

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

Facility Emergency Plan

In case of utility outage or similar situations the following procedure will be followed:

<u>Procedure</u>	<u>Person Responsible</u>
Notify all staff of situation	Person who discovers
Evaluate the situation and make a decision	Center Manager or Person in charge

Children can remain at the center for 2 hours if there is no potential danger for children, staff, or volunteers.

Explain the situation to the children and assure them they are safe	Teaching staff/volunteers
Contact local utility provider to investigate the duration of outage	Center Manager
If evacuation is required, the children will be taken to	Center Manager

_____, as
(name, address and phone number)
**recommended by the local emergency management
authorities**

**Location of children will be posted on outside
of door at each entrance**

Notify parents/guardians of location of children for pick-up	Center Manager
<u>Children will be counted and report #2315 will be used to assure presence of all children</u>	Teaching Staff
Assure that children remain calm and occupied until situation is under control	Teaching staff/Volunteers