

Passaic Family Head Start, Inc.

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EMERGENCY PREPAREDNESS & RESPONSE PLAN ***(Updated 2025)***

Aligned with Head Start Performance Standards and NJ Licensing Regulations
(Updates previous Emergency Management Plan, 2019)

I. Purpose & Commitment

Passaic Family Head Start maintains a proactive approach to ensuring the **health, safety, and security** of children, families, staff, and visitors. This Emergency Preparedness & Response Plan outlines procedures for preventing, preparing for, responding to, and recovering from emergency situations.

Alignment to Head Start Standards:

- **1302.47(a)-(b)** Safety Practices & Monitoring
- **1302.31(b)(1)(i)** Safe Learning Environment
- **1302.45** Mental & Emotional Safety Supports
- **1302.90–1302.94** Staff Roles, Responsibilities, and Conduct
- **1302.102(b)** Continuous Improvement & Oversight
- NJ Child Care Licensing Emergency Drill Requirements (N.J.A.C. 3A:52)

II. Leadership Roles in Emergencies

Role	Name/Title	Responsibilities
Incident Commander	Tara Jones, M.A., Program Director	Coordinates response; communicates with emergency services; authorizes lockdown/evacuation/reunification.
Executive Oversight	Dr. Lillian Ramos, Executive Director	Coordinates inter-agency support & Board/Policy Council communication; approves major post-incident actions.
Health & Safety Coordinator / Designee	Administration/ HSS manager	Maintains drill schedules, safety logs, emergency kits, safety audits.

Site Managers / Supervisors	Yanyl Rosario, Nicholas Avalos	Ensure staff follow procedures and account for all children.
Teachers / Classroom Staff	All	Ensure child supervision, implement emergency actions, take attendance, and communicate needs.

III. Emergency Response Protocols (Replaces Color Codes)

Passaic Family Head Start **no longer uses color codes.**

Staff will respond using **plain-language commands** recognized by school safety and law enforcement partners.

Emergency Action	When It Is Used	Staff Response Steps
LOCKDOWN	Threat inside the building (person with weapon, violent intruder).	1. Lock doors 2. Turn off lights 3. Move to out-of-sight location 4. Maintain silence 5. Do not open door until <i>administrative "All Clear."</i>
SECURE CAMPUS	Threat outside the building (police activity nearby, suspicious person outside).	1. Bring all children inside 2. Lock exterior doors 3. Continue indoor activities 4. Await instructions.
EVACUATION	Fire, bomb threat, gas leak, structural hazard.	1. Evacuate along posted route 2. Carry attendance sheets & emergency go-bag 3. Reunite at designated assembly site.
SHELTER-IN-PLACE	Severe weather, poor air quality, environmental hazard.	1. Stay indoors 2. Seal doors/windows if needed 3. Follow instructions from administration.
REUNIFICATION	When children must be released to families from a site other than the school.	Follow documented Family Reunification Protocol and sign-out procedures.

IV. Communication During an Emergency

- The **Program Director (Incident Commander)** contacts **911** when needed.
- Internal staff alerts will be given by:
 - PA System, telephone, or Runners if needed.

- The **Program Director, Executive Director, or a designee** communicates with the event :
 - Families
 - Media
 - Community Agencies
 - Board & Policy Council

(Per Standard 1302.102 & best practice for rumor control.)

V. Accountability & Attendance

During *any* emergency action:

1. **Staff must bring attendance sheets.**
2. Staff must **account for every child and adult** in their care.
3. Any missing person is reported **immediately** to the Incident Commander and emergency responders.

This fulfills **1302.47(b)(4)(i)** Safe Supervision.

VI. Evacuation Sites

Site	Primary Off-Site Evacuation Location
68 Third Street	School #8 , 100 Fourth St, Passaic, NJ
91 Highland Avenue	School #10 , 151 Harrison St, Passaic, NJ

VII. Emergency Supplies

Each classroom must maintain:

- Updated attendance list
- Emergency go-bag
- Gloves and basic first aid supplies
- Contact list
- Child medications (per health care plan)

Training is conducted during **Pre-Service, professional development days, and ongoing**, per **1302.92 (Training & Professional Development)**.

VIII. Post-Incident Recovery

- Mental health support offered to children and staff (**1302.45**).
- Incident is documented and reviewed for **Continuous Improvement (1302.102)**.
- A parent communication letter is sent within 24 hours.
- The Program Director ensures **monthly safety audits**, per **1302.47(b)(1)(iii)**.

IX. Re-unification protocol: In the event that children must be evacuated and cannot return to the center, Passaic Family Head Start will use a structured Family Reunification Process to safely release children to their parent/guardian or an authorized emergency contact. The parent/guardian will be contacted via telephone and informed of our location. If the parent/guardian cannot be reached their child will remain safely with Passaic Family Head Start until contact can be made.

X. Drills & Training

Required:

- **Fire Drills:** 1 per month per site
- **Lockdown Drill:** Minimum 2 times per year
- **Evacuation Drill:** Minimum 1 time per year