targeting scope of services; and,</p> <p>For programs operating fewer than 90 days, ensures child assessment data is aggregated and analyzed at least twice during the program operating period, including for subgroups, such as dual language learners and children with disabilities, as appropriate, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services;</p>	Not Applicable
(iv)	<p>Use information from ongoing monitoring and the annual self-assessment, and program data on teaching practice, staffing and professional development, child-level assessments, family needs assessments, and comprehensive services, to identify program needs, and develop and implement plans for program improvement; and,</p>	Follow Standard
(v)	<p>Use program improvement plans as needed to either strengthen or adjust content and strategies for professional development, change program scope and services, refine school readiness and other program goals, and adapt strategies to better address the needs of sub-groups.</p>	Follow Standard
(d)	<p><u>Reporting.</u></p>	

Standard	Performance Standard	Plan of Action
(1)	A program must submit:	
(i)	Status reports, determined by ongoing oversight data, to the governing body and policy council, at least semi-annually;	Follow Standard
(ii)	Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstance affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, with mater for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:	Follow Standard
(A)	Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders;	<ol style="list-style-type: none"> 1. Site Supervisor will notify Head Start Director of any reports that include child abuse and neglect. 2. Site Supervisor will report the incident to Child Care Regulation (CCR) 3. Site Supervisor will submit all necessary documentation to CCR and Head Start Director. 4. Head Start Director will share all information to OHS Program Specialist.
(B)	Incidents that require classrooms or centers to be closed for any reason;	<ol style="list-style-type: none"> 1. Head Start Director will inform OHS Program Specialist of any closures.
(C)	Legal proceeding by any party that are directly related to program operations; and,	Follow Standard

Standard	Performance Standard	Plan of Action
(D)	All conditions required to be reported under §1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.	Follow Standard
(2)	Annually, a program must publish and disseminate a report that complies with section 644(a)(2) of the Act and includes a summary of a program's most recent community assessment, as described in §1302.11(b), consistent with privacy protection in subpart C of part 1303 of this chapter.	1. Annual Report to the Governor is posted on the CVCOG's website.
(3)	If a program has had a deficiency identified, it must submit, to the responsible HHS official, a quality improvement plan as required in section 641(e)(2) of the ACT.	<p>1. Head Start Director will inform OHS Program Specialist of any deficiencies.</p> <p>2. Head Start Admin will follow the recommendations of the OHS Program Specialist.</p>
§1302.103	Implementation of program performance standards.	
(a)	A current program as of November 7, 2016, must implement a program - wide approach for the effective and timely implementation of the changes to the program performance standards, including the purchase of materials and allocation of staff time, as appropriate.	1. The Implementation Plan is reviewed and updated annually and as needed.
(b)	A program's approach to implement the changes included in parts 1301 through 1304 of this chapter must ensure adequate preparation for effective and timely service delivery to children and their families including, at a minimum, review of community assessment data to determine the most appropriate strategy for implementing required program changes, including assessing any changes in the number of	1. The Community Assessment is reviewed annually to determine any changes and scope of services.

Standard	Performance Standard	Plan of Action
	<p>children who can be served, as necessary, the purchase of and training on any curriculum, assessment, or other materials, as needed, assessment of program-wide professional development needs, assessment of staffing patterns, the development of coordinated approaches described in §1302.101(b), and the development of appropriate protections for data sharing; and children enrolled in the program on November 7, 2016 are not displaced during a program year and that children leaving Early Head Start or Head Start at the end of the program year following November 7, 2016 as a result of any slot reductions received services described in §§1302.70 and 1302.72 to facilitate successful transitions to other programs.</p>	

***Concho Valley Council of
Governments
Eden Head Start***

EMERGENCY RESPONSE PLAN



602 Barnett Rd.
Eden, TX 76837

Updated July 2022

For Official Use Only

EDEN HEAD START EMERGENCY RESPONSE PLAN

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EDEN HEAD START EMERGENCY RESPONSE PLAN

II. INTRODUCTION

A. Introduction:

1. Emergencies can occur anytime-anywhere. Violence can happen even in an environment dedicated to children and families. We must ensure that our staff, children and families are prepared to effectively handle a wide range of dangerous situations to continue to provide a safe environment where learning a can occur.
2. A comprehensive site Emergency Response Plan must be developed and all staff members trained in order to effectively respond during emergencies.

B. Purpose:

1. This plan is designed to providing practical guidelines to enable staff to properly prepare and respond to a wide range of emergency and disaster situations. In any emergency situation, the Head Start / Early Head Start program's overriding mission is to:
 - a. Protect life.
 - b. Secure the facilities and infrastructure.
 - c. Resume program operations.
 2. This plan will provide step-by-step guidelines to help deal with emergencies that may occur. Planning, preparation, and training will help staff personnel learn the proper courses of action to take during an emergency. This plan cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. This plan should address three key areas to ensure plan / response effectiveness:
 - a. Personnel--who is assigned to do what. Personnel will be assigned to one of Emergency Response Groups that make up the Emergency Response Team. Emergency Response Groups are identified in Appendix A.
 - b. Training--who is trained to do what. All personnel will be trained to accomplish their assigned duties. A training matrix listing all personnel and completed training will be identified in Appendix B.
 - c. Equipment--what equipment is needed for training and response. A list of equipment need for both training and response will be maintained. All equipment will be documented as on-hand or identified as a shortfall in Appendix C.
- Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan. Drills conducted shall be documented on the Drill Log in Appendix D.
 - Each classroom will be supplied with a classroom Emergency Response Procedures Guide; section IV of this plan that provides instructions on how to respond to specific events as determined by the site emergency planning committee.

EDEN HEAD START EMERGENCY RESPONSE PLAN

C. Plan Maintenance:

1. An emergency planning committee will be established consisting of site staff from the following disciplines. (Select as appropriate)

Director	Food Service staff
Office Staff	Monitor / Safety personnel
Maintenance	Teachers / Caregivers
Parents / Volunteers	

2. In addition to site personnel, the planning committee should also seek assistance from the following local agencies:

Law Enforcement	Fire / Emergency Medical
Emergency Management	County Health Department

3. This plan shall be reviewed and updated annually and when changes are deemed necessary because of a response drill or emergency. The update shall be documented in the Plan Review Appendix E.

4. The completed plan will be signed by the persons identified on the Approval Statement (next page).

5. A copy of this plan will be filed at the Concho Valley Council of Governments administrative office, with Health Manager.

6. The original plan will be kept at the Head Start Center.

D. Approval Statement:

The Center Safety Plan for Eden Head Start has been reviewed and found to comply with the Head Start Act (other directives?).

_____ Executive Director	_____ Date	_____ Agency Director	_____ Date
_____ Health Manager	_____ Date	_____ State Collaborator	_____ Date

EDEN HEAD START EMERGENCY RESPONSE PLAN

D. Approval Statement:

The Center Safety Plan for Eden Head Start has been reviewed and found to comply with the Head Start Act (other directives?).

_____ Site Administrator	_____ Date	_____ Law Enforcement	_____ Date
_____ Fire / EMS (if applicable)	_____ Date	_____ Local Emergency Management (if applicable)	_____ Date
_____ County Health Department (if applicable)	_____ Date	_____ [other	_____] Date

EDEN HEAD START EMERGENCY RESPONSE PLAN

III. BASIC PLAN

A. Situation:

1. The center sits on at [602 Barnett R.]. The site consists of [1] buildings. There is an Average Daily Membership of [20 children] and [4] staff members. Hazards of the center grounds buildings and surrounding community includes Eden Detention Center.
2. The Head Start Director / Executive Director have the primary responsibility for developing and implementing the site Emergency Response Plan and executing Head Start policies.
3. Site personnel and / or local fire and law enforcement agencies handle most site emergencies.

B. Assumptions:

- a. During an emergency, centralized direction and control [i.e., senior staff] is the most effective approach to management of emergency operations.
- b. In case of an emergency that is beyond the capabilities of the site to handle, site personnel will coordinate with local emergency response agencies. This may include having a member or members act as liaison with responding agencies.

C. Command and Communications:

1. The order of succession for the Head Start / Early Head Start emergency response program is:
 - The Head Start / Early Head Start Director
 - The Education Manager
 - Health Manager and Facilities Manager
 - Site Supervisor
 - *If the director is unavailable, the next individual must assume incident command.
2. When an emergency condition exists, Site Supervisor will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below in descending order will be used with “a” being the primary mode of communication followed by alternative modes.
 - a. Telephone
 - b. Messenger

EDEN HEAD START EMERGENCY RESPONSE PLAN

D. Staff Response Roles:

1. How a program manages and responds to a crisis greatly affects the public's perception of the organization.
2. The County Judge (Judge David Dillard) may make a Declaration of a State or Local Emergency for a disaster or potential disaster in Concho County. The declaration would be issued from the Emergency Operations Center.
3. Advisories for internal disasters would be issued by the Head Start / Early Head Start Director, Education Manager, or Health and Facilities Manager. If none of the preceding is present, the Site Supervisor in charge at any program site may declare an emergency and then promptly notify the appropriate Management Team member. The agencies Emergency Response Team will consist of three groups:

a. The Administrative Group consists of the Director / Executive Director and office staff that provides the support framework for the Agency. This group is responsible for:

1. Emergency Response Plan Oversight
2. Incident Command
3. Public Relations
4. Human Resources
5. Media / Information Release
6. Finance
7. Long Term Recovery

b. The Support Group includes individuals that provide support to teachers and students such as food service, maintenance and safety personnel. This group may include parents and volunteers and is responsible for:

1. Food Service
2. Site Safety
3. Building Operations
4. Transportation
5. Short Term Mitigation

c. The Teachers Group consist of those whose daily duties involves direct care for the students. This group is responsible for:

1. Providing / Receiving Information
2. Student Accountability
3. Classroom Security
4. Classroom Evacuation

EDEN HEAD START EMERGENCY RESPONSE PLAN

4. In the event of an emergency all staff persons are to assume responsibility for the following actions:

1. Initiation of steps to safeguard the children, staff and property
2. Notification of authorities and center staff
3. Initiation of steps to mitigate or contain the situation
4. Implementation of evacuation procedures

5. In addition, the Director / Executive Director of Head Start / Early Head Start (or designee) will assume the role of Site Supervisor for all emergencies and or disasters.

E. Debriefing:

Because the demands of responding to a crisis are intense and place staff under a great deal of stress, it is advisable to engage staff in a “debriefing”. This process should be undertaken with a trained professional. The debriefing allows staff an opportunity to express feelings and receive emotional support. For others, it provides the opportunity to learn and to become better prepared for crisis.

F. Deactivation:

When emergency conditions are stabilized and normal program operations can resume, the Head Start / Early Head Start Director will deactivate the Crisis / Emergency Plan. A formal announcement will be disseminated. If the nature of the incident requires an extension of some emergency services, special work groups may be appointed to coordinate those continuing activities, which may include:

1. Ongoing repairs,
2. Space re-assignments or adjustments,
3. Support services for children, staff and parents,
4. Community relief efforts,
5. Cost recovery (develop cost and loss documentation forms).

Immediately following the end of an emergency or crisis, a survey of the Emergency Team members and involved staff will be conducted to evaluate the effectiveness of the response. Survey results will help determine whether portions of the Emergency Plan must be modified due to the crisis event. The Head Start / Early Head Start Director in conjunction with the Management Team will prepare a written “Crisis Summary Report” analyzing post-event observation, and will coordinate appropriate plan revisions (this also applies to weather related crisis situations).

G. Recovery

After dealing with the stress and trauma involved in a crisis, it is important to note that the initial crisis may be resolved, but many ancillary issues may still exist. The recovery phase is an important time to deactivate the plan, reassess the effectiveness of the efforts, and evaluate the program’s ability to conduct normal business.

**EMERGENCY PROCEDURES
ANNEXES**

EDEN HEAD START EMERGENCY RESPONSE PLAN

A. ANIMALS

- Ensure the safety of students and staff first.
- Call 911, if necessary. (***Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703***)
- Call Animal Control {325-597-2121 / *Brady Animal Control*}.
- Notify CPR / first aid certified personnel of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- Notify Site Supervisor. Site Supervisors assembles Emergency Response Team Members.
- Seal off area if animal(s) still present.
- Site Supervisors notifies authorities and parents of students involved.
- Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.

EDEN HEAD START EMERGENCY RESPONSE PLAN

B. ASSAULT / FIGHT

- Ensure the safety of students and staff first.
- Call 911, if necessary. (***Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703***)
- Notify CPR / first aid certified persons of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- Notify the Site Supervisor. Site Supervisor assembles Emergency Response Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Site Supervisor notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Site Supervisor notifies parents of students involved in assault.
- Document all activities. Ask victim(s) / witness (es) for their account of incident.
- Assess counseling needs of victim(s) / witness (es). Implement post-crisis procedures.

EDEN HEAD START EMERGENCY RESPONSE PLAN

C. BOMB THREAT

Upon receiving a message that a bomb has been planted in center:

- Use bomb threat checklist (next page).
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
- Listen closely to caller's voice and speech patterns and to noises in background.
- Do NOT hang up, even if the caller does. **(The police may be able to trace the call)**
- Notify Site Supervisor or designee.
- Site Supervisor orders evacuation of all persons inside center building(s).
- Site Supervisor notifies police (call 911). Site Supervisor must report incident to police. ***(Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703)***

Evacuation procedures:

- Site Supervisor warns students and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- Direct students to take their belongings.
- Students and staff must be evacuated to a safe distance outside of center building(s). Site Supervisor may move students to First Baptist Church, 103 Burleson St if weather is inclement or building is damaged. Primary relocation center
(500 feet is general rule. Consult with local bomb disposal unit)
- Teachers take roll after being evacuated.
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

EDEN HEAD START EMERGENCY RESPONSE PLAN

C. BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

Callers Voice - Circle as applicable:

- | | |
|------------|-------------------|
| • Calm | • Nasal |
| • Angry | • Stutter |
| • Excited | • Lisp |
| • Slow | • Raspy |
| • Rapid | • Deep |
| • Soft | • Ragged |
| • Loud | • Clearing Throat |
| • Laughter | • Deep Breathing |
| • Crying | • Cracked Voice |
| • Normal | • Disguised |
| • Distinct | • Accent |
| • Slurred | • Familiar |

If voice is familiar, whom did it sound like?

Background Sounds:

- | | |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices |
| • Clear | • PA System |
| • Static | • Local Call |
| • Music | • Long Distance |
| • House Noises | • Phone Booth |
| • Motor | • Office Machinery |
| • Other _____ | |

Threat Language:

- | | |
|------------------------------|----------------|
| • Well Spoken (educated) | |
| • Incoherent | • Taped |
| • Foul | • Message read |
| • Irrational by threat maker | |

Remarks: _____

EDEN HEAD START EMERGENCY RESPONSE PLAN

D. BUS INCIDENT

Bus Driver / Monitor

Not Applicable

EDEN HEAD START EMERGENCY RESPONSE PLAN

E. EVACUATION

- Site Supervisor (SS) initiates evacuation procedures.
- SS determines if students and staff should be evacuated outside of building or to First Baptist Church, 103 Burleson St. or Roy Burnes Civic Center relocation center.
- Site Supervisor notifies relocation center.
- Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- Support Group secures the building (all windows, doors etc.).
- Support Group turns off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Support Group personnel assist evacuation process.
- Child's teacher will be responsible for any disabled and non-English speaking students. Site Supervisor will be responsible for any disabled staff.

1. Teachers / Teachers Assistances:

- Direct students to follow normal evacuation drill procedures unless SS alters route.
- Take classroom roster and emergency kit.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform Site Supervisor immediately of missing student(s).
- If students are evacuated, stay with class unless relieved by buddy teacher. Take roll again when you arrive at the relocation center.

2. Relocation Centers

List primary and secondary student relocation centers: (Site Supervisor, Teacher's, Teacher's Aides and Food Service Staff will transport children if necessary.)

Primary Relocation Center

First Baptist Church
103 Burleson St / 325-869-3681

Secondary Relocation Center

Roy Burnes Civic Center
1307 US Hwy. 87 325-869-2211

EDEN HEAD START EMERGENCY RESPONSE PLAN

F. FIRE

In the event a fire or smoke from a fire has been detected:

- Activate fire alarm.
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster & emergency information.
- Site Supervisor notifies police / fire (call 911). (***Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703***)
- Teachers take roll after being evacuated.
- Site Supervisor may move students to First Baptist Church if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

EDEN HEAD START EMERGENCY RESPONSE PLAN

G. GAS LEAK

If gas odor has been detected in the building:

- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster & emergency information.
- Site Supervisor notifies police and fire (call 911). (***Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703***)
- Teachers take roll after being evacuated.
- Site Supervisor may move students to First Baptist Church, if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

If gas odor has been detected outside the building:

- Site Supervisor notifies police and fire department (call 911).
- Site Supervisor determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- Site Supervisor may move students to First Baptist Church, if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

EDEN HEAD START EMERGENCY RESPONSE PLAN

H. GENERAL EMERGENCY

- Notify 911 (if necessary) and the Site Supervisor. (***Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703***)
- Notify CPR / first aid certified persons in center building of medical emergencies, if necessary. (Names of CPR / first aid certified persons are listed in Appendix B).
- Seal off high-risk area.
- Take charge of area until incident is contained or relieved.
- Assemble Emergency Response Team.
- Preserve evidence. Keep detailed notes of incident.
- Refer media to

<u>Head Start Director</u>	<u>325-944-9666</u>
Agency Spokesperson	Telephone Numbers

EDEN HEAD START EMERGENCY RESPONSE PLAN

I. HAZARDOUS MATERIALS EVENT

Incident occurred in center:

- Call 911. (***Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703***)
- Notify Site Supervisor.
- Mitigate situation (if you safely do so) by sealing off area, utilizing shut of valve
- Take charge of area until fire personnel contain incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation. .
- Notify parents if students are evacuated. Post sign on entrance to alert others.
- Resume normal operations after consulting with fire officials.

Incident occurred near center property:

- Fire or police will notify Center.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.

EDEN HEAD START EMERGENCY RESPONSE PLAN

J. INFECTION CONTROL ACTIONS

I.

- ❑ Give special attention to teaching staff, children, and their parents on how to limit the spread of infection. (For example, use good hand washing; cover the mouth when coughing or sneezing; clean toys frequently.) Programs should already be teaching these things to build habits that protect children from disease. (See [www.cdc.gov / flu / school /](http://www.cdc.gov/flu/school/) and [www.healthykids.us / cleanliness.htm.](http://www.healthykids.us/cleanliness.htm))

II.

- ❑ Keep a good supply of things you will need to help control the spread of infection. (For example, keep on hand plenty of soap, paper towels, and tissues.) Store the supplies in easy-to-find places.

III.

- ❑ Tell families that experts recommend yearly flu shots for all children 6 months to 5 years old and for anyone who cares of children in that age range. (See [www.cdc.gov / od / oc / media / pressrel / r060223.htm.](http://www.cdc.gov/od/oc/media/pressrel/r060223.htm))

IV.

- ❑ Encourage staff to get flu shots each year. (See [www.cdc.gov / flu / protect / preventing.htm.](http://www.cdc.gov/flu/protect/preventing.htm))

V.

- ❑ Tell parents to let your program know if their children are sick. Keep accurate records of when children or staffs are absent. Include a record of the kind of illness that caused the absence (e.g., diarrhea / vomiting, coughing / breathing problems, rash, or other).
- ❑ (See [http: / / nrc.uchsc.edu / CFOC / XMLVersion / Chapter_3.xml.](http://nrc.uchsc.edu/CFOC/XMLVersion/Chapter_3.xml))

VI.

- ❑ Teach staff a standard set of steps for checking children and adults each day as they arrive to see if they are sick. Make it clear that any child or adult who is ill will not be admitted. (See [www.healthykids.us / chapters / sick_main.htm.](http://www.healthykids.us/chapters/sick_main.htm))

VII.

- ❑ Have a plan for keeping children who become sick at your program away from other children until the family arrives, such as a fixed place for a sick room.
- ❑ (See [http: / / nrc.uchsc.edu / CFOC / XMLVersion / Chapter_3.xml.](http://nrc.uchsc.edu/CFOC/XMLVersion/Chapter_3.xml))

VIII.

- ❑ Require staff members to stay home if they think they might be sick. If they become sick while at the program, require them to go home and stay home. Give staff paid sick leave so they can stay home without losing wages.

IX.

- ❑ Require ill staff and students to stay at home until their flu symptoms are gone and they feel ready to come back to work.

EDEN HEAD START EMERGENCY RESPONSE PLAN

K. INTRUDER / HOSTAGE

Intruder- An unauthorized person who enters Center property:

- Notify Site Supervisor.
- Ask another staff person to accompany you before approaching guest / intruder.
- Politely greet guest / intruder and identify yourself.
- Ask guest / intruder the purpose of his / her visit.
- Inform guest / intruder that all visitors must register at the Site Supervisor's office.
- If intruder's purpose is not legitimate, ask him / her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on center property.
- Notify security or police and Site Supervisor if intruder still refuses to leave. Give police full description of intruder. **(Keep intruder unaware of call for help if possible)**
- Walk away from intruder if he / she indicate a potential for violence. Be aware of intruder's actions at this time (where he / she is located in center, whether he / she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.
- Site Supervisor may issue lock-down procedures (see Lock-Down Procedures on next page).

Hostage:

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team. **(Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703)**
- Seal off area near hostage scene.
- Notify Site Supervisor.
- Site Supervisor notifies Director.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

EDEN HEAD START EMERGENCY RESPONSE PLAN

L. LOCKDOWN / SHELTER-IN-PLACE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside center building.

- Site Supervisor will issue lock-down order by announcing a warning over Phone Intercom System, sending a messenger to each classroom or other alternate method.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Allow no one outside of classrooms until the Site Supervisor gives the all-clear signal.

****Consider using a verification code to authenticate any all-clear signal****

(This is a specific word or phrase that is used prior to giving the all clear signal that indicates to all staff that the person signaling the all clear is not being forced to do so by an intruder)

EDEN HEAD START EMERGENCY RESPONSE PLAN

M. MEDICAL EMERGENCY

Incident in center:

- Call 911 (if necessary). (*Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703*)
- Notify CPR / first aid certified persons in center building of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- Utilize blood borne pathogens precautions,
- If possible, isolate affected student / staff member.
- Notify Site Supervisor.
- Site Supervisor notifies Director.
- Activate center Emergency Response Team. Designate staff person to accompany injured / ill person to hospital.
- Site Supervisor notifies parent(s) or guardian(s) of affected student.
- Direct witness (es) to center psychologist / counselor. Contact parents if students are sent to psychologist / counselor.
- Determine method of notifying students, staff and parents.
- Refer media to

<u>Head Start Director</u>	<u>325-944-9666</u>
Agency Spokesperson	Telephone Numbers

Incident outside of center:

- Activate Emergency Response Team.
- Notify staff before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- Refer media to

<u>Head Start Director</u>	<u>325-944-9666</u>
Agency Spokesperson	Telephone Numbers

Post-crisis intervention:

- Meet with Mental Health Consultant and Mental Health Manager to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort affected students, siblings, close friends, and other “highly stressed” students to counselors.
- Debrief all students and staff.
- Assess stress level of all students and staff.
- Recommend counseling to overly stressed students and staff.
- Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

EDEN HEAD START EMERGENCY RESPONSE PLAN

M. Incident / Illness Report Form 7239 Appendix O

- Staff should notify parents /guardians as soon as feasibly possible in the event of an emergency or incident involving their child.
- **“State Admission Information”** form 2935 has information such as parents/guardians names and telephone numbers, names and numbers of contact persons to whom may pick up the child.
- When contacting parent/guardians or other emergency contact persons, it is important for staff to stay calm and relate all relevant information.
- An **“Incident/ Illness Report”** form 7239 will be completed as soon as possible and within 48 hours.
- Document what has happened to the child and what has been done to care for the child.
- Document that notification was made to parents/guardians and the parents /guardians response to the notification.
- If a child receives medical treatment report the **“Incident/ Illness Report”** to Day Care Licensing within 48 hours.
- If a child receives medical treatment a **“Health & Developmental Follow-up Plan”** will be initiated the day after the incident / illness to follow-up with parent/guardian on the status of the child.
- Have parents/guardians sign the **“Incident/ Illness Report”** form 7239.

Note: 1 copy goes home with student
1 copy to Health Manager
File original in the child’s State File

EDEN HEAD START EMERGENCY RESPONSE PLAN

N. RADIOLOGICAL EVENT

Not Applicable:
None within 10-mile

EDEN HEAD START EMERGENCY RESPONSE PLAN

O. SHELTERING PROCEDURES

Sheltering provides refuge for students, staff and public within center building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in each center building.
- Site Supervisor warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Teachers take class roster & emergency information.
- Support Staff closes all exterior doors and windows.
- Support Staff turns off any ventilation leading outdoors.
- Support Staff seals doors, windows, and vents with plastic sheets and duct tape.
- Support Staff covers up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by Site Supervisor or emergency responders.

EDEN HEAD START EMERGENCY RESPONSE PLAN

P. SUICIDE

Suicide Attempt in Center:

- Verify information.
- Call 911. (***Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703***)
- Notify center psychologist / counselor, Site Supervisor and MHMR, 1501 Beauregard, San Angelo, TX, 325-658-7750
Child Mental Health Services (students under 18)
or
Crisis Intervention Center, 424 South Oakes St, San Angelo, TX 325-653-5933.
Other suicide intervention service
- Site Supervisor notifies parent(s) or guardian(s) if suicidal person is student. Site Supervisor may schedule meeting with parents and center psychologist / counselor to determine course of action.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Stay with person until Emergency Personnel arrive. **Do not leave suicidal person alone.**
- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.**
- Activate center Emergency Response Team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death / Serious Injury:

- Verify information.
- Activate center Emergency Response Team.
- Notify staff in advance of next center day following suicide or attempted suicide.
- Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- Implement post-crisis intervention.

Post-crisis Intervention:

- Meet with Mental Health Consultant and Child Mental Health Manager to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort siblings, close friends, and other "highly stressed" students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to Head Start Director 325-944-9666. **Do not let media question students or staff.**
- Follow-up with students and staff who received counseling. Resume normal routines as soon as possible.

EDEN HEAD START EMERGENCY RESPONSE PLAN

Q. TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the **duck, cover and hold** position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities

Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the center should:

- Reverse-evacuate all people into center buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

Chemical:

- Reverse-evacuate all people into center buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Be prepared to treat students and staff who experience a reaction to the chemical agent.
- The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of a imminent blast nearby:

- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the *duck, cover, and hold* position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

If the center is the target:

- Evacuate to pre designated off site location(s)

EDEN HEAD START EMERGENCY RESPONSE PLAN

R. WEAPONS

- Call police if a weapon is suspected to be in center. (***Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703***)
- Ask another administrator to join you in questioning suspected student or staff member.
- Accompany suspect to private office to wait for police.
- Conduct search with police.
- Keep detailed notes of all events and why search was conducted.
- Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

EDEN HEAD START EMERGENCY RESPONSE PLAN

S. WEATHER

***Severe Weather Watch* has been issued in an area near center**

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- Review “drop, cover and hold” procedures with students.

***Severe Weather Warning* has been issued in an area near center or severe weather has been spotted near center**

- Shut off gas (if applicable).
- Move students and staff to safe areas.
- Remind teachers to take class roster & emergency information.
- Ensure that students are in “drop, cover and hold” positions.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

SUPPORT APPENDICIES

EDEN HEAD START EMERGENCY RESPONSE PLAN

A. STAFF ASSIGNMENTS

Administrative Group:

- Verify information.
- Identify Site Supervisor.
- Call 911 (if necessary). (***Dial 911, Give Site Information: Eden Head Start, 602 Barnett Rd, Eden, TX 76837, 325-869-8703***)
- Seal off high-risk area.
- Convene Emergency Response Team and implement crisis response procedures.
- Notify students and staff (depending on emergency; students may be notified by teachers).
- Evacuate students and staff if necessary.
- Refer media to Agency spokesperson (or designee).
- Notify community agencies (if necessary).
- Implement post-crisis procedures.
- Keep detailed notes of crisis event.

Support Group:

- Secure building
- Maintain building operation
- Mitigate facility damage
- Assist in evacuation or sheltering operations

Teachers Group:

- Verify information.
- Notify front office
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster & emergency information.
- Refer media to Agency spokesperson (or designee).
- Keep detailed notes of crisis event.

EDEN HEAD START EMERGENCY RESPONSE PLAN

B. TRAINING MATRIX

Title	First Aid	CPR	Security	Evacuation	Safety	First Aid List
Site Supervisor	X	X	X	X	X	X
Teacher 1	X	X	X	X	X	X
Teacher's Aide	X	X	X	X	X	X
Food Service Personnel	X		X	X	X	X

EDEN HEAD START EMERGENCY RESPONSE PLAN

C. EQUIPMENT INVENTORY

-INSERT RESOURCE INVENTORY OF EMERGENCY EQUIPMENT-

INCLUDE:

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE NEEDED IN THE EVENT OF AN EMERGENCY

EDEN HEAD START EMERGENCY RESPONSE PLAN

D. DRILL LOG

Texas Dept of Family
and Protective Services

FIRE SAFETY PRACTICES

Form 7263
May 2011

LOCATION OF FIRE EXTINGUISHERS

SEVERE WEATHER DRILLS (Every 3 Mos.)

Date: _____

Date: _____

Time: _____

Time: _____

Exit Time: _____

Exit Time: _____

Staff Initial: _____

Staff Initial: _____

RELOCATION SITE FOR CHILDREN
AND STAFF AFTER EVACUATING
OPERATION:

Date: _____

Date: _____

Time: _____

Time: _____

Exit Time: _____

Exit Time: _____

Staff Initial: _____

Staff Initial: _____

MONTHLY FIRE EXTINGUISHER CHECKS				FIRE DRILLS			Smoke Alarm Detector	CO Detector Test
Month	Date	Staff Initial	Person In Charge	Date & Time	Exit Time	Staff Initial	Date	Date
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								

FIRST AID KIT
LOCATION(S) _____

BATTERY POWERED LIGHTING IS LOCATED IN EACH CHILD CARE ROOM - CHECK BATTERIES OPERATION

INSPECTIONS: FIRE: _____ HEALTH: _____ GAS: _____

EDEN HEAD START EMERGENCY RESPONSE PLAN

E. SITE PLAN REVIEW

Each center site emergency response plan must be reviewed at least once each year. It is recommended that this review be conducted prior to the start of each center year. Additionally, the plan must be reviewed anytime weaknesses in the plan are identified during a drill, exercise or an actual emergency event. Centers should include their local emergency response, emergency management and public health agencies in the review process.

<input type="checkbox"/>	Review plan for compliance with the Head Start, State and local requirements. Identify and report deficiencies.
<input type="checkbox"/>	Review existing emergency procedures. Are the procedures adequate to address identified hazards / threats? Identify and report new hazards / threats developed that should be added.
<input type="checkbox"/>	Review Emergency Team Assignments and responsibilities, update as needed. Identify and report team shortfalls.
<input type="checkbox"/>	Review Training matrix to ensure training of all assigned tasks. Identify and report all training shortfalls.
<input type="checkbox"/>	Review Equipment List; verify on-hand equipment condition; identify and report all equipment shortfalls.
	Review on and off site assignments and staging areas. Make contact with any identified off site locations to ensure permission to use those locations is still in affect.
	Have outside agencies (Fire, Police, and Health etc.) review plan if possible. Consider recommendations for inclusion into plan.
	Sign / Date reviewer block below.
	Provide completed plan review to Director / Executive Director.

Notes:

Date of Review:	Reviewer:	Reviewer:
	Reviewer:	Reviewer:

EDEN HEAD START EMERGENCY RESPONSE PLAN

F. EMERGENCY CONTACT NUMBERS

Administration	Number
Director / Executive Director	325-944-9666
Head Start Director	325-944-9666
Education, Mental Health, & Disability Manager	325-944-9666
Health, Nutrition & Parent Involvement Manager	325-944-9666
Facilities, ERSEA & Family & Community Manager	325-944-9666
Administrative Assistant	325-944-9666
Public Safety Agencies	Number
General Emergency	911
Police / Sheriff / Fire	911
Poison Control	1-800-362-0101
Local Hospital Emergency Rooms	325-869-5911
Health Department	325-597-0550
County Emergency Agency	325-869-4941
Other Contacts	Number
Agency Director / Executive Director	325-944-9666
Gas Company	325-869-8909
Water Company	325-762-4330
Electric Company	325-655-6957
State Collaborator	325-223-6892

EDEN HEAD START EMERGENCY RESPONSE PLAN

G. INFLUENZA PLANNING

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily person to-person and causes serious illness. It can sweep across the country and around the world very quickly. It is hard to predict when the next flu pandemic will occur or how bad it will be.

Child care and preschool programs can help protect the health of their staff and the children and families they serve. Interruptions in child care services during an influenza (flu) pandemic may cause conflicts for working parents that could result in high absenteeism in workplaces. Some of that absenteeism could be expected to affect personnel and workplaces that are critical to the emergency response system. The U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) offer this checklist to help programs prepare for the effects of a flu pandemic. Many of these steps can also help in other types of emergencies. More information on pandemic flu is available at www.pandemicflu.gov.

1. Planning and Coordination:

- Form a committee of staff members and parents to produce a plan for dealing with a flu pandemic. Include members from all different groups your program serves. Include parents who do not speak English who can help contact other non-English speakers in the community. Staff of very small programs might consider joining together with other similar programs for planning.
- Assign one person to identify reliable sources of information and watch for public health warnings about flu, school closings, and other actions taken to prevent the spread of flu.
- Learn who in your area has legal authority to close child care programs if there is a flu emergency.
- Learn whether the local / state health departments and agencies that regulate child care have plans. Be sure your flu plan is in line with their plans. Tell them if you can help support your community's plan.
- Identify all the ways a flu pandemic might affect your program and develop a plan of action. (For example, you might have problems with food service, transportation, or staffing.)
- Encourage parents to have a "Plan B" for finding care for their children if the program is closed during a flu pandemic. Give them ideas about where they might seek help based on your knowledge of the local child care community.
- Work with those in charge of your community's plan to find other sources of meals for low-income children who receive subsidized meals while in your care. (For example, locate food pantries and meals on wheels.)
- Learn about services in your area that can help your staff, children, and their families deal with stress and other problems caused by a flu pandemic.

EDEN HEAD START EMERGENCY RESPONSE PLAN

- Stage a drill to test your plan and then improve it as needed. Repeat the drill from time to time.
- Consider volunteering to help in tests of community plans.
- Talk to other child care and preschool programs in your area to share information that could make your plan better. Discuss ways programs could work together to produce a stronger plan and pool resources.

2. Student Learning and Program Operations:

- Plan how you would deal with program closings, staff absences, and gaps in student learning that could occur during a flu pandemic.
- Plan ways to help families continue their child's learning if your child care program or preschool is closed. (For example, give parents things they can teach at home. Tell them how to find ideas on the internet. Talk with child care resource referral agencies or other groups that could help parents continue their children's learning at home.)
- Plan ways to continue basic functions if your program is closed. (For example, continue meeting payroll and keeping in touch with staff and student's families.)

3. Communications Planning:

- Have a plan for keeping in touch with staff members and students' families. Include several different methods of contacting them. (For example, you might use hotlines, telephone trees, text messaging, special Websites, local radio and / or TV stations.) Test the contact methods often to be sure they work.
- Make sure staff and families have seen and understand your flu pandemic plan. Explain why you need to have a plan. Give them a chance to ask questions.
- Give staff and students' families reliable information on the issues listed below in their languages and at their reading levels.
- How to help control the spread of flu by hand washing / cleansing and covering the mouth when coughing or sneezing. (See [www.cdc.gov / flu / school / .](http://www.cdc.gov/flu/school/))
- How to recognize a person that may have the flu, and what to do if they think they have the flu. (See www.pandemicflu.gov.)
- How to care for ill family members. (See [www.hhs.gov / pandemic flu / plan / sup5.html#box4](http://www.hhs.gov/pandemicflu/plan/sup5.html#box4).)
- How to develop a family plan for dealing with a flu pandemic. (See [www.pandemicflu.gov / plan / guide](http://www.pandemicflu.gov/plan/guide))

EDEN HEAD START EMERGENCY RESPONSE PLAN

H. Public Information Release

Check () as appropriate: Agency / Agency-wide _____ Center _____

Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

- The (students / employees) [(are being) or (have been)] accounted for.
- No further information is available at this time.
- Emergency medical services [(are here) or (are on the way) or (are not available to us)].
- Police [(are here) or (are on the way) or (are not available to us)].
- Fire Dept. / paramedics [(are here) or (are on the way) or (are not available to us)].
- _____ [(are here) or (are on the way) or (are not available to us)].
- Communication center(s) for parents (is / are) being set up at _____ to answer questions about individual students.
- Communication center(s) for families (is / are) being set up at _____ to answer questions about individual employees.
- Injuries have been reported at _____ and are being treated at the site by (Staff / professional medical responders). (#) _____ reported injured.
- Students have been taken to a safe area, _____, and are with [(classroom teachers / staff) or (_____)].
- (#) Students have been taken to the local emergency room for treatment of serious injury. Parents of injured students should go to the emergency room at _____
- (#) Confirmed deaths have been reported at _____ Names cannot be released until families have been notified.
- Structural damage has been reported at the following sites: _____ .

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____
Date / Time: _____

EDEN HEAD START EMERGENCY RESPONSE PLAN

I. STAFF ROSTER

Staff rosters are posted on the parent board for each school. Rosters are liable to change frequently due to new staff. If you have any questions about the roster, please see the site supervisor at the center.

EDEN HEAD START EMERGENCY RESPONSE PLAN

J. CENTER MAPS

-INSERT MAPS OF CENTER AND SURROUNDING AREA-

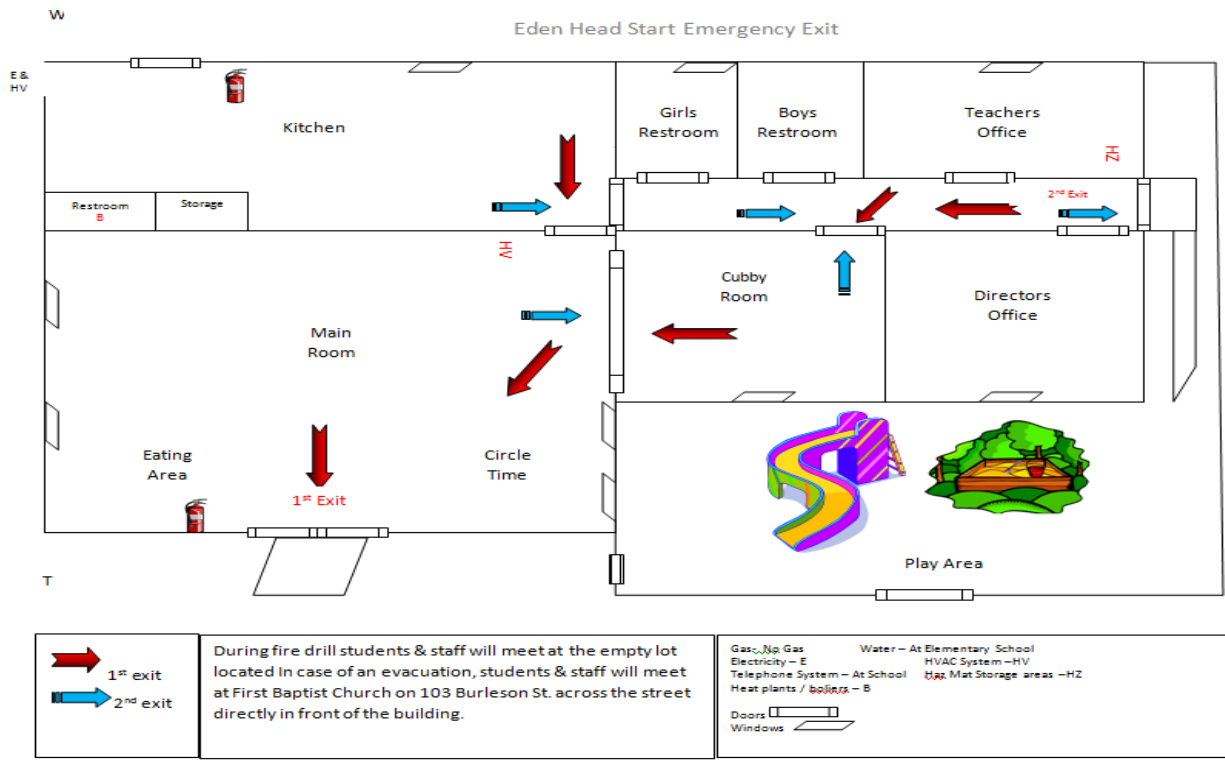
**AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:
(Primary and Alternate evacuation route maps shall be placed in each room)**

- Primary evacuation routes
- Alternate evacuation routes
- Handicap evacuation areas
- Utility access / shut-off for
 - Gas
 - Water
 - Electricity
 - HVAC System
 - Telephone system
- Site assignments and Staging Areas identified on page 9
- Haz Mat storage areas
- Heat plants / boilers
- Room numbers
- Door / window locations
- Any other information deemed appropriate by your planning committee

NOTE:

It is recommended that you develop a diagram of the entire center site and surrounding area and identify the locations and staging areas on the diagram. In an emergency a diagram may be easier to read than blue prints. Consult with local first responder agencies on what type of maps or diagrams they prefer. Blue prints of the site should be available in addition to the map or diagram. Blue prints may be necessary in certain fire or law enforcement situations.

EDEN HEAD START EMERGENCY RESPONSE PLAN



EDEN HEAD START EMERGENCY RESPONSE PLAN

K. MEDIA

All staff must refer media to site or Agency spokesperson.

The Center Agency, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)

- The Director / Executive Director serve as Agency spokesperson unless he / she designate a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Agency spokesperson	<u>Carolina Raymond</u>	<u>325-944-9666</u>
	Name	Telephone Numbers
Alternate Agency spokesperson	<u>John Austin Stokes</u>	<u>325-944-9666</u>
	Name	Telephone Numbers

- Center Public Information person acts as contact for emergency responders and assists Agency spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

Center Public Information person	<u>Site Supervisor</u>
	Title
Alternate Public Information person	<u>Teacher 1</u>
	Title

During an emergency, adhere to the following procedures:

- Site Supervisor or designee relays all factual information to the director.
- The Director / Executive Director notify other centers in Agency and may ask center Public Information designee to prepare a written statement to media.
- Establish a media information center away from center.
- Update media regularly. **Do not say “No comment”.**
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe center’s plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). **Do not release names to media.**
- Refrain from exaggerating or sensationalizing crisis.**

EDEN HEAD START EMERGENCY RESPONSE PLAN

L. SITE STATUS REPORT

TO: _____ FROM: (name) _____ LOCATION: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: 2-way Radio _____ Telephone _____ Messenger _____

EMPLOYEE / STUDENT STATUS

	Absent	Injured	# Sent to Hosp. / med	Dead	Missing	Unaccounted for (Away from site)	# Released To parents	# Being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE Check damage / problem and indicate location(s).

Check ✓	Damage / Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating / cooling	
	Other (list):	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance / how long? overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

EDEN HEAD START EMERGENCY RESPONSE PLAN



Form 7239
May 2021-E

Incident or Illness Report

Operations use this form to record all required information when a child sustains an injury, at the onset of an illness or reportable incident.

Directions

Complete the form as follows:

- **Injury requiring medical treatment or hospitalization:** Complete all information in Sections I, II, V and VI.
- **Incident that placed a child at risk:** Complete all information in Sections I, II, V and VI.
- **Illness requiring hospitalization:** Complete all information in Sections I, III, V and VI.
- **Incidence of a child or employee contracting a communicable disease:** Complete all information in Sections I, IV, V and VI.

After completing the form:

- Notify parents as required by the minimum standards; and
- Keep the form on file at the operation.

Privacy Statement

HHSC values your privacy. For more information, read the privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

Section I – General Information

Director's Name:	Operation No.:	Date of Incident or Illness:	Time of Incident or Illness: <input type="radio"/> a.m. <input type="radio"/> p.m.
Parent(s)* Notified: <input type="radio"/> Yes <input type="radio"/> No	Date:	Time:	By:
*For communicable diseases, all parents must be notified.			
Child Care Regulation Notified: <input type="radio"/> Yes <input type="radio"/> No	Date:	Time:	By:

Section II – Details of Injury and/or Incident *(Section not used for incidences of communicable disease or illnesses.)*

Child's Full Name:	Child's Date of Birth:	Caregiver in Charge:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Describe the injury or risk:		
<input style="width: 100%; height: 100%;" type="text"/>		
How did the incident or injury occur?		
<input style="width: 100%; height: 100%;" type="text"/>		
Additional staff present and/or witness to the incident or injury:		
<input style="width: 100%; height: 100%;" type="text"/>		
Was first aid provided? <input type="radio"/> Yes <input type="radio"/> No What type of first aid was provided? _____		
Was Emergency Medical Services (EMS) called? <input type="radio"/> Yes <input type="radio"/> No Time EMS was called: _____		
Was child transported to receive medical care? <input type="radio"/> Yes <input type="radio"/> No Who transported the child? _____		

***Concho Valley Council of
Governments
Head Start***

***Appendix 1
Active Shooter Response Plan***



Updated July 2017

For Official Use Only

EDEN HEAD START EMERGENCY RESPONSE PLAN

ACTIVE SHOOTER

Upon recognizing the danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as clear and accurate information as possible. As the situation develops, it is possible that students and staff will need to use more than one option.

During an active shooter situation, staff will rarely have all of the information they need to make a fully informed decision about which option is best. While they should follow the plan and any instructions given during an incident, often they will have to rely on their own judgment to decide which option will best protect lives.

Run

If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location.

- Leave personal belongings behind;
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs;
- Avoid escalators and elevators;
- Take others with you, but not to stay behind because others will not go;
- Call 911 when safe to do so

Hide

If running is not a safe option, hide in as safe a place as possible. In addition:

- Lock the doors;
- Barricade the doors with heavy furniture;
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room);
- Use strategies to silently communicate with first responders if possible; and
- Remain in place until given an all clear by identifiable law enforcement officers.

Students and staff should be trained to hide in a location where the walls might be thicker and have fewer windows.

Fight

If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, and chairs.

Sources:

<https://rems.ed.gov/K12ActiveShooterSituations.aspx>

http://rems.ed.gov/docs/REMS_k-12_Guide_508.pdf

EDEN HEAD START EMERGENCY RESPONSE PLAN

NOTIFICATION

The primary consideration under any school related emergency shall be the safety, welfare and health of the students.

1. It is essential that parent/guardian inform staff of any contact information changes as soon as they occur. Information is required to be kept up-to-date in case of emergencies.
2. Under emergency situations, parent/guardian will be contacted as soon as practical and safe via messenger system or phone.
3. If the child is released to emergency personnel:
 - Staff will obtain the emergency personnel's information (name, agency they work for and vehicle number or license plate)
 - Where the child is being taken to
 - Notify parent/guardian listed on the child's emergency information
 - Complete Incident Report

Emergency Documents and Resources

The teacher will have these items with him/her in every emergency situation or practice drill -- Evacuation, Shelter-in, and Lock-Down.

- Daily sign-in sheet
- Up-to-date family contact information
- Authorization for emergency care for each child.
- Medical information on children, as appropriate (e.g., special needs)
- Emergency Backpack

These items must be quickly available.

***Concho Valley Council of
Governments
Rio Vista Head Start &
Early Head Start***

EMERGENCY RESPONSE PLAN



2800 Ben Ficklin Rd.
San Angelo, TX 76903
325-659-3670

Updated June 2022

For Official Use Only

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

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II. INTRODUCTION

A. Introduction:

1. Emergencies can occur anytime-anywhere. Violence can happen even in an environment dedicated to children and families. We must ensure that our staff, children and families are prepared to effectively handle a wide range of dangerous situations to continue to provide a safe environment where learning a can occur.
2. A comprehensive site Emergency Response Plan must be developed and all staff members trained in order to effectively respond during emergencies.

B. Purpose:

1. This plan is designed to providing practical guidelines to enable staff to properly prepare and respond to a wide range of emergency and disaster situations. In any emergency situation, the Head Start / Early Head Start program's overriding mission is to:
 - a. Protect life.
 - b. Secure the facilities and infrastructure.
 - c. Resume program operations.
 2. This plan will provide step-by-step guidelines to help deal with emergencies that may occur. Planning, preparation, and training will help staff personnel learn the proper courses of action to take during an emergency. This plan cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. This plan should address three key areas to ensure plan / response effectiveness:
 - a. Personnel--who is assigned to do what. Personnel will be assigned to one of Emergency Response Groups that make up the Emergency Response Team. Emergency Response Groups are identified in Appendix A.
 - b. Training--who is trained to do what. All personnel will be trained to accomplish their assigned duties. A training matrix listing all personnel and completed training will be identified in Appendix B.
 - c. Equipment--what equipment is needed for training and response. A list of equipment need for both training and response will be maintained. All equipment will be documented as on-hand or identified as a shortfall in Appendix C.
- Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan. Drills conducted shall be documented on the Drill Log in Appendix D.
 - Each classroom will be supplied with a classroom Emergency Response Procedures Guide; section IV of this plan that provides instructions on how to respond to specific events as determined by the site emergency planning committee.

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

C. Plan Maintenance:

1. An emergency planning committee will be established consisting of site staff from the following disciplines. (Select as appropriate)

- | | |
|----------------------|----------------------------|
| Director | Food Service staff |
| Office Staff | Monitor / Safety personnel |
| Maintenance | Teachers / Caregivers |
| Parents / Volunteers | |

2. In addition to site personnel, the planning committee should also seek assistance from the following local agencies:

- | | |
|----------------------|--------------------------|
| Law Enforcement | Fire / Emergency Medical |
| Emergency Management | County Health Department |

3. This plan shall be reviewed and updated annually and when changes are deemed necessary because of a response drill or emergency. The update shall be documented in the Plan Review Appendix E.

4. The completed plan will be signed by the persons identified on the Approval Statement (next page).

5. A copy of this plan will be filed at the Concho Valley Council of Governments administrative office, with Health Manager.

6. The original plan will be kept at the Head Start Center.

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

D. Approval Statement:

The Center Safety Plan for Rio Vista HS/EHS has been reviewed and found to comply with the Head Start Act (other directives?).

_____	_____	_____	_____
Executive Director	Date	Agency Director	Date
_____	_____	_____	_____
Health Manager	Date	State Collaborator	Date
_____	_____	_____	_____
Site Administrator	Date	Law Enforcement (if applicable)	Date
_____	_____	_____	_____
Fire / EMS (if applicable)	Date	Local Emergency Management (if applicable)	Date
_____	_____	_____	_____
County Health Department (if applicable)	Date	[other]	Date

III. BASIC PLAN

A. Situation:

1. The center sits on at [2800 Ben Ficklin San Angelo, TX]. The site consists of several connected buildings. There is an Average Daily Membership of [142 children] and [30] staff members.
2. The Head Start Director / Executive Director have the primary responsibility for developing and implementing the site Emergency Response Plan and executing Head Start policies.
3. Site personnel and / or local fire and law enforcement agencies handle most site emergencies.

B. Assumptions:

- a. During an emergency, centralized direction and control [i.e., senior staff] is the most effective approach to management of emergency operations.
- b. In case of an emergency that is beyond the capabilities of the site to handle, site personnel will coordinate with local emergency response agencies. This may include having a member or members act as liaison with responding agencies.

C. Command and Communications:

1. The order of succession for the Head Start / Early Head Start emergency response program is:
 - The Head Start / Early Head Start Director
 - The Education Manager
 - Health Manager and Facilities Manager
 - Site Supervisor
 - *If the director is unavailable, the next individual must assume incident command.
2. When an emergency condition exists, Site Supervisor will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below in descending order will be used with “a” being the primary mode of communication followed by alternative modes.
 - a. Telephone
 - b. Messenger

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

D. Staff Response Roles:

1. How a program manages and responds to a crisis greatly affects the public's perception of the organization.
2. The County Judge (Judge Steve Floyd) may make a Declaration of a State or Local Emergency for a disaster or potential disaster in Tom Green County. The declaration would be issued from the Emergency Operations Center.
3. Advisories for internal disasters would be issued by the Head Start / Early Head Start Director, Education Manager, or Health and Facilities Manager. If none of the preceding is present, the Site Supervisor in charge at any program site may declare an emergency and then promptly notify the appropriate Management Team member. The agencies Emergency Response Team will consist of three groups:

a. The Administrative Group consists of the Director / Executive Director and office staff that provides the support framework for the Agency. This group is responsible for:

1. Emergency Response Plan Oversight
2. Incident Command
3. Public Relations
4. Human Resources
5. Media / Information Release
6. Finance
7. Long Term Recovery

b. The Support Group includes individuals that provide support to teachers and students such as food service, maintenance and safety personnel. This group may include parents and volunteers and is responsible for:

1. Food Service
2. Site Safety
3. Building Operations
4. Transportation
5. Short Term Mitigation

c. The Teachers Group consist of those whose daily duties involves direct care for the students. This group is responsible for:

1. Providing / Receiving Information
2. Student Accountability
3. Classroom Security
4. Classroom Evacuation

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

4. In the event of an emergency all staff persons are to assume responsibility for the following actions:

1. Initiation of steps to safeguard the children, staff and property
2. Notification of authorities and center staff
3. Initiation of steps to mitigate or contain the situation
4. Implementation of evacuation procedures

5. In addition, the Director / Executive Director of Head Start / Early Head Start (or designee) will assume the role of Site Supervisor for all emergencies and or disasters.

E. Child Safety:

1...Children will be accounted for at the times of emergencies before leaving the classroom and after arriving to the designed safe area or alternate shelter.

2. Care for the children will continue as normal. We will provide stimulus and entertainment/education stimulus comparable to the classroom environment and nonperishable drinks and snacks if applicable. Children in need of first aid will receive it as arriving to relocation designation.

3. Site Supervisors and teachers will call primary parent form DHS information and will ask for ID identification at the time of pickup. Parent will sign child out before pick up.

4...Children under 24 months of age will be evacuated to transportation using evacuation cribs and multi carrier strollers. Additional staff will be added to aid and assist children of 24 months or younger and children who suffer from mental, visual, and or hearing impairments.

F. Debriefing:

Because the demands of responding to a crisis are intense and place staff under a great deal of stress, it is advisable to engage staff in a “debriefing”. This process should be undertaken with a trained professional. The debriefing allows staff an opportunity to express feelings and receive emotional support. For others, it provides the opportunity to learn and to become better prepared for crisis.

G. Deactivation:

When emergency conditions are stabilized and normal program operations can resume, the Head Start / Early Head Start Director will deactivate the Crisis / Emergency Plan. A formal announcement will be disseminated. If the nature of the incident requires an extension of some emergency services, special work groups may be appointed to coordinate those continuing activities, which may include:

1. Ongoing repairs,
2. Space re-assignments or adjustments,
3. Support services for children, staff and parents,
4. Community relief efforts,
5. Cost recovery (develop cost and loss documentation forms).

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

Immediately following the end of an emergency or crisis, a survey of the Emergency Team members and involved staff will be conducted to evaluate the effectiveness of the response. Survey results will help determine whether portions of the Emergency Plan must be modified due to the crisis event. The Head Start / Early Head Start Director in conjunction with the Management Team will prepare a written "Crisis Summary Report" analyzing post-event observation, and will coordinate appropriate plan revisions (this also applies to weather related crisis situations).

H. Recovery

After dealing with the stress and trauma involved in a crisis, it is important to note that the initial crisis may be resolved, but many ancillary issues may still exist. The recovery phase is an important time to deactivate the plan, reassess the effectiveness of the efforts, and evaluate the program's ability to conduct normal business.

EMERGENCY PROCEDURES ANNEXES

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

A. ANIMALS

- Ensure the safety of students and staff first.
- Call 911, if necessary. (***Dial 911, Give Site Information: Rio Vista HS/EHS, 2800 Ben Ficklin San Angelo, TX 76903 (325) -659-3670***)
- Call Animal Control {325-657-4224 / *San Angelo Animal Services*}.
- Notify CPR / first aid certified personnel of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- Notify Site Supervisor. Site Supervisors assembles Emergency Response Team Members.
- Seal off area if animal(s) still present.
- Site Supervisors notifies authorities and parents of students involved.
- Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

B. ASSAULT / FIGHT

- Ensure the safety of students and staff first.
- Call 911, if necessary. (***Dial 911, Give Site Information: Rio Vista HS/EHS, 2800 Ben Ficklin San Angelo, TX 76903 (325) -659-3670***)
- Notify CPR / first aid certified persons of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- Notify the Site Supervisor. Site Supervisor assembles Emergency Response Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Site Supervisor notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Site Supervisor notifies parents of students involved in assault.
- Document all activities. Ask victim(s) / witness (es) for their account of incident.
- Assess counseling needs of victim(s) / witness (es). Implement post-crisis procedures.

C. BOMB THREAT

Upon receiving a message that a bomb has been planted in center:

- Use bomb threat checklist (next page).
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
- Listen closely to caller’s voice and speech patterns and to noises in background.
- Do NOT hang up, even if the caller does. **(The police may be able to trace the call)**
- Notify Site Supervisor or designee.
- Site Supervisor orders evacuation of all persons inside center building(s).
- Site Supervisor notifies police (call 911). Site Supervisor must report incident to police. ***(Dial 911, Give Site Information: Rio Vista HS/EHS, 2800 Ben Ficklin San Angelo, TX 76903 (325) - 659-3670***

Evacuation procedures:

- Site Supervisor warns students and staff. Do not mention “Bomb Threat”. Use standard fire drill procedures.
- Direct students to take their belongings.
- Students and staff must be evacuated to a safe distance outside of center building(s). Site Supervisor may move students to Day HS/EHS if weather is inclement or building is damaged.
Primary relocation center
(500 feet is general rule. Consult with local bomb disposal unit)
- Teachers take roll after being evacuated.
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

C. BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

Callers Voice - Circle as applicable:

- | | |
|------------|-------------------|
| • Calm | • Nasal |
| • Angry | • Stutter |
| • Excited | • Lisp |
| • Slow | • Raspy |
| • Rapid | • Deep |
| • Soft | • Ragged |
| • Loud | • Clearing Throat |
| • Laughter | • Deep Breathing |
| • Crying | • Cracked Voice |
| • Normal | • Disguised |
| • Distinct | • Accent |
| • Slurred | • Familiar |

If voice is familiar, whom did it sound like?

Background Sounds:

- | | |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices |
| • Clear | • PA System |
| • Static | • Local Call |
| • Music | • Long Distance |
| • House Noises | • Phone Booth |
| • Motor | • Office Machinery |
| • Other _____ | |

Threat Language:

- Well Spoken (educated)
- Incoherent
- Foul
- Irrational by threat maker
- Taped
- Message read

Remarks: _____

D. BUS INCIDENT

Bus Driver / Monitor

Not Applicable

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

E. EVACUATION

- Site Supervisor (SS) initiates evacuation procedures.
- SS determines if students and staff should be evacuated outside of building or to Day HS/EHS 3026 N. Oakes San Angelo, TX 76903 relocation center.
- Site Supervisor notifies relocation center.
- Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- Support Group secures the building (all windows, doors etc.).
- Support Group turns off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Support Group personnel assist evacuation process.
- Child's teacher will be responsible for any disabled and non-English speaking students. Site Supervisor will be responsible for any disabled staff.

1. Teachers / Teachers Assistances:

- Direct students to follow normal evacuation drill procedures unless SS alters route.
- Take classroom roster and roll sheet, emergency backpacks including (DHS files, health consents, pick-up authorization), and emergency kit.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform Site Supervisor immediately of missing student(s).
- If students are evacuated, stay with class unless relieved by buddy teacher. Take roll again when you arrive at the relocation center.

2. Relocation Centers

List primary and secondary student relocation centers: Students will be relocated by SAISD Transportation. (Site Supervisor, Teacher's, Teacher's Aides and Food Service Staff will transport children if necessary.)

Secondary Relocation Center
Boys and Girls Club
3762 Ben Ficklin Rd. San Angelo, TX
325-653-3673

Primary Relocation Center
Day Head Start Early Head Start
3026 N. Oakes San Angelo, TX
325-481-3395

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

F. FIRE

In the event a fire or smoke from a fire has been detected:

- Activate fire alarm.
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster & emergency information.
- Site Supervisor notifies police / fire (call 911). ***Dial 911, Give Site Information: Rio Vista HS/EHS 2800 Ben Ficklin Rd. San Angelo, TX 76903 (325)- 659-3670***
- Teachers take roll after being evacuated.
- Site Supervisor may move students to Day HS/EHS if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

G. GAS LEAK

If gas odor has been detected in the building:

- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster & emergency information.
- Site Supervisor notifies police and fire (call 911). ***Dial 911, Give Site Information: Rio Vista HS/EHS 2800 Ben Ficklin Rd. San Angelo, TX 76903 (325)- 659-3670***
- Teachers take roll after being evacuated.
- Site Supervisor may move students to Day HS/EHS, if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

If gas odor has been detected outside the building:

- Site Supervisor notifies police and fire department (call 911).
- Site Supervisor determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- Site Supervisor may move students to Day HS/EHS, if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

H. GENERAL EMERGENCY

- Notify 911 (if necessary) and the Site Supervisor. ***Dial 911, Give Site Information: Rio Vista HS/EHS 2800 Ben Ficklin Rd. San Angelo, TX 76903 (325)- 659-3670***
- Notify CPR / first aid certified persons in center building of medical emergencies, if necessary. (Names of CPR / first aid certified persons are listed in Appendix B).
- Seal off high-risk area.
- Take charge of area until incident is contained or relieved.
- Assemble Emergency Response Team.
- Preserve evidence. Keep detailed notes of incident.
- Refer media to

<u>Head Start Director</u> Agency Spokesperson	<u>325-944-9666</u> Telephone Numbers
---	--

I. HAZARDOUS MATERIALS EVENT

Incident occurred in center:

- Call 911. ***Dial 911, Give Site Information: Rio Vista HS/EHS 2800 Ben Ficklin Rd. San Angelo, TX 76903 (325)- 659-3670***
Notify Site Supervisor.
- Mitigate situation (if you safely do so) by sealing off area, utilizing shut of valve
- Take charge of area until fire personnel contain incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation. .
- Notify parents if students are evacuated. Post sign on entrance to alert others.
- Resume normal operations after consulting with fire officials.

Incident occurred near center property:

- Fire or police will notify Center.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.

J. INFECTION CONTROL ACTIONS

I.

- ❑ Give special attention to teaching staff, children, and their parents on how to limit the spread of infection. (For example, use good hand washing; cover the mouth when coughing or sneezing; clean toys frequently.) Programs should already be teaching these things to build habits that protect children from disease. (See [www.cdc.gov / flu / school /](http://www.cdc.gov/flu/school/) and [www.healthykids.us / cleanliness.htm.](http://www.healthykids.us/cleanliness.htm))

II.

- ❑ Keep a good supply of things you will need to help control the spread of infection. (For example, keep on hand plenty of soap, paper towels, and tissues.) Store the supplies in easy-to-find places.

III.

- ❑ Tell families that experts recommend yearly flu shots for all children 6 months to 5 years old and for anyone who cares of children in that age range. (See [www.cdc.gov / od / oc / media / pressrel / r060223.htm.](http://www.cdc.gov/od/oc/media/pressrel/r060223.htm))

IV.

- ❑ Encourage staff to get flu shots each year. (See [www.cdc.gov / flu / protect / preventing.htm.](http://www.cdc.gov/flu/protect/preventing.htm))

V.

- ❑ Tell parents to let your program know if their children are sick. Keep accurate records of when children or staffs are absent. Include a record of the kind of illness that caused the absence (e.g., diarrhea / vomiting, coughing / breathing problems, rash, or other).
- ❑ (See [http: / / nrc.uchsc.edu / CFOC / XMLVersion / Chapter_3.xml.](http://nrc.uchsc.edu/CFOC/XMLVersion/Chapter_3.xml))

VI.

- ❑ Teach staff a standard set of steps for checking children and adults each day as they arrive to see if they are sick. Make it clear that any child or adult who is ill will not be admitted. (See [www.healthykids.us / chapters / sick_main.htm.](http://www.healthykids.us/chapters/sick_main.htm))

VII.

- ❑ Have a plan for keeping children who become sick at your program away from other children until the family arrives, such as a fixed place for a sick room.
- ❑ (See [http: / / nrc.uchsc.edu / CFOC / XMLVersion / Chapter_3.xml.](http://nrc.uchsc.edu/CFOC/XMLVersion/Chapter_3.xml))

VIII.

- ❑ Require staff members to stay home if they think they might be sick. If they become sick while at the program, require them to go home and stay home. Give staff paid sick leave so they can stay home without losing wages.

IX.

- ❑ Require ill staff and students to stay at home until their flu symptoms are gone and they feel ready to come back to work.

K. INTRUDER / HOSTAGE

Intruder- An unauthorized person who enters Center property:

- Notify Site Supervisor.
- Ask another staff person to accompany you before approaching guest / intruder.
- Politely greet guest / intruder and identify yourself.
- Ask guest / intruder the purpose of his / her visit.
- Inform guest / intruder that all visitors must register at the Site Supervisor's office.
- If intruder's purpose is not legitimate, ask him / her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on center property.
- Notify security or police and Site Supervisor if intruder still refuses to leave. Give police full description of intruder. **(Keep intruder unaware of call for help if possible)**
- Walk away from intruder if he / she indicate a potential for violence. Be aware of intruder's actions at this time (where he / she is located in center, whether he / she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.
- Site Supervisor may issue lock-down procedures (see Lock-Down Procedures on next page).

Hostage:

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team. ***Dial 911, Give Site Information: Rio Vista HS/EHS 2800 Ben Ficklin Rd. San Angelo, TX 76903 (325)-659-3670***

-
- Seal off area near hostage scene.
- Notify Site Supervisor.
- Site Supervisor notifies Director.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

L. LOCKDOWN / SHELTER-IN-PLACE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside center building.

- Site Supervisor will issue lock-down order by announcing a warning over Phone Intercom System, sending a messenger to each classroom or other alternate method.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Allow no one outside of classrooms until the Site Supervisor gives the all-clear signal.

Consider using a verification code to authenticate any all-clear signal

(This is a specific word or phrase that is used prior to giving the all clear signal that indicates to all staff that the person signaling the all clear is not being forced to do so by an intruder)

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

M. MEDICAL EMERGENCY

Incident in center:

- Call 911 (if necessary). (***Dial 911, Give Site Information: Dial 911, Give Site Information: Rio Vista HS/EHS 2800 Ben Ficklin Rd. San Angelo, TX 76903 (325)- 659-3670***)
-
- Notify CPR / first aid certified persons in center building of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- Utilize blood borne pathogens precautions,
- If possible, isolate affected student / staff member.
- Notify Site Supervisor.
- Site Supervisor notifies Director.
- Activate center Emergency Response Team. Designate staff person to accompany injured / ill person to hospital.
- Site Supervisor notifies parent(s) or guardian(s) of affected student.
- Direct witness (es) to center psychologist / counselor. Contact parents if students are sent to psychologist / counselor.
- Determine method of notifying students, staff and parents.
- Refer media to

<u>Head Start Director</u>	<u>325-944-9666</u>
Agency Spokesperson	Telephone Numbers

Incident outside of center:

- Activate Emergency Response Team.
- Notify staff before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- Refer media to

<u>Head Start Director</u>	<u>325-944-9666</u>
Agency Spokesperson	Telephone Numbers

Post-crisis intervention:

- Meet with Mental Health Consultant and Mental Health Manager to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort affected students, siblings, close friends, and other “highly stressed” students to counselors.
- Debrief all students and staff.
- Assess stress level of all students and staff.
- Recommend counseling to overly stressed students and staff.
- Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

**M. Incident / Illness Report Form 7239
Appendix O**

- Staff should notify parents /guardians as soon as feasibly possible in the event of an emergency or incident involving their child.
- **“State Admission Information”** form 2935 has information such as parents/guardians names and telephone numbers, names and numbers of contact persons to whom may pick up the child.
- When contacting parent/guardians or other emergency contact persons, it is important for staff to stay calm and relate all relevant information.
- An **“Incident/ Illness Report”** form 7239 will be completed as soon as possible and within 48 hours.
- Document what has happened to the child and what has been done to care for the child.
- Document that notification was made to parents/guardians and the parents /guardians response to the notification.
- If a child receives medical treatment report the **“Incident/ Illness Report”** to Day Care Licensing within 48 hours.
- If a child receives medical treatment a **“Health & Developmental Follow-up Plan”** will be initiated the day after the incident / illness to follow-up with parent/guardian on the status of the child.
- Have parents/guardians sign the **“Incident/ Illness Report”** form 7239.

Note: 1 copy goes home with student
1 copy to Health Manager
File original in the child’s State File

N. RADIOLOGICAL EVENT

Not Applicable:
None within 10-mile

O. SHELTERING PROCEDURES

Sheltering provides refuge for students, staff and public within center building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in each center building.
- Site Supervisor warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Teachers take class roster & emergency information.
- Support Staff closes all exterior doors and windows.
- Support Staff turns off any ventilation leading outdoors.
- Support Staff seals doors, windows, and vents with plastic sheets and duct tape.
- Support Staff covers up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by Site Supervisor or emergency responders.

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

P. SUICIDE

Suicide Attempt in Center:

- Verify information.
- Call 911. ***Dial 911, Give Site Information: Rio Vista HS/EHS 2800 Ben Ficklin Rd. San Angelo, TX 76903 (325)- 659-3670***
- Notify center psychologist / counselor, Site Supervisor and MHMR, 1501 Beauregard, San Angelo, TX, 325-658-7750
Child Mental Health Services (students under 18)
or
Crisis Intervention Center, 424 South Oakes St, San Angelo, TX 325-653-5933.
Other suicide intervention service
- Site Supervisor notifies parent(s) or guardian(s) if suicidal person is student. Site Supervisor may schedule meeting with parents and center psychologist / counselor to determine course of action.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Stay with person until Emergency Personnel arrive. **Do not leave suicidal person alone.**
- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.**
- Activate center Emergency Response Team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death / Serious Injury:

- Verify information.
- Activate center Emergency Response Team.
- Notify staff in advance of next center day following suicide or attempted suicide.
- Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- Implement post-crisis intervention.

Post-crisis Intervention:

- Meet with Mental Health Consultant and Child Mental Health Manager to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort siblings, close friends, and other "highly stressed" students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to Head Start Director 325-944-9666. **Do not let media question students or staff.**
- Follow-up with students and staff who received counseling. Resume normal routines as soon as possible.

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

Q. TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the **duck, cover and hold** position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities

Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the center should:

- Reverse-evacuate all people into center buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

Chemical:

- Reverse-evacuate all people into center buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Be prepared to treat students and staff who experience a reaction to the chemical agent.
- The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of a imminent blast nearby:

- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the *duck, cover, and hold* position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

If the center is the target:

- Evacuate to pre designated off site location(s)

R. WEAPONS

- Call police if a weapon is suspected to be in center. ***Dial 911, Give Site Information: Rio Vista HS/EHS 2800 Ben Ficklin Rd. San Angelo, TX 76903 (325)- 659-3670***
- Ask another administrator to join you in questioning suspected student or staff member.
- Accompany suspect to private office to wait for police.
- Conduct search with police.
- Keep detailed notes of all events and why search was conducted.
- Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

S. WEATHER

Severe Weather Watch has been issued in an area near center

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- Review “drop, cover and hold” procedures with students.

Severe Weather Warning has been issued in an area near center or severe weather has been spotted near center

- Shut off gas (if applicable).
- Move students and staff to safe areas.
- Remind teachers to take class roster & emergency information.
- Ensure that students are in “drop, cover and hold” positions.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

SUPPORT APPENDICIES

A. STAFF ASSIGNMENTS

Administrative Group:

- Verify information.
- Identify Site Supervisor.
- Call 911 (if necessary). ***Dial 911, Give Site Information: Rio Vista HS/EHS 2800 Ben Ficklin Rd. San Angelo, TX 76903 (325)- 659-3670***
- Seal off high-risk area.
- Convene Emergency Response Team and implement crisis response procedures.
- Notify students and staff (depending on emergency; students may be notified by teachers).
- Evacuate students and staff if necessary.
- Refer media to Agency spokesperson (or designee).
- Notify community agencies (if necessary).
- Implement post-crisis procedures.
- Keep detailed notes of crisis event.

Support Group:

- Secure building
- Maintain building operation
- Mitigate facility damage
- Assist in evacuation or sheltering operations

Teachers Group:

- Verify information.
- Notify front office
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster & emergency information.
- Refer media to Agency spokesperson (or designee).
- Keep detailed notes of crisis event.

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

B. TRAINING MATRIX

Title	First Aid	CPR	Security	Evacuation	Safety	First Aid List
Site Supervisor	X	X	X	X	X	X
All Teachers	X	X	X	X	X	X
All Teachers Aide	X	X	X	X	X	X
Food Service Personnel	X	X	X	X	X	X

C. EQUIPMENT INVENTORY

**-INSERT RESOURCE
INVENTORY OF EMERGENCY EQUIPMENT-**

INCLUDE:

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

**IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE
NEEDED IN THE EVENT OF AN EMERGENCY**

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

D. DRILL LOG



Form 7263
May 2018-E

Emergency Practices

Providers may use this form or their own form to document emergency practices including evacuation, sheltering in place, and lock-down drills.

Directions: To complete this form, the designee documents the dates drills were performed, the exit times, and the dates that smoke detectors and carbon monoxide detectors were inspected. Licensing will review the form at your inspections. If you need additional assistance, email the [Minimum Standards Comments](#) mailbox.

Fire Drill: Evacuating the children and caregivers to a designated safe area in an emergency such as a fire. The children must be able to safely exit the building within three minutes. You must practice a fire drill every month.

Sheltering/Severe Weather: Taking shelter within the center to temporarily protect children and staff from situations such as a tornado. Sheltering can also be used when an endangering person is in the area, though not on the premises. You must practice a sheltering/severe weather drill four times in a calendar year.

Lock-Down Drill: Keeping children and staff in place to protect them from a volatile person on the premises. You must practice a lock-down drill four times in a calendar year.

Battery Powered Lighting is Located in Each Child Care Room – Check the Batteries

Fire Extinguishers
Location of Fire Extinguishers:

Relocation Site
Relocation Site for Children and Staff after Evacuating Operation:

Sheltering/Severe Weather Drill and Lock-Down Drill (4 times per year)			
Month	Date and Time	Staff Initials	Exit Time S= Shelter SW = Severe Weather LD = Lock-Down
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

D. DRILL LOG

Form 7263
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Fire Drills			
Month	Date and Time	Staff Initials	Exit Time
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Carbon Monoxide (CO) Alarm Detector, Smoke Detector Test, and Fire Extinguisher Check			
Month	CO Alarm Detector Test Date	Smoke Detector Test Date	Fire Extinguisher
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

First Aid Kit
Location of First Aid Kit:

Operation Inspections		
Fire:	Health:	Gas:

Privacy Statement
HHSC values your privacy. For more information, read the privacy policy online at: https://hhs.texas.gov/policies-practices-privacy#security .

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

E. SITE PLAN REVIEW

Each center site emergency response plan must be reviewed at least once each year. It is recommended that this review be conducted prior to the start of each center year. Additionally, the plan must be reviewed anytime weaknesses in the plan are identified during a drill, exercise or an actual emergency event. Centers should include their local emergency response, emergency management and public health agencies in the review process.

<input type="checkbox"/>	Review plan for compliance with the Head Start, State and local requirements. Identify and report deficiencies.
<input type="checkbox"/>	Review existing emergency procedures. Are the procedures adequate to address identified hazards / threats? Identify and report new hazards / threats developed that should be added.
<input type="checkbox"/>	Review Emergency Team Assignments and responsibilities, update as needed. Identify and report team shortfalls.
<input type="checkbox"/>	Review Training matrix to ensure training of all assigned tasks. Identify and report all training shortfalls.
<input type="checkbox"/>	Review Equipment List; verify on-hand equipment condition; identify and report all equipment shortfalls.
	Review on and off site assignments and staging areas. Make contact with any identified off site locations to ensure permission to use those locations is still in affect.
	Have outside agencies (Fire, Police, and Health etc.) review plan if possible. Consider recommendations for inclusion into plan.
	Sign / Date reviewer block below.
	Provide completed plan review to Director / Executive Director.

Notes:

Date of Review:	Reviewer:	Reviewer:
	Reviewer:	Reviewer:

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

F. EMERGENCY CONTACT NUMBERS

Administration	Number
Director / Executive Director	325-944-9666
Head Start Program Director	325-944-9666
HS Education & Disability Manager	325-944-9666
Health, Mental Health & Pregnant Moms	325-944-9666
Facilities & ERSEA	325-944-9666
FAMCO	325-944-9666
Compliance & Nutrition	325-944-9666
EHS Education Manager	325-944-9666
Public Safety Agencies	Number
General Emergency	911
Police / Sheriff / Fire	911
Poison Control	1-800-362-0101
Local Hospital Emergency Rooms	325-853-2507
Health Department	325-657-4214
County Emergency Agency	325-853-2737
Other Contacts	Number
Agency Director / Executive Director	325-944-9666
Gas Company	1-800-700-2443 Emergency 1-800-959-5325
Water Company	325-657-4323*
Electric Company	877-373--4858
State Collaborator	325-223-6892

G. INFLUENZA PLANNING

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily person to-person and causes serious illness. It can sweep across the country and around the world very quickly. It is hard to predict when the next flu pandemic will occur or how bad it will be.

Child care and preschool programs can help protect the health of their staff and the children and families they serve. Interruptions in child care services during an influenza (flu) pandemic may cause conflicts for working parents that could result in high absenteeism in workplaces. Some of that absenteeism could be expected to affect personnel and workplaces that are critical to the emergency response system. The U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) offer this checklist to help programs prepare for the effects of a flu pandemic. Many of these steps can also help in other types of emergencies. More information on pandemic flu is available at www.pandemicflu.gov.

1. Planning and Coordination:

- Form a committee of staff members and parents to produce a plan for dealing with a flu pandemic. Include members from all different groups your program serves. Include parents who do not speak English who can help contact other non-English speakers in the community. Staff of very small programs might consider joining together with other similar programs for planning.
- Assign one person to identify reliable sources of information and watch for public health warnings about flu, school closings, and other actions taken to prevent the spread of flu.
- Learn who in your area has legal authority to close child care programs if there is a flu emergency.
- Learn whether the local / state health departments and agencies that regulate child care have plans. Be sure your flu plan is in line with their plans. Tell them if you can help support your community's plan.
- Identify all the ways a flu pandemic might affect your program and develop a plan of action. (For example, you might have problems with food service, transportation, or staffing.)
- Encourage parents to have a "Plan B" for finding care for their children if the program is closed during a flu pandemic. Give them ideas about where they might seek help based on your knowledge of the local child care community.
- Work with those in charge of your community's plan to find other sources of meals for low-income children who receive subsidized meals while in your care. (For example, locate food pantries and meals on wheels.)
- Learn about services in your area that can help your staff, children, and their families deal with stress and other problems caused by a flu pandemic.

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

- Stage a drill to test your plan and then improve it as needed. Repeat the drill from time to time.
- Consider volunteering to help in tests of community plans.
- Talk to other child care and preschool programs in your area to share information that could make your plan better. Discuss ways programs could work together to produce a stronger plan and pool resources.

2. Student Learning and Program Operations:

- Plan how you would deal with program closings, staff absences, and gaps in student learning that could occur during a flu pandemic.
- Plan ways to help families continue their child's learning if your child care program or preschool is closed. (For example, give parents things they can teach at home. Tell them how to find ideas on the internet. Talk with child care resource referral agencies or other groups that could help parents continue their children's learning at home.)
- Plan ways to continue basic functions if your program is closed. (For example, continue meeting payroll and keeping in touch with staff and student's families.)

3. Communications Planning:

- Have a plan for keeping in touch with staff members and students' families. Include several different methods of contacting them. (For example, you might use hotlines, telephone trees, text messaging, special Websites, local radio and / or TV stations.) Test the contact methods often to be sure they work.
- Make sure staff and families have seen and understand your flu pandemic plan. Explain why you need to have a plan. Give them a chance to ask questions.
- Give staff and students' families reliable information on the issues listed below in their languages and at their reading levels.
- How to help control the spread of flu by hand washing / cleansing and covering the mouth when coughing or sneezing. (See [www.cdc.gov / flu / school / .](http://www.cdc.gov/flu/school/))
- How to recognize a person that may have the flu, and what to do if they think they have the flu. (See www.pandemicflu.gov.)
- How to care for ill family members. (See [www.hhs.gov / pandemic flu / plan / sup5.html#box4](http://www.hhs.gov/pandemicflu/plan/sup5.html#box4).)
- How to develop a family plan for dealing with a flu pandemic. (See [www.pandemicflu.gov / plan / guide](http://www.pandemicflu.gov/plan/guide))

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

H. Public Information Release

Check () as appropriate: Agency / Agency-wide _____ Center _____

Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

- The (students / employees) [(are being) or (have been)] accounted for.
- No further information is available at this time.
- Emergency medical services [(are here) or (are on the way) or (are not available to us)].
- Police [(are here) or (are on the way) or (are not available to us)].
- Fire Dept. / paramedics [(are here) or (are on the way) or (are not available to us)].
- _____ [(are here) or (are on the way) or (are not available to us)].
- Communication center(s) for parents (is / are) being set up at _____ to answer questions about individual students.
- Communication center(s) for families (is / are) being set up at _____ to answer questions about individual employees.
- Injuries have been reported at _____ and are being treated at the site by (Staff / professional medical responders). (#) _____ reported injured.
- Students have been taken to a safe area, _____, and are with [(classroom teachers / staff) or (_____)].
- (#) Students have been taken to the local emergency room for treatment of serious injury. Parents of injured students should go to the emergency room at _____
- (#) Confirmed deaths have been reported at _____ Names cannot be released until families have been notified.
- Structural damage has been reported at the following sites: _____ .

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____
Date / Time: _____

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

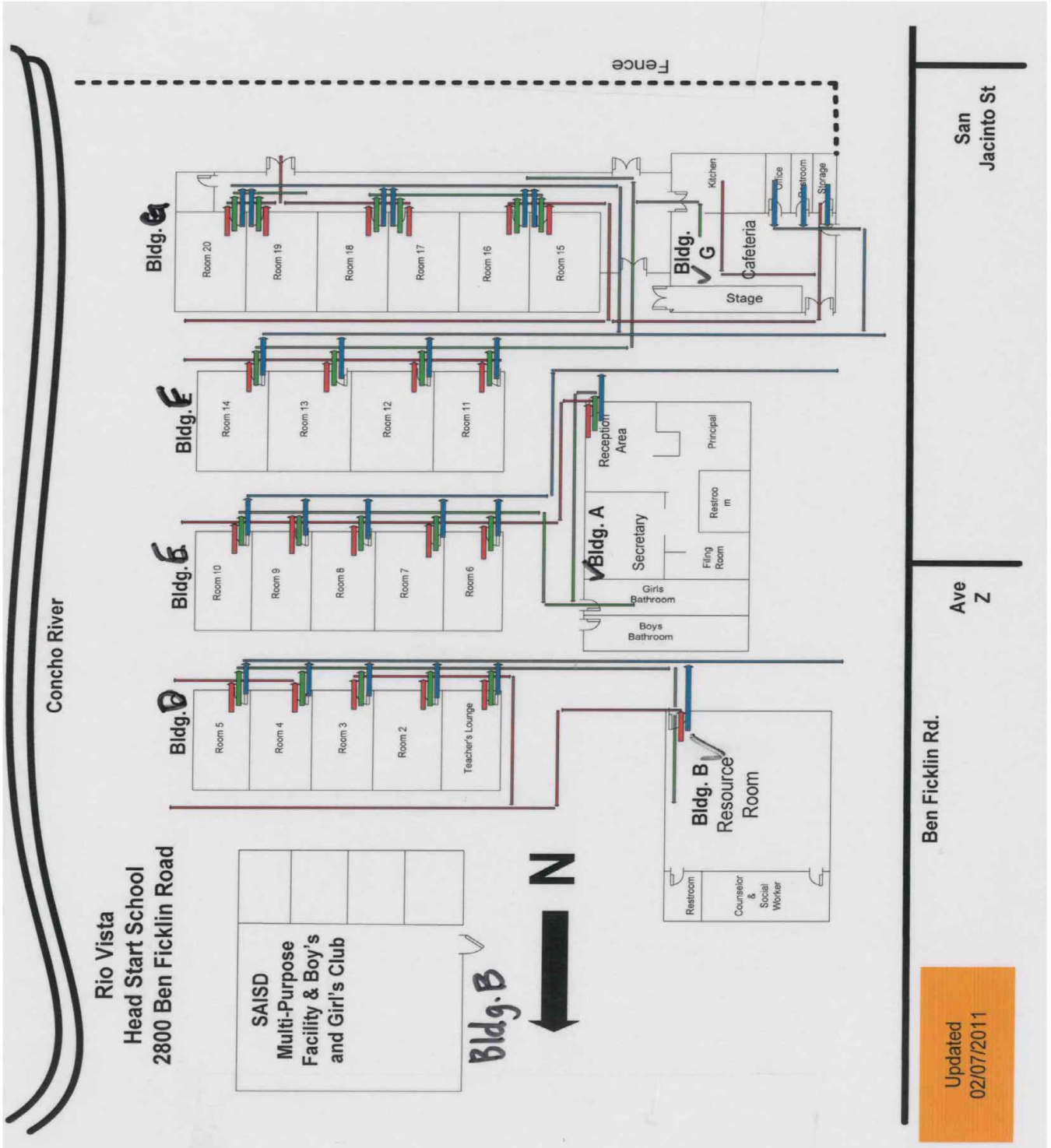
I. STAFF ROSTER

Rio Vista HS/EHS

Staff rosters are posted on the parent board for each school. Rosters are liable to change frequently due to new staff. If you have any questions about the roster, please see the site supervisor at the center.

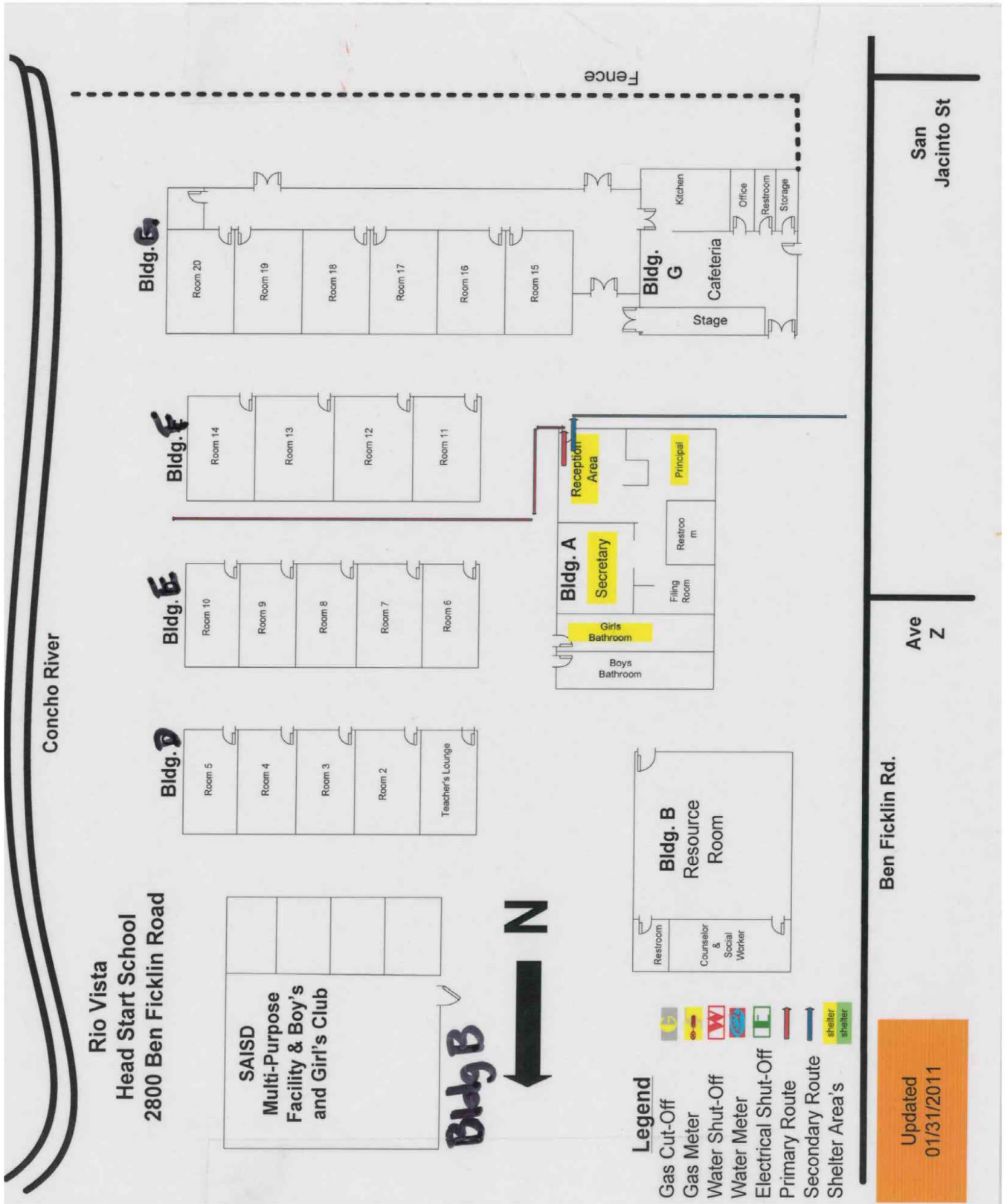
J. CENTER MAPS

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN



Updated
02/07/2011

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN



RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

-INSERT MAPS OF CENTER AND SURROUNDING AREA-

**AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:
(Primary and Alternate evacuation route maps shall be placed in each room)**

- Primary evacuation routes
- Alternate evacuation routes
- Handicap evacuation areas
- Utility access / shut-off for
 - Gas
 - Water
 - Electricity
 - HVAC System
 - Telephone system
- Site assignments and Staging Areas identified on page 9
- Haz Mat storage areas
- Heat plants / boilers
- Room numbers
- Door / window locations
- Any other information deemed appropriate by your planning committee

NOTE:

It is recommended that you develop a diagram of the entire center site and surrounding area and identify the locations and staging areas on the diagram. In an emergency a diagram may be easier to read than blue prints. Consult with local first responder agencies on what type of maps or diagrams they prefer. Blue prints of the site should be available in addition to the map or diagram. Blue prints may be necessary in certain fire or law enforcement situations.

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

K. MEDIA

All staff must refer media to site or Agency spokesperson.

The Center Agency, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)

- The Director / Executive Director serve as Agency spokesperson unless he / she designate a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Agency spokesperson	<u>Carolina Raymond</u>	<u>325-944-9666</u>
	Name	Telephone Numbers
Alternate Agency spokesperson	<u>John Austin Stokes</u>	<u>325-944-9666</u>
	Name	Telephone Numbers

- Center Public Information person acts as contact for emergency responders and assists Agency spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

Center Public Information person	<u>Michelle Aguirre</u>
	Title
Alternate Public Information person	<u>Debra Harris</u>
	Title

During an emergency, adhere to the following procedures:

- Site Supervisor or designee relays all factual information to the director.
- The Director / Executive Director notify other centers in Agency and may ask center Public Information designee to prepare a written statement to media.
- Establish a media information center away from center.
- Update media regularly. **Do not say “No comment”.**
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe center’s plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). **Do not release names to media.**
- Refrain from exaggerating or sensationalizing crisis.**

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

L. SITE STATUS REPORT

TO: _____ FROM: (name) _____ LOCATION: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: 2-way Radio _____ Telephone _____ Messenger _____

EMPLOYEE / STUDENT STATUS

	Absent	Injured	# Sent to Hosp. / med	Dead	Missing	Unaccounted for (Away from site)	# Released To parents	# Being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE Check damage / problem and indicate location(s).

Check ✓	Damage / Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating / cooling	
	Other (list):	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance / how long? overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN



Form 7239
May 2021-E

Incident or Illness Report

Operations use this form to record all required information when a child sustains an injury, at the onset of an illness or reportable incident.

Directions

Complete the form as follows:

- **Injury requiring medical treatment or hospitalization:** Complete all information in Sections I, II, V and VI.
- **Incident that placed a child at risk:** Complete all information in Sections I, II, V and VI.
- **Illness requiring hospitalization:** Complete all information in Sections I, III, V and VI.
- **Incidence of a child or employee contracting a communicable disease:** Complete all information in Sections I, IV, V and VI.

After completing the form:

- Notify parents as required by the minimum standards; and
- Keep the form on file at the operation.

Privacy Statement

HHSC values your privacy. For more information, read the privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

Section I – General Information

Director's Name:	Operation No.:	Date of Incident or Illness:	Time of Incident or Illness: <input type="radio"/> a.m. <input type="radio"/> p.m.
Parent(s)* Notified: <input type="radio"/> Yes <input type="radio"/> No	Date:	Time:	By:
*For communicable diseases, all parents must be notified.			
Child Care Regulation Notified: <input type="radio"/> Yes <input type="radio"/> No	Date:	Time:	By:

Section II – Details of Injury and/or Incident *(Section not used for incidences of communicable disease or illnesses.)*

Child's Full Name:	Child's Date of Birth:	Caregiver in Charge:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Describe the injury or risk:		
<input style="width: 100%; height: 100%;" type="text"/>		
How did the incident or injury occur?		
<input style="width: 100%; height: 100%;" type="text"/>		
Additional staff present and/or witness to the incident or injury:		
<input style="width: 100%; height: 100%;" type="text"/>		
Was first aid provided? <input type="radio"/> Yes <input type="radio"/> No What type of first aid was provided? _____		
Was Emergency Medical Services (EMS) called? <input type="radio"/> Yes <input type="radio"/> No Time EMS was called: _____		
Was child transported to receive medical care? <input type="radio"/> Yes <input type="radio"/> No Who transported the child? _____		

RIO VISTA HS/EHS EMERGENCY RESPONSE PLAN

Form 7239
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Section III – Illness Requiring Hospitalization *(Section not used for incidents, injuries or notifications communicable disease.)*

Child's Full Name:	Child's Date of Birth:	
<input type="text"/>	<input type="text"/>	
Was first aid provided? <input type="radio"/> Yes <input type="radio"/> No What type of first aid was provided? _____		
Was medication given? <input type="radio"/> Yes <input type="radio"/> No Name of medication: _____ Dosage: _____		
Did the child have a fever? <input type="radio"/> Yes <input type="radio"/> No Temperature: _____		
Was medical treatment required? <input type="radio"/> Yes <input type="radio"/> No Date and time medical treatment received: _____		
Was EMS called? <input type="radio"/> Yes <input type="radio"/> No Time EMS was called: _____		
Was child transported to receive medical care? <input type="radio"/> Yes <input type="radio"/> No Who transported the child? _____		
Was an allergy plan enacted? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A What was done? _____		
Was there an emergency anaphylaxis reaction that required administration of an unassigned epinephrine auto-injector? <input type="radio"/> Yes <input type="radio"/> No		
Was use of an unassigned epinephrine auto-injector reported to Texas Department of State Health Services (DSHS)? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Date reported to DSHS: _____		
Was the child's doctor called by the operation? <input type="radio"/> Yes <input type="radio"/> No		
Doctor's Name:	Doctor's Phone No.:	Time doctor was called:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Doctor's recommendation(s): <input type="text"/>		
Did the child see his or her doctor? <input type="radio"/> Yes <input type="radio"/> No Diagnosis or Outcome: _____		
Was hospitalization required? <input type="radio"/> Yes <input type="radio"/> No Additional Details: _____		

Section IV – Communicable Disease *(Section not used for incidents, injuries or illness other than communicable disease notification.)*

Type of communicable disease contracted by child or employee at this operation: <input type="text"/>
Does the communicable disease require exclusion? <input type="radio"/> Yes <input type="radio"/> No
Was the Health Department notified? <input type="radio"/> Yes <input type="radio"/> No Date Health Department notified: _____

Section V – Employee or Caregiver Certification

I verify that I, the director/person in charge, reviewed the information in this report.		
Printed Name: _____	Signature of Director or Person in Charge: _____	Date Signed: _____

Section VI – Parent or Guardian Acknowledgment

I verify that the operation appropriately relayed the information concerning the incident described in this report. I have received a copy of this report. (If emailed or distributed electronically, you may attach a copy of the method used.)		
Printed Name: _____	Signature of Parent or Guardian: _____	Date Signed: _____

***Concho Valley Council of
Governments
Head Start***

***Appendix 1
Active Shooter Response Plan***



Updated July 2017

For Official Use Only

ACTIVE SHOOTER

Upon recognizing the danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as clear and accurate information as possible. As the situation develops, it is possible that students and staff will need to use more than one option.

During an active shooter situation, staff will rarely have all of the information they need to make a fully informed decision about which option is best. While they should follow the plan and any instructions given during an incident, often they will have to rely on their own judgment to decide which option will best protect lives.

Run

If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location.

- Leave personal belongings behind;
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs;
- Avoid escalators and elevators;
- Take others with you, but not to stay behind because others will not go;
- Call 911 when safe to do so

Hide

If running is not a safe option, hide in as safe a place as possible. In addition:

- Lock the doors;
- Barricade the doors with heavy furniture;
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room);
- Use strategies to silently communicate with first responders if possible; and
- Remain in place until given an all clear by identifiable law enforcement officers.

Students and staff should be trained to hide in a location where the walls might be thicker and have fewer windows.

Fight

If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, and chairs.

Sources:

<https://rems.ed.gov/K12ActiveShooterSituations.aspx>

http://rems.ed.gov/docs/REMS_k-12_Guide_508.pdf

NOTIFICATION

The primary consideration under any school related emergency shall be the safety, welfare and health of the students.

1. It is essential that parent/guardian inform staff of any contact information changes as soon as they occur. Information is required to be kept up-to-date in case of emergencies.
2. Under emergency situations, parent/guardian will be contacted as soon as practical and safe via messenger system or phone.
3. If the child is released to emergency personnel:
 - Staff will obtain the emergency personnel's information (name, agency they work for and vehicle number or license plate)
 - Where the child is being taken to
 - Notify parent/guardian listed on the child's emergency information
 - Complete Incident Report

Emergency Documents and Resources

The teacher will have these items with him/her in every emergency situation or practice drill -- Evacuation, Shelter-in, and Lock-Down.

- Daily sign-in sheet
- Up-to-date family contact information
- Authorization for emergency care for each child.
- Medical information on children, as appropriate (e.g., special needs)
- Emergency Backpack

These items must be quickly available.

**Concho Valley Council of
Governments
Day Head Start &
Early Head Start**

EMERGENCY RESPONSE PLAN



3026 N. Oakes
San Angelo, TX 76903
325-481-3995

Updated June 2022

For Official Use Only

DAY HS/EHS EMERGENCY RESPONSE PLAN

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DAY HS/EHS EMERGENCY RESPONSE PLAN

II. INTRODUCTION

A. Introduction:

1. Emergencies can occur anytime-anywhere. Violence can happen even in an environment dedicated to children and families. We must ensure that our staff, children and families are prepared to effectively handle a wide range of dangerous situations to continue to provide a safe environment where learning a can occur.
2. A comprehensive site Emergency Response Plan must be developed and all staff members trained in order to effectively respond during emergencies.

B. Purpose:

1. This plan is designed to providing practical guidelines to enable staff to properly prepare and respond to a wide range of emergency and disaster situations. In any emergency situation, the Head Start / Early Head Start program's overriding mission is to:
 - a. Protect life.
 - b. Secure the facilities and infrastructure.
 - c. Resume program operations.
 2. This plan will provide step-by-step guidelines to help deal with emergencies that may occur. Planning, preparation, and training will help staff personnel learn the proper courses of action to take during an emergency. This plan cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. This plan should address three key areas to ensure plan / response effectiveness:
 - a. Personnel--who is assigned to do what. Personnel will be assigned to one of Emergency Response Groups that make up the Emergency Response Team. Emergency Response Groups are identified in Appendix A.
 - b. Training--who is trained to do what. All personnel will be trained to accomplish their assigned duties. A training matrix listing all personnel and completed training will be identified in Appendix B.
 - c. Equipment--what equipment is needed for training and response. A list of equipment need for both training and response will be maintained. All equipment will be documented as on-hand or identified as a shortfall in Appendix C.
- Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan. Drills conducted shall be documented on the Drill Log in Appendix D.
 - Each classroom will be supplied with a classroom Emergency Response Procedures Guide; section IV of this plan that provides instructions on how to respond to specific events as determined by the site emergency planning committee.

DAY HS/EHS EMERGENCY RESPONSE PLAN

C. Plan Maintenance:

1. An emergency planning committee will be established consisting of site staff from the following disciplines. (Select as appropriate)

Director	Food Service staff
Office Staff	Monitor / Safety personnel
Maintenance	Teachers / Caregivers
Parents / Volunteers	

2. In addition to site personnel, the planning committee should also seek assistance from the following local agencies:

Law Enforcement	Fire / Emergency Medical
Emergency Management	County Health Department

3. This plan shall be reviewed and updated annually and when changes are deemed necessary because of a response drill or emergency. The update shall be documented in the Plan Review Appendix E.

4. The completed plan will be signed by the persons identified on the Approval Statement (next page).

5. A copy of this plan will be filed at the Concho Valley Council of Governments administrative office, with Health Manager.

6. The original plan will be kept at the Head Start Center.

DAY HS/EHS EMERGENCY RESPONSE PLAN

D. Approval Statement:

The Center Safety Plan for Day Head Start/ Early Head Start has been reviewed and found to comply with the Head Start Act (other directives?).

Executive Director	Date	Agency Director	Date
Health Manager	Date	State Collaborator	Date
Site Administrator	Date	Law Enforcement (if applicable)	Date
Fire / EMS (if applicable)	Date	Local Emergency Management (if applicable)	Date
County Health Department (if applicable)	Date	[other]	Date

DAY HS/EHS EMERGENCY RESPONSE PLAN

III. BASIC PLAN

A. Situation:

1. The center sits on at [3026 N. Oakes]. The site consists of several connected buildings. There is an Average Daily Membership of [174 children] and [40] staff members.
2. The Head Start Director / Executive Director have the primary responsibility for developing and implementing the site Emergency Response Plan and executing Head Start policies.
3. Site personnel and / or local fire and law enforcement agencies handle most site emergencies.

B. Assumptions:

- a. During an emergency, centralized direction and control [i.e., senior staff] is the most effective approach to management of emergency operations.
- b. In case of an emergency that is beyond the capabilities of the site to handle, site personnel will coordinate with local emergency response agencies. This may include having a member or members act as liaison with responding agencies.

C. Command and Communications:

1. The order of succession for the Head Start / Early Head Start emergency response program is:
 - The Head Start / Early Head Start Director
 - The Education Manager
 - Health Manager and Facilities Manager
 - Site Supervisor
 - *If the director is unavailable, the next individual must assume incident command.
2. When an emergency condition exists, Site Supervisor will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below in descending order will be used with “a” being the primary mode of communication followed by alternative modes.
 - a. Telephone
 - b. Messenger

DAY HS/EHS EMERGENCY RESPONSE PLAN

D. Staff Response Roles:

1. How a program manages and responds to a crisis greatly affects the public's perception of the organization.
2. The County Judge (Judge Steve Floyd) may make a Declaration of a State or Local Emergency for a disaster or potential disaster in Tom Green County. The declaration would be issued from the Emergency Operations Center.
3. Advisories for internal disasters would be issued by the Head Start / Early Head Start Director, Education Manager, or Health and Facilities Manager. If none of the preceding is present, the Site Supervisor in charge at any program site may declare an emergency and then promptly notify the appropriate Management Team member. The agencies Emergency Response Team will consist of three groups:

a. The Administrative Group consists of the Director / Executive Director and office staff that provides the support framework for the Agency. This group is responsible for:

1. Emergency Response Plan Oversight
2. Incident Command
3. Public Relations
4. Human Resources
5. Media / Information Release
6. Finance
7. Long Term Recovery

b. The Support Group includes individuals that provide support to teachers and students such as food service, maintenance and safety personnel. This group may include parents and volunteers and is responsible for:

1. Food Service
2. Site Safety
3. Building Operations
4. Transportation
5. Short Term Mitigation

c. The Teachers Group consist of those whose daily duties involves direct care for the students. This group is responsible for:

1. Providing / Receiving Information
2. Student Accountability
3. Classroom Security
4. Classroom Evacuation

DAY HS/EHS EMERGENCY RESPONSE PLAN

4. In the event of an emergency all staff persons are to assume responsibility for the following actions:

1. Initiation of steps to safeguard the children, staff and property
2. Notification of authorities and center staff
3. Initiation of steps to mitigate or contain the situation
4. Implementation of evacuation procedures

5. In addition, the Director / Executive Director of Head Start / Early Head Start (or designee) will assume the role of Site Supervisor for all emergencies and or disasters.

E. Child Safety:

1...Children will be accounted for at the times of emergencies before leaving the classroom and after arriving to the designed safe area or alternate shelter.

2. Care for the children will continue as normal. We will provide stimulus and entertainment/education stimulus comparable to the classroom environment and nonperishable drinks and snacks if applicable. Children in need of first aid will receive it as arriving to relocation designation.

3. Site Supervisors and teachers will call primary parent form DHS information and will ask for ID identification at the time of pickup. Parent will sign child out before pick up.

4...Children under 24 months of age will be evacuated to transportation using evacuation cribs and multi carrier strollers. Additional staff will be added to aid and assist children of 24 months or younger and children who suffer from mental, visual, and or hearing impairments.

F. Debriefing:

Because the demands of responding to a crisis are intense and place staff under a great deal of stress, it is advisable to engage staff in a “debriefing”. This process should be undertaken with a trained professional. The debriefing allows staff an opportunity to express feelings and receive emotional support. For others, it provides the opportunity to learn and to become better prepared for crisis.

G. Deactivation:

When emergency conditions are stabilized and normal program operations can resume, the Head Start / Early Head Start Director will deactivate the Crisis / Emergency Plan. A formal announcement will be disseminated. If the nature of the incident requires an extension of some emergency services, special work groups may be appointed to coordinate those continuing activities, which may include:

1. Ongoing repairs,
2. Space re-assignments or adjustments,
3. Support services for children, staff and parents,
4. Community relief efforts,
5. Cost recovery (develop cost and loss documentation forms).

DAY HS/EHS EMERGENCY RESPONSE PLAN

Immediately following the end of an emergency or crisis, a survey of the Emergency Team members and involved staff will be conducted to evaluate the effectiveness of the response. Survey results will help determine whether portions of the Emergency Plan must be modified due to the crisis event. The Head Start / Early Head Start Director in conjunction with the Management Team will prepare a written "Crisis Summary Report" analyzing post-event observation, and will coordinate appropriate plan revisions (this also applies to weather related crisis situations).

H. Recovery

After dealing with the stress and trauma involved in a crisis, it is important to note that the initial crisis may be resolved, but many ancillary issues may still exist. The recovery phase is an important time to deactivate the plan, reassess the effectiveness of the efforts, and evaluate the program's ability to conduct normal business.

EMERGENCY PROCEDURES ANNEXES

DAY HS/EHS EMERGENCY RESPONSE PLAN

A. ANIMALS

- Ensure the safety of students and staff first.
- Call 911, if necessary. (***Dial 911, Give Site Information: Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395***)
- Call Animal Control {325-657-4224 / *San Angelo Animal Services*}.
- Notify CPR / first aid certified personnel of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- Notify Site Supervisor. Site Supervisors assembles Emergency Response Team Members.
- Seal off area if animal(s) still present.
- Site Supervisors notifies authorities and parents of students involved.
- Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.

DAY HS/EHS EMERGENCY RESPONSE PLAN

B. ASSAULT / FIGHT

- Ensure the safety of students and staff first.
- Call 911, if necessary. (***Dial 911, Give Site Information: Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325)-481-3395***)
- Notify CPR / first aid certified persons of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- Notify the Site Supervisor. Site Supervisor assembles Emergency Response Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Site Supervisor notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Site Supervisor notifies parents of students involved in assault.
- Document all activities. Ask victim(s) / witness (es) for their account of incident.
- Assess counseling needs of victim(s) / witness (es). Implement post-crisis procedures.

C. BOMB THREAT

Upon receiving a message that a bomb has been planted in center:

- Use bomb threat checklist (next page).
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
- Listen closely to caller's voice and speech patterns and to noises in background.
- Do NOT hang up, even if the caller does. **(The police may be able to trace the call)**
- Notify Site Supervisor or designee.
- Site Supervisor orders evacuation of all persons inside center building(s).
- Site Supervisor notifies police (call 911). Site Supervisor must report incident to police. ***(Dial 911, Give Site Information: (Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395)***

Evacuation procedures:

- Site Supervisor warns students and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- Direct students to take their belongings.
- Students and staff must be evacuated to a safe distance outside of center building(s). Site Supervisor may move students to Rio Vista Head Start if weather is inclement or building is damaged.
Primary relocation center

(500 feet is general rule. Consult with local bomb disposal unit)

- Teachers take roll after being evacuated.
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

DAY HS/EHS EMERGENCY RESPONSE PLAN

C. BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

Callers Voice - Circle as applicable:

- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Laughter
- Crying
- Normal
- Distinct
- Slurred
- Nasal
- Stutter
- Lisp
- Raspy
- Deep
- Ragged
- Clearing Throat
- Deep Breathing
- Cracked Voice
- Disguised
- Accent
- Familiar

If voice is familiar, whom did it sound like?

Background Sounds:

- Street Noises
- Animal Noises
- Clear
- Static
- Music
- House Noises
- Motor
- Factory Machinery
- Voices
- PA System
- Local Call
- Long Distance
- Phone Booth
- Office Machinery
- Other _____

Threat Language:

- Well Spoken (educated)
- Incoherent
- Foul
- Irrational by threat maker
- Taped
- Message read

Remarks: _____

D. BUS INCIDENT

Bus Driver / Monitor

Not Applicable

DAY HS/EHS EMERGENCY RESPONSE PLAN

E. EVACUATION

- Site Supervisor (SS) initiates evacuation procedures.
- SS determines if students and staff should be evacuated outside of building or to Rio Vista HS/EHS 2800 Ben Ficklin Rd. San Angelo, TX 76903 relocation center.
- Site Supervisor notifies relocation center.
- Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- Support Group secures the building (all windows, doors etc.).
- Support Group turns off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Support Group personnel assist evacuation process.
- Child's teacher will be responsible for any disabled and non-English speaking students. Site Supervisor will be responsible for any disabled staff.

1. Teachers / Teachers Assistances:

- Direct students to follow normal evacuation drill procedures unless SS alters route.
- Take classroom roster and roll sheet, emergency backpacks including (DHS files, health consents, pick-up authorization), and emergency kit.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform Site Supervisor immediately of missing student(s).
- If students are evacuated, stay with class unless relieved by buddy teacher. Take roll again when you arrive at the relocation center.

2. Relocation Centers

List primary and secondary student relocation centers: Students will be relocated by SAISD Transportation. (Site Supervisor, Teacher's, Teacher's Aides and Food Service Staff will transport children if necessary.)

Secondary Relocation Center
La Esperanza Clinic
35 E 31st St. San Angelo, TX
325-658-5339

Primary Relocation Center
Rio Vista Head Start Early Head Start
2800 Ben Ficklin Rd. San Angelo, TX
325-659-3670

DAY HS/EHS EMERGENCY RESPONSE PLAN

F. FIRE

In the event a fire or smoke from a fire has been detected:

- Activate fire alarm.
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster & emergency information.
- Site Supervisor notifies police / fire (call 911). ***(Dial 911, Give Site Information: (Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395)***
-
- Teachers take roll after being evacuated.
- Site Supervisor may move students to Rio Vista HS/EHS if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

DAY HS/EHS EMERGENCY RESPONSE PLAN

G. GAS LEAK

If gas odor has been detected in the building:

- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster & emergency information.
- Site Supervisor notifies police and fire (call 911). (***Dial 911, Give Site Information: (Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395***)
- Teachers take roll after being evacuated.
- Site Supervisor may move students to Rio Vista HS/EHS, if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

If gas odor has been detected outside the building:

- Site Supervisor notifies police and fire department (call 911).
- Site Supervisor determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- Site Supervisor may move students to Rio Vista HS/EHS, if weather is inclement or building is damaged.
Primary relocation center
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Site Supervisor notifies students and staff of termination of emergency. Resume normal operations.

DAY HS/EHS EMERGENCY RESPONSE PLAN

H. GENERAL EMERGENCY

- Notify 911 (if necessary) and the Site Supervisor. (***Dial 911, Give Site Information: (Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395)***)
- Notify CPR / first aid certified persons in center building of medical emergencies, if necessary. (Names of CPR / first aid certified persons are listed in Appendix B).
- Seal off high-risk area.
- Take charge of area until incident is contained or relieved.
- Assemble Emergency Response Team.
- Preserve evidence. Keep detailed notes of incident.
- Refer media to Head Start Director 325-944-9666
Agency Spokesperson Telephone Numbers

DAY HS/EHS EMERGENCY RESPONSE PLAN

I. HAZARDOUS MATERIALS EVENT

Incident occurred in center:

- Call 911. (*Dial 911, Give Site Information: (Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395)*)
- Notify Site Supervisor.
- Mitigate situation (if you safely do so) by sealing off area, utilizing shut of valve
- Take charge of area until fire personnel contain incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation. .
- Notify parents if students are evacuated. Post sign on entrance to alert others.
- Resume normal operations after consulting with fire officials.

Incident occurred near center property:

- Fire or police will notify Center.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.

DAY HS/EHS EMERGENCY RESPONSE PLAN

J. INFECTION CONTROL ACTIONS

I.

- ❑ Give special attention to teaching staff, children, and their parents on how to limit the spread of infection. (For example, use good hand washing; cover the mouth when coughing or sneezing; clean toys frequently.) Programs should already be teaching these things to build habits that protect children from disease. (See [www.cdc.gov / flu / school /](http://www.cdc.gov/flu/school/) and [www.healthykids.us / cleanliness.htm.](http://www.healthykids.us/cleanliness.htm))

II.

- ❑ Keep a good supply of things you will need to help control the spread of infection. (For example, keep on hand plenty of soap, paper towels, and tissues.) Store the supplies in easy-to-find places.

III.

- ❑ Tell families that experts recommend yearly flu shots for all children 6 months to 5 years old and for anyone who cares of children in that age range. (See [www.cdc.gov / od / oc / media / pressrel / r060223.htm.](http://www.cdc.gov/od/oc/media/pressrel/r060223.htm))

IV.

- ❑ Encourage staff to get flu shots each year. (See [www.cdc.gov / flu / protect / preventing.htm.](http://www.cdc.gov/flu/protect/preventing.htm))

V.

- ❑ Tell parents to let your program know if their children are sick. Keep accurate records of when children or staffs are absent. Include a record of the kind of illness that caused the absence (e.g., diarrhea / vomiting, coughing / breathing problems, rash, or other).
- ❑ (See [http: / / nrc.uchsc.edu / CFOC / XMLVersion / Chapter_3.xml.](http://nrc.uchsc.edu/CFOC/XMLVersion/Chapter_3.xml))

VI.

- ❑ Teach staff a standard set of steps for checking children and adults each day as they arrive to see if they are sick. Make it clear that any child or adult who is ill will not be admitted. (See [www.healthykids.us / chapters / sick_main.htm.](http://www.healthykids.us/chapters/sick_main.htm))

VII.

- ❑ Have a plan for keeping children who become sick at your program away from other children until the family arrives, such as a fixed place for a sick room.
- ❑ (See [http: / / nrc.uchsc.edu / CFOC / XMLVersion / Chapter_3.xml.](http://nrc.uchsc.edu/CFOC/XMLVersion/Chapter_3.xml))

VIII.

- ❑ Require staff members to stay home if they think they might be sick. If they become sick while at the program, require them to go home and stay home. Give staff paid sick leave so they can stay home without losing wages.

IX.

- ❑ Require ill staff and students to stay at home until their flu symptoms are gone and they feel ready to come back to work.

K. INTRUDER / HOSTAGE

Intruder- An unauthorized person who enters Center property:

- Notify Site Supervisor.
- Ask another staff person to accompany you before approaching guest / intruder.
- Politely greet guest / intruder and identify yourself.
- Ask guest / intruder the purpose of his / her visit.
- Inform guest / intruder that all visitors must register at the Site Supervisor's office.
- If intruder's purpose is not legitimate, ask him / her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on center property.
- Notify security or police and Site Supervisor if intruder still refuses to leave. Give police full description of intruder. **(Keep intruder unaware of call for help if possible)**
- Walk away from intruder if he / she indicate a potential for violence. Be aware of intruder's actions at this time (where he / she is located in center, whether he / she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.
- Site Supervisor may issue lock-down procedures (see Lock-Down Procedures on next page).

Hostage:

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team. **(Dial 911, Give Site Information: (Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395)**
- Seal off area near hostage scene.
- Notify Site Supervisor.
- Site Supervisor notifies Director.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

DAY HS/EHS EMERGENCY RESPONSE PLAN

L. LOCKDOWN / SHELTER-IN-PLACE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside center building.

- Site Supervisor will issue lock-down order by announcing a warning over Phone Intercom System, sending a messenger to each classroom or other alternate method.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Allow no one outside of classrooms until the Site Supervisor gives the all-clear signal.

Consider using a verification code to authenticate any all-clear signal

(This is a specific word or phrase that is used prior to giving the all clear signal that indicates to all staff that the person signaling the all clear is not being forced to do so by an intruder)

DAY HS/EHS EMERGENCY RESPONSE PLAN

M. MEDICAL EMERGENCY

Incident in center:

- Call 911 (if necessary). (*Dial 911, Give Site Information: (Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395)*)
-
- Notify CPR / first aid certified persons in center building of medical emergencies (names of CPR / first aid certified persons are listed in Appendix B).
- Utilize blood borne pathogens precautions,
- If possible, isolate affected student / staff member.
- Notify Site Supervisor.
- Site Supervisor notifies Director.
- Activate center Emergency Response Team. Designate staff person to accompany injured / ill person to hospital.
- Site Supervisor notifies parent(s) or guardian(s) of affected student.
- Direct witness (es) to center psychologist / counselor. Contact parents if students are sent to psychologist / counselor.
- Determine method of notifying students, staff and parents.
- Refer media to

<u>Head Start Director</u>	<u>325-944-9666</u>
Agency Spokesperson	Telephone Numbers

Incident outside of center:

- Activate Emergency Response Team.
- Notify staff before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- Refer media to

<u>Head Start Director</u>	<u>325-944-9666</u>
Agency Spokesperson	Telephone Numbers

Post-crisis intervention:

- Meet with Mental Health Consultant and Mental Health Manager to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort affected students, siblings, close friends, and other “highly stressed” students to counselors.
- Debrief all students and staff.
- Assess stress level of all students and staff.
- Recommend counseling to overly stressed students and staff.
- Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

DAY HS/EHS EMERGENCY RESPONSE PLAN

M. Incident / Illness Report Form 7239 Appendix O

- Staff should notify parents /guardians as soon as feasibly possible in the event of an emergency or incident involving their child.
- **“State Admission Information”** form 2935 has information such as parents/guardians names and telephone numbers, names and numbers of contact persons to whom may pick up the child.
- When contacting parent/guardians or other emergency contact persons, it is important for staff to stay calm and relate all relevant information.
- An **“Incident/ Illness Report”** form 7239 will be completed as soon as possible and within 48 hours.
- Document what has happened to the child and what has been done to care for the child.
- Document that notification was made to parents/guardians and the parents /guardians response to the notification.
- If a child receives medical treatment report the **“Incident/ Illness Report”** to Day Care Licensing within 48 hours.
- If a child receives medical treatment a **“Health & Developmental Follow-up Plan”** will be initiated the day after the incident / illness to follow-up with parent/guardian on the status of the child.
- Have parents/guardians sign the **“Incident/ Illness Report”** form 7239.

Note: 1 copy goes home with student
1 copy to Health Manager
File original in the child’s State File

N. RADIOLOGICAL EVENT

Not Applicable:
None within 10-mile

O. SHELTERING PROCEDURES

Sheltering provides refuge for students, staff and public within center building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in each center building.
- Site Supervisor warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Teachers take class roster & emergency information.
- Support Staff closes all exterior doors and windows.
- Support Staff turns off any ventilation leading outdoors.
- Support Staff seals doors, windows, and vents with plastic sheets and duct tape.
- Support Staff covers up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by Site Supervisor or emergency responders.

DAY HS/EHS EMERGENCY RESPONSE PLAN

P. SUICIDE

Suicide Attempt in Center:

- Verify information.
- Call 911. (***Dial 911, Give Site Information: (Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395)***)
- Notify center psychologist / counselor, Site Supervisor and MHMR, 1501 Beauregard, San Angelo, TX, 325-658-7750
Child Mental Health Services (students under 18)
or
Crisis Intervention Center, 424 South Oakes St, San Angelo, TX 325-653-5933.
Other suicide intervention service
- Site Supervisor notifies parent(s) or guardian(s) if suicidal person is student. Site Supervisor may schedule meeting with parents and center psychologist / counselor to determine course of action.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Stay with person until Emergency Personnel arrive. **Do not leave suicidal person alone.**
- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.**
- Activate center Emergency Response Team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death / Serious Injury:

- Verify information.
- Activate center Emergency Response Team.
- Notify staff in advance of next center day following suicide or attempted suicide.
- Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- Implement post-crisis intervention.

Post-crisis Intervention:

- Meet with Mental Health Consultant and Child Mental Health Manager to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort siblings, close friends, and other "highly stressed" students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to Head Start Director 325-944-9666. **Do not let media question students or staff.**
- Follow-up with students and staff who received counseling. Resume normal routines as soon as possible.

DAY HS/EHS EMERGENCY RESPONSE PLAN

Q. TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the **duck, cover and hold** position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities

Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the center should:

- Reverse-evacuate all people into center buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

Chemical:

- Reverse-evacuate all people into center buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Be prepared to treat students and staff who experience a reaction to the chemical agent.
- The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of a imminent blast nearby:

- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the *duck, cover, and hold* position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

If the center is the target:

- Evacuate to pre designated off site location(s)

DAY HS/EHS EMERGENCY RESPONSE PLAN

R. WEAPONS

- Call police if a weapon is suspected to be in center. (*Dial 911, Give Site Information: Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395*)
- Ask another administrator to join you in questioning suspected student or staff member.
- Accompany suspect to private office to wait for police.
- Conduct search with police.
- Keep detailed notes of all events and why search was conducted.
- Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

S. WEATHER

Severe Weather Watch has been issued in an area near center

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- Review “drop, cover and hold” procedures with students.

Severe Weather Warning has been issued in an area near center or severe weather has been spotted near center

- Shut off gas (if applicable).
- Move students and staff to safe areas.
- Remind teachers to take class roster & emergency information.
- Ensure that students are in “drop, cover and hold” positions.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

SUPPORT APPENDICIES

DAY HS/EHS EMERGENCY RESPONSE PLAN

A. STAFF ASSIGNMENTS

Administrative Group:

- Verify information.
- Identify Site Supervisor.
- Call 911 (if necessary). (***Dial 911, Give Site Information: Day Head Start, 3026 N. Oakes San Angelo, TX 76903 (325) -481-3395***)
- Seal off high-risk area.
- Convene Emergency Response Team and implement crisis response procedures.
- Notify students and staff (depending on emergency; students may be notified by teachers).
- Evacuate students and staff if necessary.
- Refer media to Agency spokesperson (or designee).
- Notify community agencies (if necessary).
- Implement post-crisis procedures.
- Keep detailed notes of crisis event.

Support Group:

- Secure building
- Maintain building operation
- Mitigate facility damage
- Assist in evacuation or sheltering operations

Teachers Group:

- Verify information.
- Notify front office
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster & emergency information.
- Refer media to Agency spokesperson (or designee).
- Keep detailed notes of crisis event.

DAY HS/EHS EMERGENCY RESPONSE PLAN

B. TRAINING MATRIX

Title	First Aid	CPR	Security	Evacuation	Safety	First Aid List
Site Supervisor	X	X	X	X	X	X
All Teachers	X	X	X	X	X	X
All Teachers Aide	X	X	X	X	X	X
Food Service Personnel	X	X	X	X	X	X

C. EQUIPMENT INVENTORY

**-INSERT RESOURCE
INVENTORY OF EMERGENCY EQUIPMENT-**

INCLUDE:

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

**IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE
NEEDED IN THE EVENT OF AN EMERGENCY**

DAY HS/EHS EMERGENCY RESPONSE PLAN

D. DRILL LOG



Form 7263
May 2018-E

Emergency Practices

Providers may use this form or their own form to document emergency practices including evacuation, sheltering in place, and lock-down drills.

Directions: To complete this form, the designee documents the dates drills were performed, the exit times, and the dates that smoke detectors and carbon monoxide detectors were inspected. Licensing will review the form at your inspections. If you need additional assistance, email the [Minimum Standards Comments](#) mailbox.

Fire Drill: Evacuating the children and caregivers to a designated safe area in an emergency such as a fire. The children must be able to safely exit the building within three minutes. You must practice a fire drill every month.

Sheltering/Severe Weather: Taking shelter within the center to temporarily protect children and staff from situations such as a tornado. Sheltering can also be used when an endangering person is in the area, though not on the premises. You must practice a sheltering/severe weather drill four times in a calendar year.

Lock-Down Drill: Keeping children and staff in place to protect them from a volatile person on the premises. You must practice a lock-down drill four times in a calendar year.

Battery Powered Lighting is Located in Each Child Care Room – Check the Batteries

Fire Extinguishers	
Location of Fire Extinguishers:	

Relocation Site	
Relocation Site for Children and Staff after Evacuating Operation:	

Sheltering/Severe Weather Drill and Lock-Down Drill (4 times per year)			
Month	Date and Time	Staff Initials	Exit Time S= Shelter SW = Severe Weather LD = Lock-Down
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

DAY HS/EHS EMERGENCY RESPONSE PLAN

D. DRILL LOG

Form 7263
Page 2 / 05-2018-E

Fire Drills			
Month	Date and Time	Staff Initials	Exit Time
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Carbon Monoxide (CO) Alarm Detector, Smoke Detector Test, and Fire Extinguisher Check			
Month	CO Alarm Detector Test Date	Smoke Detector Test Date	Fire Extinguisher
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

First Aid Kit
Location of First Aid Kit:

Operation Inspections		
Fire:	Health:	Gas:

Privacy Statement
HHSC values your privacy. For more information, read the privacy policy online at: https://hhs.texas.gov/policies-practices-privacy#security .

DAY HS/EHS EMERGENCY RESPONSE PLAN

E. SITE PLAN REVIEW

Each center site emergency response plan must be reviewed at least once each year. It is recommended that this review be conducted prior to the start of each center year. Additionally, the plan must be reviewed anytime weaknesses in the plan are identified during a drill, exercise or an actual emergency event. Centers should include their local emergency response, emergency management and public health agencies in the review process.

<input type="checkbox"/>	Review plan for compliance with the Head Start, State and local requirements. Identify and report deficiencies.
<input type="checkbox"/>	Review existing emergency procedures. Are the procedures adequate to address identified hazards / threats? Identify and report new hazards / threats developed that should be added.
<input type="checkbox"/>	Review Emergency Team Assignments and responsibilities, update as needed. Identify and report team shortfalls.
<input type="checkbox"/>	Review Training matrix to ensure training of all assigned tasks. Identify and report all training shortfalls.
<input type="checkbox"/>	Review Equipment List; verify on-hand equipment condition; identify and report all equipment shortfalls.
	Review on and off site assignments and staging areas. Make contact with any identified off site locations to ensure permission to use those locations is still in affect.
	Have outside agencies (Fire, Police, and Health etc.) review plan if possible. Consider recommendations for inclusion into plan.
	Sign / Date reviewer block below.
	Provide completed plan review to Director / Executive Director.

Notes:

Date of Review:	Reviewer:	Reviewer:
	Reviewer:	Reviewer:

DAY HS/EHS EMERGENCY RESPONSE PLAN

F. EMERGENCY CONTACT NUMBERS

Administration	Number
Director / Executive Director	325-944-9666
Head Start Program Director	325-944-9666
HS Education & Disability Manager	325-944-9666
Health, Mental Health & Pregnant Moms	325-944-9666
Facilities & ERSEA	325-944-9666
FAMCO	325-944-9666
Compliance & Nutrition	325-944-9666
EHS Education Manager	325-944-9666
Public Safety Agencies	Number
General Emergency	911
Police / Sheriff / Fire	911
Poison Control	1-800-362-0101
Local Hospital Emergency Rooms	325-853-2507
Health Department	325-657-4214
County Emergency Agency	325-853-2737
Other Contacts	Number
Agency Director / Executive Director	325-944-9666
Gas Company	1-800-700-2443 Emergency 1-800-959-5325
Water Company	325-657-4323*
Electric Company	877-373--4858
State Collaborator	325-223-6892

G. INFLUENZA PLANNING

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily person to-person and causes serious illness. It can sweep across the country and around the world very quickly. It is hard to predict when the next flu pandemic will occur or how bad it will be.

Child care and preschool programs can help protect the health of their staff and the children and families they serve. Interruptions in child care services during an influenza (flu) pandemic may cause conflicts for working parents that could result in high absenteeism in workplaces. Some of that absenteeism could be expected to affect personnel and workplaces that are critical to the emergency response system. The U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) offer this checklist to help programs prepare for the effects of a flu pandemic. Many of these steps can also help in other types of emergencies. More information on pandemic flu is available at www.pandemicflu.gov.

1. Planning and Coordination:

- Form a committee of staff members and parents to produce a plan for dealing with a flu pandemic. Include members from all different groups your program serves. Include parents who do not speak English who can help contact other non-English speakers in the community. Staff of very small programs might consider joining together with other similar programs for planning.
- Assign one person to identify reliable sources of information and watch for public health warnings about flu, school closings, and other actions taken to prevent the spread of flu.
- Learn who in your area has legal authority to close child care programs if there is a flu emergency.
- Learn whether the local / state health departments and agencies that regulate child care have plans. Be sure your flu plan is in line with their plans. Tell them if you can help support your community's plan.
- Identify all the ways a flu pandemic might affect your program and develop a plan of action. (For example, you might have problems with food service, transportation, or staffing.)
- Encourage parents to have a "Plan B" for finding care for their children if the program is closed during a flu pandemic. Give them ideas about where they might seek help based on your knowledge of the local child care community.
- Work with those in charge of your community's plan to find other sources of meals for low-income children who receive subsidized meals while in your care. (For example, locate food pantries and meals on wheels.)
- Learn about services in your area that can help your staff, children, and their families deal with stress and other problems caused by a flu pandemic.

DAY HS/EHS EMERGENCY RESPONSE PLAN

- Stage a drill to test your plan and then improve it as needed. Repeat the drill from time to time.
- Consider volunteering to help in tests of community plans.
- Talk to other child care and preschool programs in your area to share information that could make your plan better. Discuss ways programs could work together to produce a stronger plan and pool resources.

2. Student Learning and Program Operations:

- Plan how you would deal with program closings, staff absences, and gaps in student learning that could occur during a flu pandemic.
- Plan ways to help families continue their child's learning if your child care program or preschool is closed. (For example, give parents things they can teach at home. Tell them how to find ideas on the internet. Talk with child care resource referral agencies or other groups that could help parents continue their children's learning at home.)
- Plan ways to continue basic functions if your program is closed. (For example, continue meeting payroll and keeping in touch with staff and student's families.)

3. Communications Planning:

- Have a plan for keeping in touch with staff members and students' families. Include several different methods of contacting them. (For example, you might use hotlines, telephone trees, text messaging, special Websites, local radio and / or TV stations.) Test the contact methods often to be sure they work.
- Make sure staff and families have seen and understand your flu pandemic plan. Explain why you need to have a plan. Give them a chance to ask questions.
- Give staff and students' families reliable information on the issues listed below in their languages and at their reading levels.
- How to help control the spread of flu by hand washing / cleansing and covering the mouth when coughing or sneezing. (See [www.cdc.gov / flu / school / .](http://www.cdc.gov/flu/school/))
- How to recognize a person that may have the flu, and what to do if they think they have the flu. (See www.pandemicflu.gov.)
- How to care for ill family members. (See [www.hhs.gov / pandemic flu / plan / sup5.html#box4](http://www.hhs.gov/pandemicflu/plan/sup5.html#box4).)
- How to develop a family plan for dealing with a flu pandemic. (See [www.pandemicflu.gov / plan / guide](http://www.pandemicflu.gov/plan/guide))

DAY HS/EHS EMERGENCY RESPONSE PLAN

H. Public Information Release

Check () as appropriate: Agency / Agency-wide _____ Center _____

Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

- The (students / employees) [(are being) or (have been)] accounted for.
- No further information is available at this time.
- Emergency medical services [(are here) or (are on the way) or (are not available to us)].
- Police [(are here) or (are on the way) or (are not available to us)].
- Fire Dept. / paramedics [(are here) or (are on the way) or (are not available to us)].
- _____ [(are here) or (are on the way) or (are not available to us)].
- Communication center(s) for parents (is / are) being set up at _____ to answer questions about individual students.
- Communication center(s) for families (is / are) being set up at _____ to answer questions about individual employees.
- Injuries have been reported at _____ and are being treated at the site by (Staff / professional medical responders). (#) _____ reported injured.
- Students have been taken to a safe area, _____, and are with [(classroom teachers / staff) or (_____)].
- (#) Students have been taken to the local emergency room for treatment of serious injury. Parents of injured students should go to the emergency room at _____
- (#) Confirmed deaths have been reported at _____ Names cannot be released until families have been notified.
- Structural damage has been reported at the following sites: _____ .

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____
Date / Time: _____

DAY HS/EHS EMERGENCY RESPONSE PLAN

I. STAFF ROSTER

Day Early Head Start / Head Start

Staff rosters are posted on the parent board for each school. Rosters are liable to change frequently due to new staff. If you have any questions about the roster, please see the site supervisor at the center.

J. CENTER MAPS

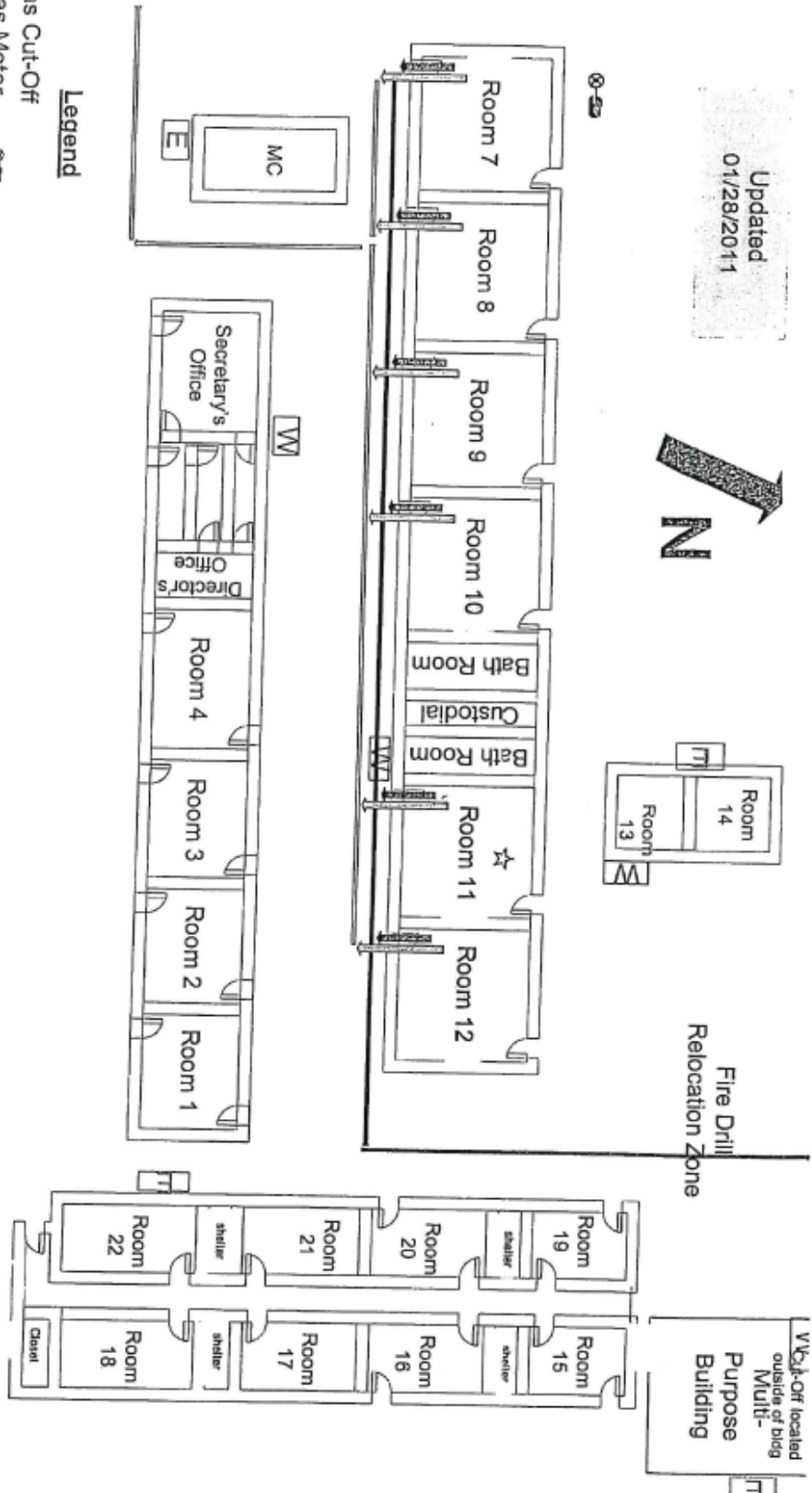
DAY HS/EHS EMERGENCY RESPONSE PLAN

Updated
01/29/2011



Fire Drill
Relocation Zone

Valve-Off located
outside of building
Multi-
Purpose
Building



- Legend**
- Gas Cut-Off
 - Gas Meter
 - Water Shut-Off
 - Electrical Shut-Off
 - Water Meter
 - Primary Route
 - Secondary Route
 - Shelter Areas
 - You are here



Day Head Start
3026 N. Oakes

DAY HS/EHS EMERGENCY RESPONSE PLAN

Plan of Operation for Licensed Center Operations (Form 2948)

III. Activities and Child Caregiver Ratio #4.

Day Head Start:

Room 1 2 Teaching staff 17 children Primary Route: Relocate North of building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 2 2 Teaching staff 17 children Primary Route: Relocate North of building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 3 2 Teaching staff 17 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 4 2 Teaching staff 17 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 10 2 Teaching staff 17 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 11 2 Teaching staff 17 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Day Early Head Start:

Room 15 2 Teaching staff 8 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 16 2 Teaching staff 8 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 17 2 Teaching staff 8 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 18 2 Teaching staff 8 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 19 2 Teaching staff 8 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 20 2 Teaching staff 8 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 21 2 Teaching staff 8 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

DAY HS/EHS EMERGENCY RESPONSE PLAN

Room 22 2 Teaching staff 8 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 23 2 Teaching staff 8 children Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached) This room will open January 2020

Room 7, 8, 9, 10, 11, 12 will be used for various things. Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Director's Office and Secretary's Office Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Room 28 and 29 will be used for various things. Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

Office Room (26) and Resource Room (25); Cafeteria and Teacher Lounge: Primary Route: Relocate North of Building (See map attached) Secondary Route: Relocate South of building (See map attached)

DAY HS/EHS EMERGENCY RESPONSE PLAN

-INSERT MAPS OF CENTER AND SURROUNDING AREA-

**AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:
(Primary and Alternate evacuation route maps shall be placed in each room)**

- Primary evacuation routes
- Alternate evacuation routes
- Handicap evacuation areas
- Utility access / shut-off for
 - Gas
 - Water
 - Electricity
 - HVAC System
 - Telephone system
- Site assignments and Staging Areas identified on page 9
- Haz Mat storage areas
- Heat plants / boilers
- Room numbers
- Door / window locations
- Any other information deemed appropriate by your planning committee

NOTE:

It is recommended that you develop a diagram of the entire center site and surrounding area and identify the locations and staging areas on the diagram. In an emergency a diagram may be easier to read than blue prints. Consult with local first responder agencies on what type of maps or diagrams they prefer. Blue prints of the site should be available in addition to the map or diagram. Blue prints may be necessary in certain fire or law enforcement situations.

DAY HS/EHS EMERGENCY RESPONSE PLAN

K. MEDIA

All staff must refer media to site or Agency spokesperson.

The Center Agency, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)

- The Director / Executive Director serve as Agency spokesperson unless he / she designate a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Agency spokesperson	<u>Carolina Raymond</u>	<u>325-944-9666</u>
	Name	Telephone Numbers
Alternate Agency spokesperson	<u>John Austin Stokes</u>	<u>325-944-9666</u>
	Name	Telephone Numbers

- Center Public Information person acts as contact for emergency responders and assists Agency spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

Center Public Information person	<u>Comoshontai Hollis</u>
	Title
Alternate Public Information person	<u>Lori Palacios</u>
	Title

During an emergency, adhere to the following procedures:

- Site Supervisor or designee relays all factual information to the director.
- The Director / Executive Director notify other centers in Agency and may ask center Public Information designee to prepare a written statement to media.
- Establish a media information center away from center.
- Update media regularly. **Do not say “No comment”.**
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe center’s plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). **Do not release names to media.**
- Refrain from exaggerating or sensationalizing crisis.**

DAY HS/EHS EMERGENCY RESPONSE PLAN

L. SITE STATUS REPORT

TO: _____ FROM: (name) _____ LOCATION: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: 2-way Radio _____ Telephone _____ Messenger _____

EMPLOYEE / STUDENT STATUS

	Absent	Injured	# Sent to Hosp. / med	Dead	Missing	Unaccounted for (Away from site)	# Released To parents	# Being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE Check damage / problem and indicate location(s).

Check ✓	Damage / Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating / cooling	
	Other (list):	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance / how long? overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

DAY HS/EHS EMERGENCY RESPONSE PLAN



Form 7239
May 2021-E

Incident or Illness Report

Operations use this form to record all required information when a child sustains an injury, at the onset of an illness or reportable incident.

Directions

Complete the form as follows:

- **Injury requiring medical treatment or hospitalization:** Complete all information in Sections I, II, V and VI.
- **Incident that placed a child at risk:** Complete all information in Sections I, II, V and VI.
- **Illness requiring hospitalization:** Complete all information in Sections I, III, V and VI.
- **Incidence of a child or employee contracting a communicable disease:** Complete all information in Sections I, IV, V and VI.

After completing the form:

- Notify parents as required by the minimum standards; and
- Keep the form on file at the operation.

Privacy Statement

HHSC values your privacy. For more information, read the privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

Section I – General Information

Director's Name:	Operation No.:	Date of Incident or Illness:	Time of Incident or Illness: <input type="radio"/> a.m. <input type="radio"/> p.m.
Parent(s)* Notified: <input type="radio"/> Yes <input type="radio"/> No	Date:	Time:	By:
*For communicable diseases, all parents must be notified.			
Child Care Regulation Notified: <input type="radio"/> Yes <input type="radio"/> No	Date:	Time:	By:

Section II – Details of Injury and/or Incident *(Section not used for incidences of communicable disease or illnesses.)*

Child's Full Name:	Child's Date of Birth:	Caregiver in Charge:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Describe the injury or risk:		
<input style="width: 100%; height: 100%;" type="text"/>		
How did the incident or injury occur?		
<input style="width: 100%; height: 100%;" type="text"/>		
Additional staff present and/or witness to the incident or injury:		
<input style="width: 100%; height: 100%;" type="text"/>		
Was first aid provided? <input type="radio"/> Yes <input type="radio"/> No What type of first aid was provided? _____		
Was Emergency Medical Services (EMS) called? <input type="radio"/> Yes <input type="radio"/> No Time EMS was called: _____		
Was child transported to receive medical care? <input type="radio"/> Yes <input type="radio"/> No Who transported the child? _____		

DAY HS/EHS EMERGENCY RESPONSE PLAN

Form 7239
Page 2 / 05-2021-E

Section III – Illness Requiring Hospitalization *(Section not used for incidents, injuries or notifications communicable disease.)*

Child's Full Name:	Child's Date of Birth:	
<input type="text"/>	<input type="text"/>	
Was first aid provided? <input type="radio"/> Yes <input type="radio"/> No What type of first aid was provided? _____		
Was medication given? <input type="radio"/> Yes <input type="radio"/> No Name of medication: _____ Dosage: _____		
Did the child have a fever? <input type="radio"/> Yes <input type="radio"/> No Temperature: _____		
Was medical treatment required? <input type="radio"/> Yes <input type="radio"/> No Date and time medical treatment received: _____		
Was EMS called? <input type="radio"/> Yes <input type="radio"/> No Time EMS was called: _____		
Was child transported to receive medical care? <input type="radio"/> Yes <input type="radio"/> No Who transported the child? _____		
Was an allergy plan enacted? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A What was done? _____		
Was there an emergency anaphylaxis reaction that required administration of an unassigned epinephrine auto-injector? <input type="radio"/> Yes <input type="radio"/> No		
Was use of an unassigned epinephrine auto-injector reported to Texas Department of State Health Services (DSHS)? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Date reported to DSHS: _____		
Was the child's doctor called by the operation? <input type="radio"/> Yes <input type="radio"/> No		
Doctor's Name:	Doctor's Phone No.:	Time doctor was called:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Doctor's recommendation(s): <input type="text"/>		
Did the child see his or her doctor? <input type="radio"/> Yes <input type="radio"/> No Diagnosis or Outcome: _____		
Was hospitalization required? <input type="radio"/> Yes <input type="radio"/> No Additional Details: _____		

Section IV – Communicable Disease *(Section not used for incidents, injuries or illness other than communicable disease notification.)*

Type of communicable disease contracted by child or employee at this operation: <input type="text"/>
Does the communicable disease require exclusion? <input type="radio"/> Yes <input type="radio"/> No
Was the Health Department notified? <input type="radio"/> Yes <input type="radio"/> No Date Health Department notified: _____

Section V – Employee or Caregiver Certification

I verify that I, the director/person in charge, reviewed the information in this report.		
Printed Name: _____	Signature of Director or Person in Charge: _____	Date Signed: _____

Section VI – Parent or Guardian Acknowledgment

I verify that the operation appropriately relayed the information concerning the incident described in this report. I have received a copy of this report. (If emailed or distributed electronically, you may attach a copy of the method used.)		
Printed Name: _____	Signature of Parent or Guardian: _____	Date Signed: _____

***Concho Valley Council of
Governments
Head Start***

***Appendix 1
Active Shooter Response Plan***



Updated July 2017

For Official Use Only

DAY HS/EHS EMERGENCY RESPONSE PLAN

ACTIVE SHOOTER

Upon recognizing the danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as clear and accurate information as possible. As the situation develops, it is possible that students and staff will need to use more than one option.

During an active shooter situation, staff will rarely have all of the information they need to make a fully informed decision about which option is best. While they should follow the plan and any instructions given during an incident, often they will have to rely on their own judgment to decide which option will best protect lives.

Run

If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location.

- Leave personal belongings behind;
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs;
- Avoid escalators and elevators;
- Take others with you, but not to stay behind because others will not go;
- Call 911 when safe to do so

Hide

If running is not a safe option, hide in as safe a place as possible. In addition:

- Lock the doors;
- Barricade the doors with heavy furniture;
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room);
- Use strategies to silently communicate with first responders if possible; and
- Remain in place until given an all clear by identifiable law enforcement officers.

Students and staff should be trained to hide in a location where the walls might be thicker and have fewer windows.

Fight

If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, and chairs.

Sources:

<https://rems.ed.gov/K12ActiveShooterSituations.aspx>

http://rems.ed.gov/docs/REMS_k-12_Guide_508.pdf

DAY HS/EHS EMERGENCY RESPONSE PLAN

NOTIFICATION

The primary consideration under any school related emergency shall be the safety, welfare and health of the students.

1. It is essential that parent/guardian inform staff of any contact information changes as soon as they occur. Information is required to be kept up-to-date in case of emergencies.
2. Under emergency situations, parent/guardian will be contacted as soon as practical and safe via messenger system or phone.
3. If the child is released to emergency personnel:
 - Staff will obtain the emergency personnel's information (name, agency they work for and vehicle number or license plate)
 - Where the child is being taken to
 - Notify parent/guardian listed on the child's emergency information
 - Complete Incident Report

Emergency Documents and Resources

The teacher will have these items with him/her in every emergency situation or practice drill -- Evacuation, Shelter-in, and Lock-Down.

- Daily sign-in sheet
- Up-to-date family contact information
- Authorization for emergency care for each child.
- Medical information on children, as appropriate (e.g., special needs)
- Emergency Backpack

These items must be quickly available.



END OF YEAR (EOY): SCHOOL READINESS DATA 2022-2023
Pre-K (children 3 and 4 years old)

Approaches to Learning: Sub-Domain: Initiative and Curiosity, Flexibility, Art/Creativity and Dramatic Play

94% of all children are On Track
6% of all children Need Support/Monitor
0% of all children are Out of Range

Social & Emotional Development: Sub-Domain: Positive Social Behaviors, Classroom Community and Safety, Emotion and Behavior Regulation, Self-Care, Approaches to Learning

79% of all children are On Track
22% of all children Need Support/Monitor
0% of all children are Out of Range

Language and Communication/Literacy: Sub-Domain: Phonological Awareness

73% of all children are On Track
25% of all children Need Support/Monitor
1% of all children are Out of Range

Language and Communication/Literacy: Sub-Domain: Book and Print Knowledge

77% of all children are On Track
22% of all children Need Support/Monitor
1% of all children are Out of Range



Cognitive Development: Sub-Domain: Math: Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations

77% of all children are On Track

22% of all children Need Support/Monitor

1% of all children are Out of Range

Cognitive Development: Sub-Domain: Science:

84% of all children are On Track

15% of all children Need Support/Monitor

0% of all children are Out of Range

Perceptual, Motor, and Physical Development: Sub-Domain: Physical Development and Health: Fine and Visual Motor, Gross Motor, Health Status

84% of all children are On Track

16% of all children Need Support/Monitor

0% of all children are Out of Range

Young three old children (birthdays after September 1) were assessed using the Developmental Milestone Checklist – this does not generate an average score for the program.



Head Start/Early Head Start

Parent Handbook

2023-2024 School Year

Head Start/Early Head Start Director

Date _____

Approved by Policy Council

Date _____

Approved by Executive Board

Date _____

Approved by Executive Board

Date _____

Hours of Operation:

Administration Team

8:00 am – 5:00 pm

Monday-Friday

Head Start/Early Head Sites

Christoval, Day, Eden, Eldorado, Menard, Ozona & Rio Vista

7:30 am- 3:30 pm

Monday-Friday

Head Start Classrooms

Christoval, Day, Eden, Eldorado, Menard, Ozona & Rio Vista

7:45 am- 1:45 pm

Monday-Friday

August - May

Early Head Start Classrooms

Day, Rio Vista, and Menard

7:45 am -2:45 pm

Monday-Friday

June - May

Head Start Administration Staff

Carolina Raymond	Director	(325) 944-9666 ext. 224
Stephanie Hernandez	Assistant Director/Early Head Start Education Manager	(325) 944-9666 ext. 273
Cheryl Mayberry	Head Start Education / Disability Manager	(325) 944-9666 ext. 245
Ofelia Barron	ERSEA / Facilities Manager	(325) 944-9666 ext. 250
Stacy Walker	Family & Community Manager	(325) 944-9666 ext. 244
Mary Husted	Nutrition Manger	(325) 944-9666 ext. 248
Melissa Miranda	Health / Mental Health Manager	(325) 944-9666 ext. 266

School Operations

Arrival or Departure

Each child must be signed in by a parent/ guardian or adult over the age of 18. It is important for your child to arrive and leave school on time. Upon arrival you will be asked to complete a **Daily Child Well Check**. During the **Daily Child Well Check** site staff will conduct a visual or physical assessment of the child to identify potential concerns about child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

Pick-up-Appropriate Release of Children

1. During the registration process, an **Admission Information** form will be completed with the names of those persons authorized to pick up the child.
2. Staff will ask for picture identification of the person picking the child up and verify that person is on the pick-up list. Copy of picture identification must be made and stapled to sign in sheet. This step will continue until staff is familiar with persons on the pick-up list.
3. If the legal guardian would like to add or remove a person from the pick-up list on the Admission Information Form the legal guardian must complete an **ADD/REMOVE AUTHORIZATION FOR RELEASING A CHILD** form in person. (Forms will be stapled to **Admission Information** form 2935.
4. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (custody decree, restraining order, termination of parental rights).
5. In cases where potential kidnapping or violence is an issue, photographs of the person should be provided to assist staff in identifying these individuals.
6. In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the Family Service Workers will make appropriate referrals to legal aid or other legal counsel.
7. If an adult shows up at a site that **cannot** have access to a child:
 1. staff will escort the adult to the office,
 2. staff will inform this person that there is documentation on file prohibiting access to that child,
 3. staff will ask adult to leave the site,
 4. if adult refuses to leave, staff will inform them that they will need to contact the police,
 5. staff will contact custodial parent and the Family and Community Partnership Manager to inform them of the incident.

Please remember your child will be released **only to those on the child's pick-up list (Admission Information form)**. **Under no circumstances will letters or phone calls be accepted to make any changes on this list.** Any person authorized to pick up a child must be at least 18 years old. It is extremely important that your work and home telephone numbers and the telephone numbers of the authorized pick-up persons are kept current. If we have not been notified by you prior to the designated pick-up time, staff will call the persons on your pick-up list.

If the staff person in charge observes you or the person designated to pick up your child demonstrating the inability to safely transport your child, we reserve the right, in the interest of safety for you and your child, to express our concern. We will suggest contacting another person to transport you and your child. However, if you or the designated pick-up person insist on transporting the child, please be aware that we will notify the local law enforcement of the situation to ensure the safety of the child.

Late Pick-up

If a child is not picked up on time and the site staff has made every attempt to contact those listed on the **Admission Information** form 2935 and **page 2** of the application and have not reached anyone, the Head Start Site will call their Local Police Department.

Attendance

School attendance is important:

- It helps your child reach his/her full potential.
- It helps your child feel more secure and independent.
- It prepares your child for public education.
- Your child is less likely to experience learning gaps.
- Your child feels confident and excited about his/her learning.

Unless your child is ill, please make every effort to have your child attend each scheduled class day on a regular basis. Children need schedules and routines. Your child can benefit from Head Start/Early Head Start with regular attendance. Letting your child decide whether or not to come to school will cause problems later.

When a child's absences put them at risk of missing 10% of program days per year, the Family Service Worker will schedule a visit with the family. An **Attendance Success Plan** will be completed with the family and strategies will be established to promote regular attendance. If those efforts fail, the family's needs for services will be reexamined and the child's slot will be considered a vacancy.

Absences

If a child misses' school due to illness or other important reasons, please follow the procedure below.

- Call your child's site to report the absence and the reason; as soon as you determine that your child will not attend school.

If we do not hear from you our staff will make a home visit to see why your child is not in class. After 2 days of illness, a note from a doctor may be required.

Accommodations can be made for children that will be absent for a one-time-only extended period of 5-10 consecutive days on a case-by-case basis. Please contact the Family Service Worker when an extended absence is anticipated.

Enrollment

To apply for Head Start or Early Head Start, you can contact the program closest to where you live. Your local program will provide the required forms and answer any questions you may have. They will schedule a time to complete the application process and tell you what documents you should bring with you to apply. Once application is approved your child will be placed on a Waiting List. Children are enrolled into Head Start and Early Head Start from waiting list which rank children according to points assigned from the established selection criteria.

School Closings

The program will follow their public-school system. However, there may be additional school closures due to Head Start/Early Head Start In-Service. Site Supervisor will post school closings two (2) days prior to closing the site, when possible. Other decisions regarding closure will be made by the Head Start/Early Head Start Director, based on circumstances that affect the site. Site Supervisor will call the families and/or send text if a decision is made to close early or close when the school district does not close.

Occasionally, it is necessary to cancel school due to inclement weather. Head Start/Early Head Start will follow your local School district.

Suspension and Expulsion of Children (ask Site Supervisor for detailed policy)

1. No child may be suspended without Head Start Directors Approval.
2. Head Start and Early Head Start will prohibit or severely limit the use of suspension due to a child's behavior. If, as a last resort, suspension is necessary, it will only be temporary in nature.
3. Temporary suspension will only be used as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

Parent/Family Engagement

Family Partnership

The Family Service Worker will schedule a Family Partnership Meeting with families once a year in the Fall (September). Family Partnerships are an exclusive program to Head Start. During this partnership we collaborate with families to identify interests, strengths, needs, goals, services and resources that support family well-being, to include family safety, health, and economic stability. Staff will continue throughout the school year to follow up and work with families to achieve goals and record step accomplishments throughout the school year. Your Family Service Worker will be in contact with you for a time and place to begin the family partnership process. The Family Partnership can be conducted in the home, school, or a meeting place outside the home. All documentation will be filed in the Family Service file and scanned into ChildPlus.

Parent /Teacher Conference & Home Visit

Home visits and Parent/Teacher Conferences are important in building relationships with parents. The visits and conferences enhance parent's and teacher's knowledge and understanding of the developmental progress of your child. Teachers must conduct at least two Home Visits and two Parent/Teacher Conferences each year.

Parent/Caregiver Participation on Campus

Parents/caregivers and families are always welcome at the school during operational hours to observe their child, participate in program activities, and follow up on program needs with teachers, family service workers, and site supervisors. Procedures for participation include and initial check in with the office because campus safety is our utmost priority.

Health

Illnesses

A child may not attend if one or more of the following exists:

- The illness prevents the child from participating comfortably in activities including outdoor play;
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children in care;
- The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in school activities):
 1. Oral temperature above 101 degrees
 2. Ear temperature above 100 degrees
 3. Armpit temperature above 100 degrees

All of the above temperatures accompanied by behavior changes or other signs or symptoms of illness.

4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or

- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Communicable Disease

Please follow the following for communicable disease exclusions: TITLE 25 PART1 CHAPTER 97 SUBCHAPTER A RULE §97.7

(a) The school administrator shall exclude from attendance any child having or suspected of having a communicable condition. Exclusion shall continue until the readmission criteria for the conditions are met. The conditions and readmission criteria are as follows:

- (1) amebiasis--exclude until treatment is initiated;
- (2) campylobacteriosis--exclude until after diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;
- (3) chickenpox--exclude until the lesions become dry or if lesions are not vesicular, until 24 hours have passed with no new lesions occurring;
- (4) common cold--exclude until fever free for 24 hours without the use of fever suppressing medications;
- (5) conjunctivitis, bacterial and/or viral--exclude until permission and/or permit is issued by a physician or local health authority or until symptom free;
- (6) fever--exclude until fever free for 24 hours without use of fever suppressing medications;
- (7) fifth disease (erythema infectiosus) --exclude until fever free for 24 hours without the use of fever suppressing medications;
- (8) gastroenteritis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications;
- (9) giardiasis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications;
- (10) hepatitis A--exclude until one week after onset of illness;
- (11) infections (wounds, skin, and soft tissue) --exclude until drainage from wounds or skin and soft tissue infections is contained and maintained in a clean dry bandage; restrict from situations that could result in the infected area becoming exposed, wet, soiled, or otherwise compromised;
- (12) infectious mononucleosis--exclude until physician decides or fever free for 24 hours without the use of fever suppressing medications;
- (13) influenza--exclude until fever free for 24 hours without the use of fever suppressing medications;
- (14) measles (rubeola)--exclude until four days after rash onset or in the case of an outbreak, exclude unimmunized child for at least 21 days after the last date the unimmunized child was exposed;
- (15) meningitis, bacterial--exclude until 24 hours after start of effective treatment and approval by health care provider;
- (16) meningitis, viral--exclude until fever free for 24 hours without the use of fever suppressing medications;
- (17) meningococcal infections (invasive disease) --exclude until 24 hours after start of effective treatment and approval by health care provider;
- (18) mumps--exclude until five days after the onset of swelling;
- (19) pertussis (whooping cough) --exclude until completion of five days of appropriate antibiotic therapy, or until 21 days have passed since cough onset, whichever is earlier;
- (20) ringworm--none, if infected area can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun;
- (21) rubella (German measles) --exclude until seven days after rash onset or in the case of an outbreak, unimmunized children should be excluded until at least three weeks after the onset of the last rash;
- (22) salmonellosis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;
- (23) scabies--exclude until treatment has begun;
- (24) shigellosis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;
- (25) streptococcal sore throat and scarlet fever--exclude until 24 hours from time antibiotic treatment was begun and fever free for 24 hours without the use of fever suppressing medications;

(26) tuberculosis disease (suspected or confirmed), pulmonary or laryngeal--exclude until antibiotic treatment has begun and a physician's certificate or health permit obtained; and

(27) typhoid fever-exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications; and 3 consecutive stool specimens have tested negative for *Salmonella* Typhi.

(b) The school administrator shall exclude from attendance any child having or suspected of having a communicable disease designated by the Commissioner of the Department of State Health Services (commissioner) as cause for exclusion until one of the criteria listed in subsection (c) of this section is fulfilled.

(c) Any child excluded for reason of communicable disease may be readmitted, as determined by the health authority, by:

(1) submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting;

(2) submitting a permit for readmission issued by a local health authority; or

(3) meeting readmission criteria as established by the commissioner.

Source Note: The provisions of this §97.7 adopted to be effective March 16, 1994, 19 TexReg 1453; amended to be effective December 20, 2000, 25 TexReg 12426; amended to be effective June 5, 2007, 32 TexReg 2997; amended to be effective November 3, 2009, 34 TexReg 7650; amended to be effective December 20, 2012, 37 TexReg 9777; amended to be effective April 20, 2014, 39 TexReg 2853; amended to be effective April 3, 2016, 41 TexReg 2317

CONDITIONS OF SHORT-TERM EXCLUSION AND ADMITTANCE

The above chart contains the following guidelines for exclusion from Head Start/Early Head classrooms: **Texas Department of State Health Services in 25 TAC §97.7** and following procedure will be followed for short-term exclusion and admittance:

1. Staff will complete an **Incident/ Illness Report** form 7239 when a child is temporarily excluded due to a short-term injury or acute or short-term contagious illness. A **Health & Developmental Initial Plan** will be initiated to follow-up with parent/guardian on the child's health status. A copy of the **Incident/ Illness Report** and **Health & Developmental Initial Plan** will be sent to the Health Manager and original filed in the Child's State File.
2. A child may be readmitted to the program when he or she meets appropriate criteria.
3. Some conditions may require approval by a local health official, before re-admittance is possible.
4. Staff may consult with local health officials and/or TDFPS regarding these conditions if applicable.
5. Staff, volunteers, and substitutes will be trained at orientations.
6. After being absent 4 consecutive days a **Daily/4-Consecutive Days Absence Report** along with a copy of the **Incident/Illness Report** will be submitted to the ERSEA.

DISPENSING OF MEDICATION

We urge you to arrange your child's medication schedule so that doses are given before or after school hours.

If it is necessary for your child to take prescription or non-prescription medication during the school day **including sunscreen and insect repellent**, the following procedure will be followed:

1. Head Start/Early Head Staff will be trained at orientation, pre-service, and /or as needed on Medication Procedures, the use of medical equipment when applicable and possible side effects.
2. All medication must be in the original container.
3. Pharmacy label and/or Doctor's instructions must include the following information:
 - a. Child's First and Last Name
 - b. Name of the Medication
 - c. Date prescription was filled
 - d. Name of Health Care Provider who wrote the prescription
 - e. Medications expiration date
 - f. Dosage and frequency

- g. Storage instructions if available
 - h. Date brought into the site
4. On the original container staff will write the date the medication was brought into the site.
 5. Parent/guardian must complete and sign **Authorization for Dispensing Medication** form 7238.
 6. Medication will be administered only by the Health Manager, Site Supervisor or designated person unless an emergency situation occurs.
 7. Designated staff must be aware of the administration, handling and storage of children's medication per instructions.
 8. Store all medications in a locked cabinet or locked box except for emergency medication may be kept readily available and out of reach of children
 9. Head Start/Early Head Start designated staff will document each time medication is administered on the **Authorization for Dispensing Medication** form 7238.
 10. The **Authorization for Dispensing Medication** form 7238 for each child will be kept confidential and in a notebook. The notebook will be kept at each Head Start/Early Head Start Site.
 11. Review the **Authorization for Dispensing Medication** form 7238 with the parent/guardian at the end of the designated period which medication is to be given.
 12. For medications given for an extended period of time or emergency medication the **Authorization for Dispensing Medication** form 7238 will be reviewed with parent/guardian monthly.
 13. Encourage parents /guardians to give the first dose of medication at home, so they can observe whether the child has any type of reaction.
 14. Staff will watch for any changes in the child's normal behavior such as signs of lethargy, moodiness, aggressiveness, difficulty in breathing, or physical reactions such as rashes.
 15. If changes in the child's normal behavior are noted after administering the medication staff will document changes on the **Illness and Incident Report** and the **Authorization for Dispensing Medication** forms 7238 and immediately brought to the parent's /guardian's attention. If an error occurs with regards to administering medication the person that administered the medication must complete a **Medication Error Report**.
 16. A copy of the **Incident / Illness Report** will be given to the parent/guardian and encourage them to share this information with the physician.
 17. If Head Start/Early Head Start classroom staff need to take medication during program operation hours, the Site Supervisor/Site Director must be informed.
 18. Arrangements will be made for staff 's medication to be stored in a locked cabinet or locked box.
 19. Any staff trained is allowed to administer a prescribed epinephrine auto injector to a child if needed. All epinephrine auto injectors must be prescribed by a doctor with instruction on when and how to use.

MEDICAL EMERGENCY

If your child requires medical attention while in our care the following procedure will be followed:

1. First aid and/or CPR will be immediately administered, as necessary, by a staff certified in first aid and CPR.
2. If a child requires immediate medical attention beyond basic first aid, call 911.
3. Notify the child's parent/guardian or other designated emergency contact as soon as possible.
4. If the child is to be transported by an emergency medical vehicle, she/he will be accompanied by a staff member in the absence of the parent/guardian or designated emergency contact. A qualified Head Start/Early Head Start staff will assist the classroom to provide the proper child/staff ratio.
5. The staff member accompanying the child will take the child's **State Admission Information** form with him/her to the medical facility and notify the Health Manager as soon as possible.
6. An **Incident/Illness Report** must be completed. If medical attention outside the basic first aid was necessary Day Care Licensing must be notified within 48 hours of the incident. A copy of the **Incident/Illness Report** will be forwarded to the Health Manager and shared with the parent/guardian.
7. If incident / illness required medical outside the basic first aid attention a **Health & Developmental Initial Plan** will be initiated the day after the incident / illness to follow up with parent on the status of the child's health. If applicable, the attending physician's report will be stapled to the **Incident/Illness Report**.

DENTAL EMERGENCY PLAN

The following procedure will be followed when a dental emergency occurs:

1. Assess the type of injury to determine type of first aid needed.
2. Contact parent immediately if treatment needed is beyond basic first aid. If unable to contact parent/guardian, call Emergency Contact(s) on the **Admission Information** form.
3. A staff member (who is first aid certified) will initiate first aid as another staff member supervises remainder of classroom or group of children.
4. An **Incident/ Illness Report** must be completed. Day Care Licensing must be notified within 48 hours of the incident if further dental attention is needed outside of basic first aid and a **Health & Developmental Initial Plan** will be initiated the day after the incident / illness to follow-up with parent on the status of the child. A copy of the **Incident/ Illness Report** will be given to the Health Manager/Coordinator/Specialist and shared with the parent/guardian.
5. The original **Incident/Illness Report** is maintained at the site.
 - **Toothache:** Rinse mouth vigorously with warm water to clean out debris. Take a gauze pad, place on either side of tooth, grasp (use dampened gauze pad, if necessary) firmly and wipe tooth carefully to remove food trapped between the teeth.
 - **Knocked Out Teeth:** Rinse tooth gently in cool running water (DO NOT SCRUB IT). Wrap tooth in moist gauze and place in container of cool milk or water. When notifying parent or other authorized person of the emergency, staff will recommend that they take the child to a dentist within the next 30 minutes.
 - **Broken Teeth:** Gently clean dirt or debris from injured area with warm water. Place cold compress on face in the area of the broken tooth to minimize swelling.
 - **Bitten Tongue or Lip:** Apply direct pressure to the bleeding area with a clean cloth. If swelling is present, apply cold compress. If bleeding does not stop within 5 to 10 minutes, call parent or other authorized person to take child to dentist or emergency room. Child may sip on ice water and/or rinse mouth with ice water.
 - **Object Wedged Between Teeth:** Using a gauze pad, firmly grasp both sides of the tooth and wipe from the gum area to top of tooth with one long, firm, and consistent stroke.
 - **Possible Fractured Jaw:** Immobilize jaw by any means (towel, handkerchief, etc.). Apply cold compress and advise parent or authorized emergency contact person to take child to dental office or emergency room as soon as possible.

Hearing and Vision Screening Requirements

The following procedure will be followed when performing a hearing screening:

1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings/questionnaires to be administered prior to the screenings being completed.
2. Parental consent for screenings will be obtained prior to the screening. Head Start children will receive a hearing screening using a standardized screening tool within 45 days of entry into the program.
3. Children 3,4, and 5 years of age initial screenings will be performed by trained Head Start staff, or other trained professionals using the **Pure Tone Audiometer or other state approved equipment**.
4. Results will be documented on the **Vision and Hearing Screener Report**, the tracking form, and a copy will be attached to the **State Admission Form**.
5. All children failing to respond or failing the test will be re-screened within 3 – 4 weeks of the initial test using the **Pure Tone Audiometer or other state approved equipment**.
6. If a 3-year-old child fails the rescreen, parent/guardian(s) and staff will complete the questions on the **3-Year-Old Vision and Hearing Screener Report** taken from **THSteps Hearing Checklist for Parents**. If the parents/guardians answered No to any of the questions a **Health & Developmental Initial Plan** will be developed with the parent/guardian and appropriate referral will be initiated.
7. If a 4 or 5-year-old child fails the re-screen or fails to respond to the **Pure Tone Audiometer or other state approved equipment**, a **Health & Developmental Initial Plan** will be developed with the parent/guardian and appropriate referral will be initiated.

8. Continue to update the **Health and Developmental Initial Plan** using the **Health & Developmental Follow-up Notes** until follow-up treatment is complete or ongoing care is established.

The following procedure will be followed when performing the vision screening:

1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings and questionnaires to be administered during prior to the screenings.
2. Parental consent for screenings will be obtained prior to the screening.
3. Head Start children will receive a vision screening within 45 days of entry into the program.
4. Early Head Start children will receive a vision screening within two weeks of entry into the program.
5. The vision screening for children 3, 4, and 5 years of age will be performed by trained Head Start staff, or other trained professionals using the **10-foot HOTV Vision Chart or other state approved equipment or chart**.
6. Early Head Start staff will perform a Vision questionnaire which is determined from the periodicity chart.
7. Results will be documented on the **Vision & Hearing Screener Report** form and a copy will be attached to the **State Admission Form**. Results will also be documented on the health tracking form.
8. All children who fail to respond or fail the **10-foot HOTV Vision Chart** test will be re-screened within 2-3 weeks of the initial test. If the Photo Screener device is used to test, the child will not need to be rescreened.
9. If a 3-year-old fails to respond or fails the rescreening, staff will perform the **Corneal Light Reflex and Cover Test immediately following the rescreen**.
10. If a 3-year-old fails the **Corneal Light Reflex or the Cover Test** the staff will complete a **Health & Developmental Initial Plan** with the parent/guardian and a referral will be made to the appropriate health provider.
11. If a 4 or 5-year-old child fails the re-screen or fails to respond after being re-screened, a **Health & Developmental Initial Plan** will be developed with the parent/guardian and a referral will be made to the appropriate health provider.
12. Staff will continue to update the **Health & Developmental Initial Plan** using the **Health & Developmental Follow-up Notes** until follow-up treatment is complete or ongoing care is established.
13. If a parent/guardian refuses to authorize treatments, staff will provide parents/guardians with information (education) regarding the services being requested for their child.
14. If noncompliance is exhibited after barriers are addressed and education is provided, the child's parent/guardian will be asked to sign the **Decline of Services** form.
15. Staff will file the **Health & Developmental Initial Plan**, the **Health & Developmental Follow-up Notes** and if applicable, the **Decline of Services** form in the appropriate area of the children's file.

Immunization Requirements

The following procedure will be followed for immunizations:

1. Program applicants must submit an official immunization record stating child's full name and date of birth generated from a state or local health authority, including a registry, with their enrollment application.
2. A new enrollee must have at least one of each age-appropriate mandatory immunization and is on schedule to receive subsequent doses as rapidly as medically feasible according to the **Center for Disease Control and Prevention and Texas Department of State Health Services** or an exemption statement authorized by the **Department of State Health Services Immunization Branch** to attend the program.
3. Children may be enrolled provisionally. Child must not be overdue for next dose to be considered provisional. If a child is enrolled provisionally the parent/guardian must provide a statement from the doctor as to when the remaining immunizations will be completed.
4. Any child may be placed on the **Waiting List** regardless of immunization status. At this time parents/guardians will be informed of the immunization requirements and told if the child does not have at least one of each mandatory immunization or an authorized exemption statement it could affect their child's placement into the program.
5. Staff will place a copy of the child's most current immunization record in the child's Head Start/Early Head Start Health File and place a copy in the DHS File.
6. All children attending Head Start/Early Head Start must remain current on all immunizations. Staff will review the immunization status of a provisionally enrolled child every 30 days to ensure continued compliance and completing the

required doses of vaccine(s). If appropriate doses have not been received at the end of a 30-day period, the child is no longer in compliance, and will be excluded until the appropriate doses are received.

7. Head Start/Early Head Start staff will communicate with families of a child enrolled provisionally about needed immunizations by completing the **Immunization Notice Form** and give a copy to the parent/guardian.

8. Head Start/Early Head Start staff will provide assistance to ensure parents are informed and have the resources needed to complete or remain current with their child's immunizations.

9. If immunizations are not brought current by the exclusion date staff will complete the **Immunization Notice Form** excluding the child from attending classes until the child is current with immunizations or has a doctor's note stating why the child is not current and when the child will be current.

10. Staff will attach a copy of the updated immunization record or doctor's note to the **Immunization Notice Form** and file in the appropriate section of the children's file and copies sent to the Health Manager/Coordinator.

11. Staff will continue to work with the family until the child is completely up to date on all required age-appropriate immunizations.

Mental Health and Wellness

The Concho Valley Council of Governments Head Start/Early Head Start program contracts with a Mental Health Professional to act as a consultant to the program. They will visit each classroom to observe children's interactions with each other, as well as teacher/child interactions. The consultant will work with the Head Start/Early Head Start staff and families to help implement procedures for those children identified as needing intervention to better serve the child's mental well-being and to promote mental wellness. The consultant will also attend at least one monthly parent meeting to share mental wellness information. The Mental Health consultant will also be available to Head Start/Early Head Start parents on an individual basis. Please contact your Site Supervisor for more information.

Breast Feeding

Mothers are allowed to breast feed or provide breast milk on campus. Please contact your site supervisor or FSW for our private breastfeeding areas.

Nutrition

Meals/Food Service Practices

The children are served breakfast, lunch and snack. Check with your **Site Supervisor or teacher** to see what time your child receives their meals. Monthly menus are provided and posted in each classroom.

Mealtime is an important part of our school day and we want all children to participate. Meals are served family style to promote learning opportunities that support teaching-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization. Children are encouraged to take small servings of new foods but are not forced to eat something they do not like or clean their plates before a second serving is offered.

Please notify your **child's teacher or FSW if your child has or develops a food allergy. Children requiring special diets due to food allergies must have a physician's statement on file that states the food allergy and recommended food substitution. Substitutions for non-medical reasons (religious, vegetarian, etc.) will be evaluated by the Health Manager for approval.**

Meals served must meet United States Department of Agricultural Child Care Food Program requirements and must be prepared in kitchens that meet Federal, State, and local food safety and sanitation laws. Food must be purchased from licensed vendors; therefore, food may not to be prepared and brought into the site to be served at mealtime. Children will be served meals that meet 2/3 of their daily nutritional needs, are high in nutrients and low in fat, sugar and salt.

Outside Foods

Head Start occasionally has activities that requires food consumption during school hours. All food brought into Head Start centers for consumption must be purchased from a licensed vendor or store-bought. Homemade foods will not be allowed at any time.

Policies and Procedures

Parent Notification of Policy Changes

Parents will be notified by the Site Supervisor, Teaching Staff, and/or person in charge of the facility when a policy changes with a copy of the new policy. Policy changes will be posted on the Parent Information Boards at the Head Start Sites in the Policy Council Minutes.

Procedure for Parents to Review and Discuss Policies and Procedures

Should a parent have questions regarding policies and procedures they should address the concerns with the child's teacher and/or Site Supervisor. If the teacher and/or Site Supervisor are not able to satisfy the parent's concerns they should contact the Head Start Program Director (325-944-9666).

Open Door Policy

Our program values parent/guardian engagement and encourages all parent/guardian to visit and or discuss any issue at any time. **Parent/guardian should check in at the front office and schedule a meeting with the Site Supervisor.**

Gang /Smoke-Free Zone

Head Start/Early Head Start is smoke-free environment and prohibits e-cigarette, vaporizer, or tobacco product or use any tobacco product on the premises, on the playground, or during field trips. Head Start is a Gang-free zone which prohibits gang related criminal activity or engaging in organized criminal activities within 1,000 feet from the Head Start/Early Head Start Program. Any of these activities is a violation of this law and is therefore subject to increased penalty under state law.

Community Complaint Procedure

1. Persons filing a community complaint will be given a copy of the Community Complaint Procedures which are posted on the parent board of all Head Start sites and a copy of the **Community Complaint Form** and asked to contact the Head Start Director to attempt to informally resolve the complaint.
2. If the person would like to initiate a formal complaint, he or she will be asked to complete the **Community Complaint Form** and the completed form will be forwarded to the Head Start Director.
3. The Grantee Head Start Director will schedule a meeting with all parties involved.
4. After the meeting a written response outlining the action taken will be completed by the Head Start Director and a copy sent to the complainant.
5. If the complainant is not satisfied with the written response by the Head Start Director, they may request a meeting with the Executive Director whose decision on all matters will be final.

Licensing Inspection and Minimum Standards

The most recent Licensing inspection report will be located on the Center Board. A copy of the Minimum Standards is located near the Center Board and can be requested at any time. Access is available online 24 hours a day at: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>.

Local Licensing Office, Texas Abuse and Neglect and DFPS Contact Information

To contact the local Licensing office:
622 S. Oakes Suite E, San Angelo TX 76903
432-684-3299

To access the Texas Abuse and Neglect Hotline call 1-800-525-5400 if your situation is urgent and needs to be investigated within 24 hours. To report a situation that does not need to be investigated right away you can process an online report @ www.txabusehotline.org .

To access the Department of Family and Protective Services you can login at <https://dfps.state.tx.us/>.

Preventing and Responding to Abuse and Neglect of Children

All Head Start staff, volunteers, and contracted workers with the program are required to report cases of child abuse and neglect as they are mandated reports of the state of Texas.

Remember abuse and neglect comes in many forms:

1. Abuse includes: Mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.
2. Neglect includes: Failure to provide a child with food, clothing, shelter, and or medical care and leaving a child in a situation where the child is at risk of harm.

To prevent and respnd to abuse and neglect of children Head Start will do the following:

1. Provide annual training upon entrance into the program as well as updated training yearly. Additional training will be provided as needed.
2. Provide education on abuse and neglect at parent meetings as well as handouts and postings with warning signs and prevention factors.
3. Head Start has partnerships with the community that can educate and offer support and training on child abuse and neglect
4. Each Head Start staff person is responsible for reporting cases of suspected or identified child abuse to TDPRS. All reporting is private and solely on the discretion of the reporting individual and should be kept confidential. Parents needing assistance or invention help with a child who is a victim of abuse and or neglect should reach out to their family service worker and or site supervisor for resources.

Education

Indoor and Outdoor Physical Activity

Staffs Daily Activity Schedules include teacher-directed and child-initiated activities. Daily Activity Schedules and Lesson Plans include active play indoors and outdoors; at least one outdoor activity is an organized activity lead by the teacher. Active play is defined as moderate to vigorous play. Plans must allow 20 minutes of active play for every three hours children are in care. Children will go outside daily for active play. Schedules may be adjusted or moved indoors due to acclimate weather.

Water Activities: Ensure Child-Staff ratios are maintained during swimming/water activities.

Wading/splashing pools two feet or less may be used with children two years old and older. Pools must be stored out of the reach of children when not in use, drained daily and sanitized, and stored to they do not hold water.

Wading/splashing pools may not be used away from your child-care center.

Splashing pads with no more than 4 inches of accumulated water may be used for children younger than two years old. Sprinklers may be used as long as you ensure that no child uses sprinkler equipment on or near a hard, slippery surface, such as concrete driveway, sidewalk or patio; you must not leave a child alone with the sprinkler equipment; you must store sprinkler equipment and water hoses out of the reach of children when not in use; you must maintain your splash pad/sprinkler play area according to manufacturer's instructions.

Appropriate Outerwear.

Screen time activities may not be used for a child under the age of two years. Screen time activities may be used to supplement, but not replace, an activity for children two years old or older. If screen time activities are used staff must ensure that the activity is: related to the planned activities that meet educational goals, is age-appropriate, does not exceed one hour per day, is not used during mealtime, snack time, naptime or rest time, does not include advertising or violence, is turned off when not in use, and must be pre-approved by the Education Manager and listed on the lesson plan.

Clothing

Please send your child in clothing and shoes that are easy for your child to manage alone. Sweaters, jackets, and other clothing should be labeled with your child's name.

In the Head Start/Early Head Start classrooms, children use paint, glue and other messy materials that may get on their clothing. Although children wear smocks while using these materials, we encourage you to send your child in washable play clothes.

For safety reasons, we ask that children wear shoes that cover the entire foot. Open-toed sandals and slip-on shoes are discouraged due to being dangerous when children climb and run.

On the first day of school, we encourage you to send an extra set of clothing for your child. For infants we encourage you to send more than one set of clothing since accidents can happen. As the season changes, please remember to change out the set of extra clothing to provide the appropriate attire. Clothing should be placed in a Ziploc bag with your child's name, if you do not have a bag, one will be provided. These clothes will be used for your child only. When your child is sent home with a bag of clothes due to an accident, please send clean clothes the next day.

Inclusive Services for Children with Special Care Needs

Activities/equipment will be adapted to meet the needs of children with disabilities as recommended in their IEP/IFSP, health-care professional or qualified professional affiliated with the LEA or ECI program, when feasibly possible. Children with special needs are included in all activities with their non-disabled peers.

Safe Sleep for Infants

According to Texas Child Care Minimum Standards, except for a tight-fitting sheet the crib must be bare for an infant younger than 12 months of age. Please do not send any blankets for the staff to use while in our care. Approved sleep sacks will be provided in the classroom to make sure that our infants stay at a good temperature.

Ask to see Subchapter H, Basic Care Requirements for Infants) should you have any questions.

Operational Discipline and Guidance Policy

Purpose: This form provides the required information per minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and Guidance Policy

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Additional Discipline and Guidance Measures

(Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise, or proficiency:

- Ensure that the measures are considered commonly accepted teaching or training techniques;
- Describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) The disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) What behaviors would warrant the use of these measures; and
 - (C) The maximum amount of time the measures would be imposed;
- Inform parents that they have the right to ask for additional information; and
- Ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code §261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Memo

To: Executive Committee and Policy Council

From: Carolina Raymond – Head Start Director

Date: 7-12-23

Agenda Item: Head Start # 11 and Executive Committee #

Carolina Raymond, Director of Head Start, is seeking consideration and approval for Head Start to spend up to \$38,000 on turf for Rio Vista Head Start.

Chairman Policy Council – Whitney Rouse

Date

Chairman Executive Committee – Judge Jim O’Bryan

Date

Vice Chair Executive Committee – Judge Brandon Corbin

Date

Approved at Policy Council and Executive Committee on 7-12-23.



July 2023



The Head Start office requires our program to report enrollment statistics to determine if programs have achieved and maintained enrollment levels. Enrollment data will be collected every month. This information will be combined enrollment for Head Start and Early Head Start and the Pregnant Mom's Program. – *Ofelia Baron*

Enrollment – May

	Funded Enrollment	Reported Enrollment	Percent Enrollment
Head Start Funded	406	411	99%
Early Head Start Funded	120	120	100%
Pregnant Moms Funded	8	8	100%

Disability – May

	Current	Actual Enrollment
HS # of Children with IEP	38	411
Percentage this month	9%	
EHS Children with IFSP	12	112 (children only)
Percentage this month	10.71%	
Total # of children with IEP/IFSP	50	523
Program wide % this month	9.56%	

HEAD START STAFF

Administrative Office
5430 Link Road
Phone (325)944-9666

Carolina Raymond
Director

Stephanie Hernandez
Assistant Director / Early Head Start
Education Manager

Cheryl Mayberry
Education & Disability Manager

Ofelia Barron
ERSEA & Facility Manager

Mary Husted
Compliance & Nutrition Specialist

Stacy Walker
Family & Community, Parent
Engagement Manager

Melissa Miranda
Health & Mental Health Manager



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Head Start

HEAD START & EARLY HEAD START

HEAD START (HS) promotes school readiness of children under 5 from low-income families through education, health, social and other services.

Early Head Start (EHS) provides intensive comprehensive child development and family support services to low-income infants and toddlers under the age of 3 and their families, and to pregnant women and their families.



To complete an online please contact the following sites below:

School	Director	Family Service Workers	Hours Operation	Phone
Christoval Head Start	Antionette Day	Antionette Day	7:45 am - 3:30 pm	325-896-7281
Day Head Start Early Head Start	Comoshontai Hollis	Cynthia Sosa Nelda Garza Lori Palacios Maida Rojas	7:45 am - 4:00 pm	325-481-3395
Eden Head Start	Mary Torres	Mary Torres	7:45 am - 3:30 pm	325-869-8703
Eldorado Head Start	Abigail Ussery	Abigail Ussery	7:45 am - 3:30 pm	325-853-3366
Menard Head Start Early Head Start	Bertha DeAnda	Bertha DeAnda	7:45 am - 3:30 pm	325-396-2885
Ozona Head Start	Tracy Ybarra	Tracy Ybarra	7:45 am - 3:30 pm	325-392-3429
Rio Vista Head Start Early Head Start	Michelle Aguirre	Kristy Geary Rebecca Salinas Maria Vasquez Emily Ceballos	7:45 am - 4:00 pm	325-659-3670



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Head Start



Program News

- We are planning training and preparing for the next school year.
- The relocation of classrooms from Blackshear Head Start to Rio Vista and Day is completed.

hello
SUMMER



CONCHO VALLEY
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Head Start

**WE'RE
HIRING**

JOIN OUR TEAM

Job Positions Available

Head Start Teacher Assistant @ Day and Rio Vista

Head Start Teacher @ Day

Substitutes @ San Angelo, Christoval, Eldorado, Menard, Eden, Ozona

Cook/Custodian @ Ozona

Part-Time Cook/Custodian @ Rio Vista and Day

Cook/Custodian Substitute @ San Angelo

CVCOG Head Start/Early Head Start

325-944-9666 / <https://www.cvcog.org/cvcog/>

5430 Link Rd. San Angelo, TX 76903