

Family Resource Agency of North Georgia  
Head Start/Early Head Start Program

**Death or Serious Injury of Child  
Emergency Plan**

**Procedure**

At time of accident or discovery of the child, contact 911 (if available in area) or local emergency personnel immediately.

Administer first aide if appropriate.

Remove all children from area.

Close off the area to protect the scene.

Contact parent or guardian immediately.

Contact Administrative Office.

Report situation to CEO.

Maintain scene for investigation.

Provide any pertinent information to emergency personnel.

Report & cooperate with investigating officials, police, or coroner, if death occurs.

Complete Incident Report and fax to Administrative office.

Report situation to Regional office.

Report incident to appropriate licensing agency within 24 hours, call immediately and fax written documentation.

Follow up on investigation findings.

Report conclusion to Administrative office.

Forward reports to CEO, Regional office, and appropriate licensing agency

**Person Responsible**

Person who discovers

First Aide certified staff

Teaching Staff

Center Manager/Person in Charge

Center Manager/Person in Charge

Center Manager/Person in Charge

Director

Center Manager

All Staff Involved

All Staff Involved

Center Manager

Director

Director

Center Manager

Center Manager

Director