

**Lower Columbia College Head Start/EHS/ECEAP  
Facilities, Materials and Equipment  
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*For Emergency Procedures & Classroom Postings, see HLTH Section 2 of the Staff Handbook, Volume 2*

*For First Aid Kits, see HLTH Section 3 of Staff Handbook, Volume 2*

*For Posted Emergency Evacuation Routes, see HLTH Section 7 of Staff Handbook, Volume 2*

See also:        *EDUC 9a        Environment Design & Organization Policy & Procedure*  
                      *EDUC 9b        Outdoor Policy*  
                      *EDUC 9m        Selection of Equipment, Toys, Materials & Furniture Policy & Procedure*

**Lower Columbia College Head Start/EHS/ECEAP  
Facilities, Materials, and Equipment Policy & Procedure**

**Policy**

Our program's physical environment supports the delivery of high quality services to all children and families. Facilities, materials, and equipment are selected and maintained to create a learning environment that is safe, accessible, welcoming, comfortable, age-appropriate, culturally sensitive, and in keeping with the individual needs of children and families and the particular features of our program and community. Proper attention is paid to the issues of safety and sanitation, which protects children's health and keeps them free from injury. This environment helps to ensure the full participation of children, families and staff, including those with disabilities, in our program.

**Procedure**

Through use of the following tools our program meets applicable State and local licensing and zoning requirements; fire, health, and safety regulations; and laws regarding environmental hazards; and provides for the maintenance, repair, safety, and security of all program facilities, materials and equipment:

- LCC Head Start/EHS/ECEAP Smoke Free Policy
- Washington State Department of Agriculture (WSDA) Compliance Guide for the use of Pesticides.
- LCC Head Start/EHS/ECEAP Emergency Response Procedures Notebook
- LCC Head Start/EHS/ECEAP Exposure Control Plan
- LCC Head Start/EHS/ECEAP Handbooks
- LCC Head Start/EHS/ECEAP Health Care Plan
- Office of Head Start (OHS) Safe Environments Protocol
- Monthly/Annual Health & Safety Checklists
- DST Classroom Set-Up Checklist
- Classroom Inventory List
- Fire Extinguisher Servicing Schedule
- Cleaning and Sanitizing Record
- Daily Cleaning Log of Indoor/Outdoor Area
- Daily Cleaning Log of Kitchen

*Policy Complies with Head Start Performance Standard 1304.53*

## **Lower Columbia College Head Start/EHS/ECEAP Annual Inspection Procedure**

### **Procedure**

A Health and Safety Checklist will be completed annually, in November/December, for each program building and accompanying outdoor area.

- Annual Health and Safety Checklists (FACI 1b) will be completed by a designated employee.
- Items needing improvement that pose an immediate health and/or safety threat, will be addressed the day of the inspection.
- Items that are at the end of product life, but are not a safety risk, can be replaced at end of year spenddown.
- Items needing improvement, that do not pose an immediate health and/or safety threat, will be addressed as follows:
  - ❑ Time and resources allowing, simple items (providing an emergency light source, etc.) will be corrected the day of the inspection. The Area Manager will facilitate these corrections.
  - ❑ The designated employee will create Inspection Summaries for each building inspected. The designated employee will maintain the permanent record of all Inspection Summaries including current follow-up status information and completion dates.
  - ❑ Within seven (7) days of individual Health and Safety Checklist completion, the designated employee will provide copies and/or e-mail attachments of Inspection Summaries to the Director, Assistant Director, appropriate Area Manager, EHS Supervisor and/or appropriate Leadership Team member.
  - ❑ All items needing improvement will be addressed in a timely manner. The designated employee will contact the Area Manager, EHS Supervisor and/or appropriate Leadership Team member to determine action plans for addressing each item. Action to be Taken, Who's Responsible and Timelines will be noted on the designated employee's copy of the Inspection Summary and also on follow-up e-mails to responsible parties.
  - ❑ Area Managers, EHS Supervisor and other appropriate Leadership Team members will e-mail or otherwise communicate follow-up and completion status to the designated employee. This status information is to be provided by mid-February and then at regular intervals until all items have been addressed. Again, the designated employee will maintain current follow-up status information and completion dates on the permanent record of each Inspection Summary.
  - ❑ The designated employee will inform the Director, Assistant Director, Area Manager, EHS Supervisor or appropriate Leadership Team member when all needed improvements, stated on an Inspection Summary, have been completed. At that time, the Inspection Summary and accompanying Health and Safety Checklist will be placed in the Annual Inspection file located in the Health Specialist's office.

**Lower Columbia College Head Start/EHS/ECEAP  
ANNUAL HEALTH AND SAFETY CHECKLIST**

Center: \_\_\_\_\_ LOC ID or Area: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_

*OK, Needs Improvement (NI), Immediate Concern (IC), Not Applicable (NA)*

**FACILITIES**

1. All areas and equipment are safe, clean, free from pests and poisonous plants. All classroom plants are labeled.  
Notes:
  
2. Painted toys use lead-free paint.  
Notes:
  
3. Current child care, health, fire, and other applicable licenses and inspection certificates are present on site.  
Notes:
  
4. All indoor and outdoor spaces meet the minimum square footage requirements per local, state, and Head Start regulations. 75 sq ft per child for outdoor and 35 sq ft per child for indoor space.  
Notes:
  
5. Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.  
Notes:
  
6. Medication is properly stored and labeled, and is not accessible to children.  
Notes:
  
7. Children are protected from potential hazards including choking, strangulation, electrical, drowning, contagious diseases, and those presented by windows and glass doors, including falls and breakage. Windows can only be opened up to 5 inches or are inaccessible to children.  
Notes:

8. Lighting is sufficient for all classroom activities. Emergency lighting is available in each classroom and windowless rooms.

Notes:

9. Garbage is stored in a safe and sanitary manner to prevent contamination. All garbage cans have lids.

Notes:

10. All doors, including restrooms, are at least 32 inches wide.

Notes:

11. Interior and exterior door handles are easy to grasp for adults and children.

Notes:

12. Porches, steps, balconies, and/or decks have railings at least 36 inches high, and non-skid surfaces.

Notes:

13. There is a railing in any stairway which is at child height. Stairway gates are in place when appropriate.

Notes:

14. The building has a restroom large enough for a wheelchair to turnaround (51 inch minimum) and provides grab bars in the toilet stall.

Notes:

15. The building has a restroom with a sink at least 30 inches high with room for a wheelchair to roll under. Sink handles are easily reachable.

Notes:

16. Soap dispensers and towels are not more than 48 inches from the floor.

Notes:

17. Toilets and handwashing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.

Notes:

18. Toileting and diapering areas are separated from areas used for food preparation, service and eating, and are equipped with sanitizing supplies for exclusive use in the area.

Notes:

19. Cleaning supplies and other potentially dangerous materials are not accessible to children.

Notes:

20. Children and staff are protected from potential injuries from HVAC systems, including burns from hot water (should not exceed 120 degrees). Portable heaters must not be used inside early learning program space during operating hours.

Notes:

21. Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants. Pesticides are applied per procedure.

Notes:

22. Child accessible electrical outlets have blank wall plate covers or are tamper resistant. Cords are secured to the wall.

Notes:

23. Children are protected from any hazards posed by classroom pets.

Notes:

24. Designated handicap parking spaces are 96-inches wide with a 60-inch access aisle.

Notes:

### **EMERGENCY PREPARATION**

25. Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.

Notes:

26. Fire Extinguishers are available, accessible, tested, and serviced regularly.

Notes:

27. Smoke, carbon monoxide, and if applicable, radon detectors are installed, properly located, and tested regularly.

Notes:

28. For evacuation in an emergency, walkways are clear and wide enough for a wheelchair. Doors open in the direction of exiting.

Notes:

29. Matches and lighters are not accessible to children.

Notes:

30. Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.

Notes:

#### **CENTER KITCHEN**

31. Cleaners and other toxic products are stored in their original containers away from food, inaccessible to children, and in locked cabinets.

Notes:

32. Non-perishable food is stored in labeled, insect resistant containers.

Notes:

33. Foods are stored at least 6 inches off the floor in dry good storage area.

Notes:

34. Perishable food is stored in covered containers in the refrigerator.

Notes:

35. Food preparation surfaces are clean and free from damage.

Notes:

36. Electrical cords are placed where people will not trip over them or pull them.

Notes:

37. There are no sharp or hazardous cooking utensils within reach of children.

Notes:

38. Class K fire extinguisher is easily accessible, tested, and serviced regularly.

Notes:

### **PLAYGROUND**

39. All playground areas are visible to supervising adults.

Notes:

40. Play equipment is kept in good repair and suited to the age level of children.

Notes:

41. Play equipment has soft ground surface underneath, such as grass or wood chips, at least 9 inches deep in fall zones.

Notes:

42. Equipment that can collect water has drainage holes.

Notes:

43. Fences, barriers, and gates must be in good condition, discourages climbing, have no gap through which a sphere with a diameter of three and one-half inches can pass, and have a minimum height of forty-eight inches.

Notes:

44. Exiting mechanisms on gates from a licensed outdoor play area to unlicensed space must be equipped with a self-closing and self-latching mechanism. All exiting gates are equipped with an alarm that sounds when opened.

Notes:

**Lower Columbia College Early Head Start  
MONTHLY HEALTH AND SAFETY CHECKLIST**

<b>SITE:</b>	<b>MONTH:</b>	<b>REVIEWER:</b>
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ITEM	OK	NO	PROBLEM/ISSUE	DATE CORRECTED
<b>CLASSROOM ENVIRONMENT</b>				
Electrical cords are undamaged and kept out of children's reach, doorways and traffic patterns. Extension cords are used as per fire codes (only electrical strip with circuit breaker).				
Unused electrical outlets are blocked by furniture. (No child safety plugs used. Outlets near sinks, toilets or other water sources must be inaccessible to children or be tamper resistant.)				
Strings, cords, and/or wires that may cause strangulation are inaccessible to children outside of supervised classroom activities.				
Non-emergency medications are kept in a labeled and locked cabinet and are inaccessible to children; medications for the skin (topical) are kept separate from medications that children swallow (oral); medication is stored away from food and cleaning products.				
All medication in classroom is current and labeled with child's full name.				
Emergency medications are stored in a labeled cabinet, are inaccessible to children, and stored where they are easily accessible to staff.				
Cleaning products are kept in a locked cabinet that is not accessible to children; bleach solution bottles are stored in area where it is not accessible to children, at all times.				
Windows are constructed, secured and adjusted to prevent children's injury and escape; climbing structures are placed away from windows.				
Fresh air/ventilation is available in classroom.				
Classroom temperature must be between 65-75 degrees Fahrenheit in winter and more than 82 degrees Fahrenheit in the summer.				
Food Services and storage area is at least 8 feet in distance from diaper changing table, counter or sinks used for diaper changing.				
Kitchen or food service area is not accessible to children, unless there is constant supervision by an adult.				
Non-perishable food is stored in original packaging or in labeled, insect-resistant containers (metal/plastic) at least 6 inches off of the floor in dry and clean storage area away from toxic materials or cleaning supplies.				
Plates, napkins, and/or eating utensils are stored in cabinet away from toxic materials or cleaning supplies.				
Perishable food is stored in covered containers and refrigerated.				
Hygiene supplies, sinks and toilets are accessible to children.				

ITEM	OK	NO	PROBLEM/ISSUE	DATE CORRECTED
<b>CLASSROOM ENVIRONMENT (cont.)</b>				
Classroom food refuse containers are covered at all times; trash is stored away from area where food is prepared.				
Bathrooms are in working order and in good repair, clean and sanitized.				
The Diaper Changing and Bathroom Procedure is posted at each diaper changing station and/or classroom bathroom.				
Disinfectant solution is made daily, labeled, and inaccessible to children (20 oz. spray bottle, 1 ¼ teaspoon of 6% bleach).				
Classroom surfaces are cleaned and sanitized prior to class; before and after meals; before and after tooth brushing; after diaper changing, and before and after food and are activities without children seated at tables.				
Spray bottles with soap/water solution and water are available for 3-step process.				
Cleaning products are kept in a locked cabinet that is not accessible to children; bleach solution bottles are stored in an area where it is not accessible to children at all times.				
Refrigerators in classroom are cleaned at least monthly.				
Diaper changing area is located away from areas used for cooking, eating, or children’s activities.				
Cribs use firm, moisture resistant and easily cleaned and sanitized mattress and tight fitted sheet; must be free from tears or holes, and cleaned and sanitized weekly or more often as needed if assigned to one child; are free of soft bedding materials such as comforters, pillows, fluffy blankets and stuffed toys.				
Infants who are sleeping are actively supervised by visibly checking every 15 minutes and within sight and hearing range, when an infant goes to sleep, is sleeping, and when waking up; children are placed on their back and if an infant turns over while sleeping, will be turned back on to back until child is able to independently roll from front to back and back to front; children who are able to roll independently will have a sign on crib that states they are able to independently roll over.				
Cribs are at least three feet apart from each other or children are placed in alternating head-to-foot positions, at least three feet apart.				
Furniture is placed away from windows and cleaned monthly or more often as needed.				
Facilities are available for the proper storage and handling of breast milk and formula; all breast milk stored in freezer is less than 30 days old; any unused milk is returned to parent.				
Accommodations for nursing mothers are present.				
Hygienic storage provided for toothbrush and cup.				

ITEM	OK	NO	PROBLEM/ISSUE	DATE CORRECTED
<b>CLASSROOM ENVIRONMENT (cont.)</b>				
Bottle preparation areas must include a sink and be at least 8 feet from a diaper changing table or counter and sink used for diaper changing.				
Bottles and nipples are in good repair; bottles are warmed under warm running water, in a container of water, or a bottle warmer; water from a diaper changing sink must not be used for bottle preparation; bottle nipples are covered if bottles are prepared ahead.				
Daily supervised tooth brushing with toothpaste and wiping of infant gums occurs.				
Toothbrush holder is sanitized daily with a bleach solution.				
Floors have non-slip surface for sinks and sensory table.				
Infant areas must place a clean blanket over large rugs or carpets, or clean rugs/carpets at least once per month or more often if stains are present.				
Lighting is bright enough so children and adults can see materials, activities and pathways; lighting is sufficient for staff to observe skin color and the rise and fall of chest of children who are sleeping in the classroom.				
No Smoking and No Vaping signs are visible at entrance to the building.				
Classroom exit door alarms work properly to alert staff if children attempt to leave the classroom without proper supervision.				
<b>PLAYGROUND ENVIRONMENT</b>				
Free of poisonous foliage, sharp branches, thorns, poisonous mushrooms, bee/wasp nests, animal feces, and sharp splinters, bolts, nails, glass, needles, or other sharp objects.				
Swings, tricycles, play structures, toys, etc. are inspected for cracks, sharp edges, broken and removable parts that may cause injury and/or a choking hazard.				
Sandboxes have appropriate coverage to prevent safety and health issues cause by water, insects, or wild animals.				
Areas under play structures and swings should have ground cover (such as grass, wood chips-9" depth to ensure safety).				
Appropriate fencing and gates, for child safety, are in place; gate latches and alarms work properly and prevent children from entering unsafe or unsupervised areas.				
Visible playground boundaries and rules established.				
Playground emergency exits are clear and free of any items, play, and/or structure that may block or cause a safety hazard during exit on playground during an emergency.				

ITEM	OK	NO	PROBLEM/ISSUE	DATE CORRECTED
<b>EMERGENCY PREPARATIONS</b>				
The first aid kit is checked monthly for supplies and is kept in a labeled cabinet that is easily accessible during an emergency.				
Check fanny pack for 5XL bandages, 20 reg. bandages, 2 ice packs, 1 travel Kleenex, 2 disposable gloves.				
Monthly fire and earthquake drills are documented and posted in classroom.				
Evacuation Plan is posted in each room and hallway and utilized during fire/earthquake drills.				
Evacuation path, including hallways and stairs, is free of obstruction.				
All exits are clearly marked, free of clutter and any other items that may fall and obstruct exit during an emergency.				
Emergency supplies (backpack) is stored by classroom's emergency exit and is easily accessible to be rolled out of the classroom during an emergency.				
The CPR, First Aid, and Choking poster is posted in classroom where it is in clear view during an emergency.				
Inspection of Fire Extinguisher, Carbon Monoxide Detector, and Fire Alarm is or up to date. (Turn fire extinguisher upside down and back and then check charge indicator. Fire extinguisher is mounted, easily accessible, charged, and has a current inspection date; C.M.D.-press and hold button on face of detector to check battery status-if no beep, new batteries needed.)				
Emergency Medical and Dental procedures are posted in clear view.				
Emergency telephone numbers are posted near each phone in clear view.				
There is an emergency light source (flashlight in first aid kit with extra set of batteries) in a marked cabinet.				
There is an emergency light source in windowless bathrooms.				

**Lower Columbia College Head Start/ECEAP  
DIRECT SERVICE TEAM – MONTHLY HEALTH AND SAFETY CHECKLIST**

<b>SITE:</b>	<b>MONTH:</b>	<b>REVIEWER:</b>
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ITEM	OK	NO	PROBLEM/ISSUE	DATE CORRECTED
<b>CLASSROOM ENVIRONMENT</b>				
Electrical cords are undamaged and kept out of children's reach, doorways and traffic patterns; extension cords are used as per fire codes (only electrical strip with circuit breaker).				
Unused electrical outlets are blocked by furniture. (*N/A to LCC, MP and Barnes Centers due to having child-protection outlets.) No child safety plugs used in classroom.				
Classroom is clear of tripping hazards, pointy or sharp edges or entrapment hazards.				
Strings, cords, and/or wires that may cause strangulation are inaccessible to children outside of supervised classroom activities.				
Adult size scissors, hole punchers, rulers, pencil sharpeners, etc. are stored in a cabinet and are inaccessible to children at all times.				
Non-emergency medications are kept in a labeled and locked cabinet and are inaccessible to children. Medications for the skin (topical) are kept separate from medications that children swallow (oral). Medication is stored away from food and cleaning products.				
Emergency medications are stored in a labeled cabinet, are inaccessible to children, and stored where they are easily accessible to staff.				
All medication in classroom is current and labeled with child's full name.				
Window are constructed, secured and adjusted to prevent children's injury and escape; climbing structures are placed away from windows.				
Fresh air/ventilation is available in classroom.				
Classroom temperature must be between 65-75 degrees Fahrenheit in winter and no more than 82 degrees Fahrenheit in the summer.				
Kitchen or food service area is not accessible to children, unless there is constant supervision by an adult.				
Food Service and storage area is at least 8 feet in distance from diaper changing table, counter or sinks used for diaper changing.				
Non-perishable food is stored in original packaging or in labeled, insect-resistant containers (metal/plastic) at least 6 inches off of the floor in dry and clean storage area away from toxic materials or cleaning supplies.				
Perishable food is stored in covered containers and refrigerated.				
Plates, napkins, and/or eating utensils are stored in cabinet away from toxic materials or cleaning supplies.				
Classroom food refuse containers are covered at all times. Trash is stored away from area where food is prepared.				

ITEM	OK	NO	PROBLEM/ISSUE	DATE CORRECTED
<b>CLASSROOM ENVIRONMENT (cont.)</b>				
Hygiene supplies, sinks and toilets are accessible to children.				
Bathrooms are in working order and in good repair, clean and sanitized.				
Disinfectant solution is made daily, labeled, and inaccessible to children (24 oz. spray bottle, 1 ¼ tsp. of 6% bleach).				
Sanitizing solution is made daily, labeled, and inaccessible to children (24 oz. spray bottle, ½ tsp. of 6% bleach).				
Classroom surfaces are cleaned and sanitized prior to class, before and after meals, tooth brushing, food activities, art activities, etc. without children seated at tables.				
Cleaning products are kept in a locked cabinet that is not accessible to children; bleach solution bottles are stored in an area where it is not accessible to children at all times.				
Refrigerators in classroom are cleaned at least monthly.				
Toothbrushes are clean and separate from others; stored in cabinet that is inaccessible to children.				
Toothbrush holder is sanitized once a week with a bleach solution.				
Floors have non-slip surface for sinks and sensory table.				
Floors are clean (carpet and rugs vacuumed and uncarpeted floors swept and mopped).				
Room lighting is bright enough so children and adults can see materials, activities and pathways.				
Furniture, toys and equipment are in safe condition and stored in an orderly fashion. (No peeling paint, cracks, sharp edges or missing parts.)				
Toys are cleaned and sanitized at least weekly and as needed to prevent spread of infection.				
Water tables are emptied and sanitized after each use.				
Plants are labeled and non-poisonous.				
Classroom exit door alarms work properly to alert staff if children attempt to leave the classroom without proper supervision.				
<b>PLAYGROUND ENVIRONMENT</b>				
Free of poisonous foliage, shar branches, thorns, poisonous mushrooms, bee/wasp nests, animal feces, and sharp splinters, bolts, nails, glass, needles or other sharp objects.				
Areas under play structures and swings should have ground cover (such as grass, wood chips-9" depth) to ensure safety.				
Gate latches and alarms work properly and prevent children from entering unsafe or unsupervised areas; visible playground boundaries and rules established.				
Sandboxes have appropriate coverage to prevent safety and health issues caused by water, insects or wild animals.				

ITEM	OK	NO	PROBLEM/ISSUE	DATE CORRECTED
<b>PLAYGROUND ENVIRONMENT (cont.)</b>				
Fences, barriers, and gates must be in good condition, have no gap through which a sphere with a diameter of 3½ inches or conform in height to applicable local codes. The opening between a fence post and gate or fence post and building must have no gap through which a sphere with a diameter of 3½ inches can pass.				
Playground emergency exit is clear and free of any items, plant, and/or structure that may block or cause a safety hazard during exit of playground during an emergency.				
Swings, bikes, helmets, play structures, and toys, etc. are inspected for cracks, sharp edges, broken and removable parts that may cause injury and/or a choking hazard.				
<b>EMERGENCY PREPARATIONS</b>				
The first aid kit is checked monthly for supplies and is kept in a labeled cabinet that is easily accessible during an emergency.				
Fanny pack inventory must include: 5XL Bandages, 20 Regular Bandages, 2 Ice Packs, 1 Travel Kleenex, 2 Disposable Gloves.				
Monthly fire and earthquake drills are documented and posted in classroom.				
Evacuation path, including hallways and stairs, is free of obstruction.				
Evacuation Plan is posted by classroom’s emergency exit and in building hallway and utilized during fire/earthquake drills.				
Emergency supplies (backpack) is stored by classroom’s emergency exit and is easily accessible to be rolled out of classroom during an emergency.				
The CPR, first aid, and choking poster is posted in classroom where it is in clear view during an emergency.				
All exits are clearly marked, free of clutter and any other item that may fall and obstruct exit during an emergency.				
Inspection of Fire Extinguisher, Carbon Monoxide Detector, and Fire Alarm is or up to date. (Turn fire extinguisher upside down and back, then check charge indicator. Fire extinguisher is mounted, easily accessible, and has a current inspection date. C.M.D. – press and hold button on face of detector to check battery status – if no beep, new batteries are needed.)				
Emergency telephone numbers are posted near each phone.				
There is an emergency light source in a marked cabinet (flashlight in first aid kit with extra set of batteries on hand).				
There is an emergency light source in windowless bathrooms.				

**Lower Columbia College Head Start / EHS / ECEAP**  
**Notice of Pesticide Application**

Site \_\_\_\_\_

A) The product name of the pesticide to be applied:

\_\_\_\_\_

B) The intended date and time of the application:

\_\_\_\_\_

C) The location to which the pesticide is to be applied:

\_\_\_\_\_

D) The pest to be controlled:

\_\_\_\_\_

E) The name and phone number of a contact person at the school:

\_\_\_\_\_

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Posting Requirements / NOTIFICATION SIGNS: Must be posted at the location of the application; Be a minimum of 8 ½ inches by 11 inches in size; Include the heading: “Notice: Pesticide Application”; Shall state: The product name of the pesticide; the date and time of application; the location to which the pesticide was applied; the pest to be controlled and the name and telephone number of a contact person at the school; Be printed in colors contrasting to the background as required by RCW 17.21.415(6)(c).

Blanket Notification System: Parent/guardians notifications will be sent home with students. Staff member notifications will be placed in staff boxes. Notifications will be posted and made at least 48 hours in advance of a pesticide application. Posted notification signs will remain in place for at least 24 hours from the time the application is completed OR for the label stated restricted entry interval which ever is longer.

**Lower Columbia College Head Start / EHS / ECEAP**  
**Aviso de Aplicación de Pesticidas**

*Sitio* \_\_\_\_\_

A) El nombre del producto de la pesticida que se va a aplicar:

\_\_\_\_\_

B) La fecha y hora proyectada de la aplicación:

\_\_\_\_\_

C) El lugar donde se va a aplicar la pesticida:

\_\_\_\_\_

D) Lo cosa que se va a controlar:

\_\_\_\_\_

E) El nombre y numero telefónico de una persona de contacto en la escuela:

\_\_\_\_\_

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Requisitos de Anunciar / AVISOS DE NOTIFICACIÓN: Tienen que estar pegadas en el lugar de la aplicación; Ser un mínimo de 8 ½ por 11 pulgadas en tamaño; Incluir el título: "Aviso: Aplicación de Pesticidas"; Dirá: El nombre del producto de la pesticida; la fecha y la hora de la aplicación; el lugar donde se aplicó la pesticida; la cosa que se va a controlar y el nombre y numero telefónico de una persona de contacto en la escuela; Hay que imprimirla en colores por contraste con el trasfondo, como requiere el RCW 17.21.415(6)(c).

Sistema de Notificación Amplia: Se mandará notificaciones para padres/tutores a la casa con los niños. Se pondrá las notificaciones para los personales in sus cajas personales. Se hará y se pegará notificaciones al menos 48 horas antes de la aplicación de pesticidas. Avisos de notificación pegados permanecerán por al menos 24 horas desde el fin de la aplicación O por el tiempo de entrada restringido dicho en la etiqueta, lo que sea mas largo.

**Lower Columbia College Head Start / EHS / ECEAP  
Notice of Landscape Pesticide Application**

***THIS LANDSCAPE HAS BEEN RECENTLY SPRAYED OR  
TREATED WITH PESTICIDES BY YOUR SCHOOL***

- A) The product name of the pesticide to be applied:  
\_\_\_\_\_
- B) The intended date and time of the application:  
\_\_\_\_\_
- C) The location to which the pesticide is to be applied:  
\_\_\_\_\_
- D) The pest to be controlled:  
\_\_\_\_\_
- E) FOR MORE INFORMATION PLEASE CALL:  
*(The name and phone number of a contact person at the school)*  
\_\_\_\_\_

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Posting Requirements / NOTIFICATION SIGNS: Must be placed at the location of application, in the main office of the school & at each primary point of entry to school grounds; Be a minimum of 4 to 5 inches in size; Have the headline: "THIS LANDSCAPE HAS BEEN RECENTLY SPRAYED OR TREATED WITH PESTICIDES BY YOUR SCHOOL"; Have as the footer: "FOR MORE INFORMATION PLEASE CALL"; Include the name and telephone number of a contact person at the school; Be printed in colors contrasting to the background as required by RCW 17.21.415(6)(c)

Blanket Notification System: Parent/guardians notifications will be sent home with students. Staff member notifications will be placed in staff boxes. Notifications will be posted and made at least 48 hours in advance of a pesticide application. Posted notification signs will remain in place for at least 24 hours from the time the application is completed OR for the label stated restricted entry interval which ever is longer.

**Lower Columbia College Head Start / EHS / ECEAP**  
**Aviso de Aplicación de Pesticidas en la Tierra**

***ESTA TIERRA HA ESTADO RECIENTEMENTE ROCIADA Y  
TRATADA CON PESTICIDAS POR SU ESCUELA***

- A) El nombre del producto de la pesticida que se va a aplicar:  
\_\_\_\_\_
- B) La fecha y hora proyectada de la aplicación:  
\_\_\_\_\_
- C) El lugar donde se va a aplicar la pesticida:  
\_\_\_\_\_
- D) Lo cosa que se va a controlar:  
\_\_\_\_\_
- E) Para mas información, por favor llame al:  
**(El nombre y número telefónico de una persona de contacto en la escuela)**  
\_\_\_\_\_

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Requisitos de Anunciar / AVISOS DE NOTIFICACIÓN : Tienen que estar pegadas en el lugar de la aplicación, en la oficina principal de la escuela y en cada punto primario de entrada al terreno de la escuela; Ser un mínimo de 4 por 5 pulgadas en tamaño; Tener el título: “*ESTA TIERRA HA ESTADO RECIENTEMENTE ROCIADA Y TRATADA CON PESTICIDAS POR SU ESCUELA*”; incluir al fondo: “*PARA MAS INFORMACIÓN, POR FAVOR LLAME*”; Incluir el nombre y numero telefónico de una persona de contacto en la escuela; Hay que imprimirla en colores por contraste con el trasfondo, como requiere el RCW 17.21.415(6)(c).

Sistema de Notificación Amplia: Se mandará notificaciones para padres/tutores a la casa con los niños. Se pondrá las notificaciones para los personales in sus cajas personales. Se hará y se pegará notificaciones al menos 48 horas antes de la aplicación de pesticidas. Avisos de notificación pegados permanecerán por al menos 24 horas desde el fin de la aplicación O por el tiempo de entrada restringido dicho en la etiqueta, lo que sea mas largo.

**Lower Columbia College Head Start/EHS/ECEAP**  
**Fire Extinguisher Servicing Schedule**

Program fire extinguishers are serviced annually and tagged with the service date. This ensures approved, working fire extinguishers are readily available.

All program fire extinguishers are always in place and serviced by a local servicing company who comes to the center.

**Center-Based Fire Extinguishers**

Centers located in a school district building, the annual fire extinguisher services will be scheduled by the school district they are in.

All other centers' annual fire extinguisher service will be scheduled by LCC Campus Services or the Health Specialist.

**Program Vehicles/Bus Fire Extinguishers**

- Health Specialist or Transportation Supervisor

*Schedule complies with Head Start Performance Standard 1304.53(a)(10)(v).*

**LOWER COLUMBIA COLLEGE HEAD START/EHS/ECEAP**  
**Smoke-Free Environment Policy**

Lower Columbia College Head Start/EHS/ECEAP recognizes the adverse effects of tobacco, vaping, and cannabis smoke on the health of children and adults. The program further recognizes tobacco, vaping, and cannabis use as a safety and environmental hazard. Due to our program's concern for the health and safety of our students, parents, volunteers, consultants, and staff members, Lower Columbia College Head Start/EHS/ECEAP hereby prohibits smoking, the use of any smoking device, or carrying of any lighted smoking instrument at all times within all buildings and within 25 feet of an entrance, exit, window, or vent into any building utilized by the program. This includes classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms (used in the evenings as well as during the day), hallways, outdoor play areas, parking lots, sidewalks, landscaped areas and program vehicles. Smoking materials must be properly extinguished and disposed of when entering program property or exiting a vehicle. Improper disposal includes but is not limited to: spitting of tobacco product, littering (ex. discarding of cigarette butts, throwing cigarette butts out the window, leaving spit container, etc.) Head Start / EHS / ECEAP staff and all volunteers shall refrain from smoking and vaping when involved in the following off-site program activities: field trips, neighborhood walks and other outdoor group activities.

The intent of this policy is to eliminate exposure to passive smoke, environmental tobacco smoke (ETS), cannabis smoke, and vaping chemicals by students, parents, volunteers, and staff at program sites. Therefore, any designated smoking area shall be outdoors, outside of the 25 feet minimum space from an entrance, exit, window or vent into the building even if children are not present. Using, consuming, or being under the influence of cannabis on licensed space is prohibited at all times.

“No smoking or vaping” signs shall be posted and visible at each building entrance. All staff, parents, and visitors are required to comply with this policy, which shall remain in force at all times.

**Lower Columbia College Head Start / EHS/ ECEAP**  
**Safe Learning Environment Policy**

Lower Columbia College Head Start / EHS/ ECEAP staff members, program parent / guardians and volunteers value a safe learning environment. Therefore, all program locations and activity sites are drug, drug paraphernalia, tobacco, alcohol and weapon free zones.

*This policy complies with Head Start Performance Standard 1304.22(d)(1) & (2)*





**Lower Columbia Head Start/EHS/ECEAP**  
**Process for Arranging Pesticide Application to Treat Insect Infestation**

When a staff member suspects or recognizes an infestation of insects, such as ants, the staff member is to notify the Area Manager of the building/grounds with the potential infestation and the LCC Head Start/EHS/ECEAP Administrative Services Manager.

The Administrative Services Manager will submit a Work Order to Campus Services to treat the infestation with the application of an appropriate pesticide. *(Ultra Kill Ant & Roach Killer has been used in the past. Hot Shot Max Attrax Bait 2 has also been used in the past but the latter is poisonous "Bait Traps" which cannot be placed in a building (or outdoors) where children are present or could potentially be present. These poisonous "Bait Traps" have been put out on a Friday evening after all children and/or adults have left the building and then removed that Sunday evening before any children and/or adults enter the building on Monday.)*

A Campus Services Custodial Staff Member is then to contact the Area Manager of the building/grounds to be treated to provide the Safety Data Sheet (SDS) on the pesticide to be applied and to make arrangements for when the pesticide will be applied (and if "Bait Traps" are used when they will be removed). *(If the Area Manager is not contacted within 24-hours by Campus Services regarding treating the infestation, the Area Manager will work with the Administrative Services Manager to make this contact.)* A pesticide application is normally done on a Friday evening after all children and/or adults have left the building and grounds.

The Area Manager will fill-out the Notice of Pesticide Application FACI 1d *(Building Application)* OR Notice of Landscape Pesticide Application FACI 1e *(Landscape Application)*, place a copy of the Notice in their Area Manager Notebook with a copy of the Pesticide Safety Data Sheet (SDS) and then take steps outlined in the Pesticide Application Posting and Notification Procedures FACI 1k. If "Bait Traps" as mentioned above are used, the Area Manager needs to state the required removal date of the "Bait Traps" on the form to ensure no children are exposed or potentially exposed to them. *(If a copy of the current SDS is already present in the Area Manager's Notebook, from a previous application, another copy does not need to be placed in their notebook.)*

**Lower Columbia College Head Start / EHS / ECEAP  
Pesticide Application Posting and Notification Procedures**

1. Lower Columbia College Head Start / EHS / ECEAP notification system notifies interested parents or guardians of students and employees at least 48-hours before a pesticide application to a school facility.
2. The notification system includes posting of the notification in a prominent place in the main office of the school.
3. All notifications to parents, guardians, and employees include the heading “Notice: Pesticide Application” and, at a minimum, state:
  - a. The product name of the pesticide to be applied;
  - b. The intended date and time of application;
  - c. The location to which the pesticide is to be applied;
  - d. The pest to be controlled; and
  - e. The name and phone number of a contact person at the school.
4. A school facility application must be made within 48-hours following the intended date and time stated in the notification or the notification process shall be repeated.
5. At the time of application, LCC Head Start / EHS / ECEAP will post notification signs for all pesticide applications made to school facilities unless the application is otherwise required to be posted by a certified applicator under the provisions of RCW 17.21.410(1)(d).
  - a. Notification signs for applications made to school grounds by school employees shall be placed at the location of the application and at each primary point of entry to the school grounds. The signs shall be a minimum of four inches by five inches and shall include the words: “THIS LANDSCAPE HAS BEEN RECENTLY SPRAYED OR TREATED WITH PESTICIDES BY YOUR SCHOOL” as the headline and “FOR MORE INFORMATION PLEASE CALL” (all capital letters) as the footer. The footer shall provide the name and telephone number of a contact person at the school.
  - b. Notification signs for applications made to school facilities other than school grounds shall be posted at the location of the application. The signs shall be a minimum of 8.5 x 11 inches in size and shall include the heading “Notice: Pesticide Application” and, at a minimum, shall state:
    - i. The product name of the pesticide applied;
    - ii. The date and time of application;
    - iii. The location to which the pesticide was applied;
    - iv. The pest to be controlled; and
    - v. The name and phone number of a contact person at the school.
  - c. Notification signs shall be printed in colors contrasting to the background.
  - d. Notification signs shall remain in place for at least 24-hours from the time the application is completed. In the event the pesticide label requires a restricted entry interval greater than 24-hours, the notification sign shall remain in place consistent with the restricted entry interval time as required by the label. Schools are not liable for posters that are removed by unauthorized persons.

6. A school facility application does not include the application of antimicrobial pesticides or the placement of insect or rodents baits that are not accessible to children.
7. The pre-notification requirements of this section do not apply if the school facility application is made when the school is not occupied by students for at least two consecutive days after the application.
8. The pre-notification requirements of this section do not apply to any emergency school facility application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects. When an emergency school facility application is made, notification consistent with school's notification system shall occur as soon as possible after the application. The notification shall include information consistent with the normal pre-notification requirements.
9. A school shall make the records of all pesticide application to school facilities required under this chapter, including an annual summary of the records, readily accessible to interested persons.
10. A school is not liable for the removal of signs by unauthorized persons. A school that complies with this section may not be held liable for personal property damage or bodily injury resulting from signs that are placed as required.

Schools may also add additional information to the posting signs if they choose to.

**Lower Columbia College Head Start/EHS/ECEAP  
Daily Cleaning/Safety Log of Indoor and Outdoor Areas**

At the start of each day, the AM Lead Teacher/EHS Staff (*or the Assistant Teacher in their absence*) is to inspect their classroom and outdoor area to ensure the cleaning and safety items listed below have taken place. The Lead Teacher/EHS Staff who does the daily inspection of the indoor and the outdoor area each morning is to record their daily inspection on this form and record their name in the area provided.

Daily Inspection of Classroom done by: \_\_\_\_\_

- Tables and chairs are clean and sanitized
- Classroom is clear of tripping hazards, pointy or sharp edges, cords or entrapment hazards
- Floors are clean (carpets and rugs vacuumed and uncarpeted floors swept and mopped)
- Bathrooms are clean and sanitized
- Walls and cabinets are clean
- Emergency exits are clear and free from any item that may fall and block exit during an emergency

In addition to the above, staff will clean and sanitize areas of the classroom when they become soiled and/or contaminated with body fluids.

Week Of:	Monday	Tuesday	Wednesday	Thursday	Friday

Daily Inspection of Outdoor Premises done by: \_\_\_\_\_

- Free of poisonous foliage, sharp branches, thorns, poisonous mushrooms, bee/wasp nests, animal feces, and sharp splinters, bolts or nails
- Free of needles, glass or other sharp objects (If seen, swept up and placed in sharps container)
- Sandboxes are inspected for all items above and kept covered when not in use
- Areas under play structures and swings should have ground cover (woodchips—depth of at least 9 inches)
- Gate latches and alarms work properly and prevent children from entering unsafe or unsupervised areas
- Free of suspicious persons and/or wild animals
- Playground emergency exits are clear and free of any item or plants that may block or cause a safety issue during exit of playground during an emergency

Week Of:	Monday	Tuesday	Wednesday	Thursday	Friday

**Lower Columbia College Head Start / EHS / ECEAP  
Daily Cleaning Log of Kitchen**

The lead staff member in the kitchen each day is to inspect the kitchen upon arrival and in the appropriate box in the first graph write OK or NI (*Needs Improvement*) with their initials. The appropriate box in the second graph is to be completed each day by the last Food Service staff member in the kitchen.

Clean and Sanitize all kitchen equipment:

- Utensils washed, rinsed and sanitized after every use.
- Cutting boards washed, rinsed and sanitized after every use.
- Equipment washed, rinsed and sanitized after every use.
- Dishes washed, rinsed and sanitized after every use.
- Disinfect counter tops and tables with diluted bleach solution prepared daily.
- Immediately clean spills, etc (counters, refrigerators, freezers, etc)
- In depth cleaning of toasters, warming ovens, etc if used that day.
- Clean screens in dishwasher (Production Kitchen).
- General clean up (wipe down areas)
- Sweep and mop floor.

Morning Inspection Recorded:

Week Of:	Monday	Tuesday	Wednesday	Thursday	Friday

Daily Cleaning Recorded:

Week Of:	Monday	Tuesday	Wednesday	Thursday	Friday

This log is to be posted in the kitchen and at the end of the month turned into the Food Service Supervisor.

**LOWER COLUMBIA COLLEGE HEAD START/EHS/ECEAP**  
**Home Safety Checklist – Birth-1 Year of Age**

This checklist is designed to help check the home for possible dangers and to educate the family about potential dangerous situations. Please refer to the counseling guidelines and provide that information to the family as you go through the house doing the checklist.

1. Do you put the crib side up whenever you leave your baby in the crib? **Always**      **Sometimes**      **Never**  
*(Crib sides need to be kept up firmly secured to prevent falls. Even if your baby currently can't roll over or pull up, there's always a first time.)*
2. Do you leave the baby alone on tables or beds, even for a brief moment? **Frequently**      **Occasionally**      **Never**  
*(Always leave your baby in a playpen or a crib with the sides up. Never leave your baby alone on the changing table. Anticipate development. You don't know when they will roll over.)*
3. Do you leave the baby alone at home? **Frequently**      **Occasionally**      **Never**  
*(Your baby needs constant supervision. Poisoning, choking, falls, fires and other emergencies can happen in a matter of minutes. Always have a capable babysitter.)*
4. Do you keep plastic wrappers, plastic bags and balloons away from your children? **Always**      **Sometimes**      **Never**  
*(Plastic wrappers and bags form a tight seal if placed over the nose and mouth. Balloons can be inhaled into the windpipe and may cause death from choking.)*
5. Does your child wear a pacifier or jewelry around his or her neck? **Frequently**      **Occasionally**      **Never**  
*(Necklaces, ribbons, or strings around a baby's neck may get caught on parts of furniture or other objects and strangle the baby. Drawstrings also should be removed from all children's clothing.)*
6. Does your child play with small objects such as beads or nuts? **Frequently**      **Occasionally**      **Never**  
*(Any small objects that can be placed in the mouth (including plant parts) are potential hazards. Even small pieces of food may cause problems. Round or cylindrical food or objects are especially hazardous.)*
7. Are any of your babysitters younger than 13 years? **Yes**      **Don't know**      **No**  
*(All sitters should be at least 13 years old and mature enough to handle common emergencies.)*
8. How frequently is the heating system checked where you live? **Never**      **At least once a year**      **Every few years**  
*(This inspection helps prevent carbon monoxide poisoning, fires, and system malfunction.)*
9. Are window guards in place and working? **All windows**      **Some windows**      **None**  
*(All second floor or higher windows should have a guard. Window guards are very important to keep a baby from falling out. They should be well repaired and inspected regularly. Keep furniture away from windows that can give a climbing toddler access to a window sill. The space above and below window guards should be less than 4" to prevent a child from falling through. Children leaning on screens can fall through and be seriously injured.)*
10. Do you ever place your baby in an infant walker? **Yes**      **No**  
*(Every year, more than 8,000 injuries occur to children in walkers.)*
11. Does anyone in your home ever smoke? **Frequently**      **Occasionally**      **Never**  
*(About 1/3 of home fires involving fatalities are caused by smoking. Smoking in bed or improper disposal of ashes or butts endangers children sleeping in adjacent rooms who may be trapped in the event of fire.)*
12. Do you have a plan for escape from your home in the event of a fire? **Yes**      **No**  
*(Develop an escape plan in the event of a fire in the home. Identify appropriate exit routes and a family meeting point away from the house.)*
13. Do you have working fire extinguishers in your home? **Yes**      **Don't know**      **No**  
*(Buy a fire extinguisher. The most common causes of home fires are cooking and heating equipment. Multipurpose dry chemical extinguishers should be available in the kitchen and in any room with a furnace or fireplace.)*
14. Do you have working smoke alarms in your home? **Yes**      **No**  
*(Install a smoke alarm in your home. Most fire-related deaths occur at night and are the result of inhaling smoke or toxic gas. There is a critical period of 4 minutes to get outside after the alarm sounds. Smoke alarms are recommended for each floor, but particularly for furnace and sleeping areas. Batteries should be checked monthly and replaced yearly.)*
15. Do you ever drink or carry hot liquids when holding your baby? **Frequently**      **Occasionally**      **Never**  
*(Scalds result from spilled hot food and drink. Scalding injuries can be decreased by avoiding use of tablecloths and keeping cups from the edge of tables.)*
16. Do you turn all pot handles inward while using the stove? **Always**      **Sometimes**      **Never**  
*(Scald burns in the kitchen are common. The kitchen is the most dangerous room for children. Turning the pot handles inward from the edge of the stove prevents accidentally knocking a pot of something hot onto your child.)*

17. Do you ever use woodstoves or kerosene heaters? **Yes** **No**  
*(Make barriers around space heaters, woodstoves or kerosene heaters. Toddlers can receive severe burns from touching them.)*
18. Do you leave the baby alone in or near a tub, pail of water, or toilet, even for a brief moment? **Frequently** **Occasionally** **Never**  
*(Young children can drown very quickly in only a small amount of water, less than 2". If the doorbell or the phone rings, do not leave them unattended.)*
19. Are all outlets in your house covered with outlet covers? **Yes** **No**  
*(It is important to cover all the outlets so your child cannot push their finger or a toy in and risk electrocution.)*
20. Are stairs blocked at the top and the bottom with childproof rail or gate? **Yes** **No**  
*(Use gates at the top and bottom of stairways. Young children can quickly crawl or climb up the stairs and risk falling. Accordion-style gates are hazardous and can trap the child's head, causing death.)*
21. Do you have a pool or hot tub where you live? **Yes** **No**  
*(Nationally, drowning is the leading cause of injury-related death in children younger than 1 year. Make sure that pool or hot tub is fenced and/or that child does not have access to it.)*
22. Do you use a car safety seat in the car on every trip at all times? **Yes** **No**  
*(Your child should ride in a car safety seat during every trip, even if you will only be traveling a short distance.)*
23. Does your car have a passenger air bag? **Yes** **No**  
*(Never place an infant in front of an air bag.)*
24. Where do you place your child's care safety seat in the car? **Front** **Rear** **Front or rear**  
*(Seat a child in the rear seat of the car. This is the safest place in the car. Infants should ride facing the rear of the car until they are at least 1 year of age and at least 20 pounds.)*
25. Does your child ride on your bicycle with you? **Frequently** **Occasionally** **Never**  
*(Do not carry children younger than 12 months on bicycles. Use of backpacks or front packs is not recommended. With small children, even a minor fall can result in a head injury. Children 12 months-4 years can use a rear-mounted seat if they have a helmet.)*
26. Is there a gun in your home or the home where your child plays or is cared for? **Yes** **Don't know** **No**  
*(Remove all guns from places children live and play. More than 5,000 children and adolescents are killed by gunfire each year. These injuries are almost always inflicted by themselves, a sibling, or a friend. Handguns are especially dangerous. If you choose to keep a gun at home, store it unloaded in a locked place. Lock and store the ammunition in a separate place.)*
27. If you have blinds or curtains with long cords, do you tie them up and keep them higher than your child can reach? **Yes** **No**  
*(The long cords on blinds and curtains can be a strangulation hazard. Every year some children get their necks tangled in the cords and hang themselves. Tie the cords high and out of reach.)*

Stop here if child is less than one year of age.

School Building Data

Date Completed \_\_\_\_\_

Site Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Hours \_\_\_\_\_

Total enrollment \_\_\_\_\_ Total number of mobility impaired \_\_\_\_\_

Total # of staff \_\_\_\_\_ # of classrooms \_\_\_\_\_ # of portable classrooms \_\_\_\_\_

<u>Key Staff</u>	<u>Name</u>	<u>Work/Home Telephone</u>
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Principal or Director	_____	_____/_____
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Area Manager/Supervisor	_____	_____/_____
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_____	_____	_____/_____
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Admin. Services Mgr.	_____	_____/_____
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Day Custodian	_____	_____/_____
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_____	_____	_____/_____
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Location of:

First Aid supplies \_\_\_\_\_ Fire extinguishers \_\_\_\_\_

Water shut-off: \_\_\_\_\_

Gas shut-off: Be aware of location

Electric shut-off: \_\_\_\_\_

Chemical storage: Be aware of location

Evacuation assembly area outside of school building (i.e. playground, sports field)

\_\_\_\_\_

Neighboring identifiable hazards within one-half mile radius (i.e. gas pipelines, railroad tracks, high voltage lines, chemical storage or manufacturer) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOWER COLUMBIA COLLEGE HEAD START/EHS/ECEAP**  
**Classroom Lockdown Procedure**

Designated Classroom Responder (DCR):

Designated Classroom Security (DCS):

\_\_\_\_\_

Teacher/EHS Staff

\_\_\_\_\_

If an intruder or someone with a gun or weapon is observed hearing into or toward the entrance of school; or if someone is observed with a gun in hand in the halls or a classroom; or if notified by announcement or phone call of the need to lockdown:

**INDOORS**

**DCR Name:** \_\_\_\_\_  
 initiates building security for intruder, gun or weapon threat:  
 Call:  
 911 or  8-911, then  360-442-2271  
*(check the emergency number that applies to your center)*  
 Your Building's Main Office: *(insert phone #)*

**DCS Name:** \_\_\_\_\_  
 Secures Room:  
 • Lock exterior and interior doors and windows.  
 • Turn off lights.  
 • Find safe spot where students will not be visible to the intruder.  
 Designated Safe Spots:

**DCR Name:** \_\_\_\_\_  
 If there are medical emergencies, notify the building office and perform first aid. Call 911 for injuries that require care beyond basic first aid.

\_\_\_\_\_ *(Insert Location)*      \_\_\_\_\_ *(Insert Location)*

**DCR Name:** \_\_\_\_\_  
 Maintain Classroom: Only use intercoms, cell phones, telephones or radios for vital information during a lockdown *(for example, reporting the location of the intruder)*.

**DCS Name:** \_\_\_\_\_  
 Take attendance in classroom.

Maintain a calm atmosphere in the classroom, keeping alert to the emotional needs of students. Being quiet is necessary to be able to hear announcements, not attracting unwanted attention to oneself, etc.

**DCS Name:** \_\_\_\_\_  
 Maintain Classroom: Only use intercoms, cell phones, telephones or radios for vital information during a lockdown *(for example, reporting the location of the intruder)*.  
 Maintain a calm atmosphere in the classroom, keeping alert to emotional needs of students. Being quiet is necessary to be able to hear announcements, not attracting unwanted attention to oneself, etc.

**DCR Name:** \_\_\_\_\_  
 Call Main Head Start Office at 360-442-2800 or by two-way radio\*.

**DCS Name:** \_\_\_\_\_  
 Wait for notification from principal's office or Main Head Start Office for further instructions.

**DCR Name:** \_\_\_\_\_  
 Wait for notification from principal's office or Main Head Start Office for further instructions.

**OUTDOORS**

If outside, take students to a designated safe location on or away from campus; account for students; report via telephone to the staff in head Start Office at 360-442-2800 or by two-way radio\*; stay with students until instructed to do otherwise.

If outside, take students to a designated safe location on or away from campus; account for students; report via telephone to the Main Head Start Office at 360-442-2800 or by two-way radio\*; stay with students until instructed to do otherwise.

Designated Safe Spots: *(insert outside locations)*

\_\_\_\_\_ *\*Add two-way radio channel if it applies here:*

Lower Columbia College Head Start/EHS/ECEAP
Building Lockdown Procedure

Direct Service Team (DST) members notify Leadership or Office Staff member if you observe a person brandishing a gun or weapon on campus OR police have reported a criminal on the perimeter of the campus OR someone is evading law enforcement OR a shooting or hostage situation is taking place OR if notified of the need to lockdown:

Leadership or Office Staff member will contact al that apply in this order:

- 1. Call 911 or if on campus Call 8-911, then call LCC Security at 360-442-2271
2. Your Building's Main Office (insert phone number)
3. Area Manager (insert name and phone number)
4. Head Start Main Office at 360-442-2800
5. Elementary School Principal (insert name and phone number)
6. Call Buses (insert phone numbers)

The Area Manager or designee will notify each classroom that there is a need for a Lockdown. If the situation dictates, this message may be delivered verbally person to person or may be indicated by the presence of a violent/threatening individual(s). Staff on the playground and in each building classroom, office and meeting/break room will be notified.

Notification Plan for this location:

Three horizontal lines for writing a notification plan.

Staff and identified volunteers on playgrounds or in hallways will go into the nearest supervised classroom and stay there. Staff members in classrooms will follow the Classroom Lockdown procedure.

Exterior Doors will be locked by:

PRIMARY: Staff Member at Front Desk or Area Manager ALTERNATE: Direct Service Team Member

Staff members in offices and meeting/break rooms will lock their interior doors and windows. Turn off lights and find a safe spot where children and adults are not visible to the intruder. If time allows, consider covering windows to obstruct view into the room.

Maintain a calm atmosphere and keep alert to the emotional needs of others. Being quiet is necessary to be able to hear announcements, not attracting unwanted attention to oneself, etc.

When police have deemed the situation to be safe or the emergency situation as over, the Area Manager or designee will announce that all is clear. The Area Manager or designee will then call and notify other appropriate parties. If the situation dictates, this message may be delivered person to person. (Staff in each building's classroom office and meeting/break room will be notified.)

The Area Manager or designee will complete a Crisis Assessment and Information Sheet. A copy of the completed sheet will be given to the Health Specialist and the Assistant Director for follow-up with the Director.

Reminders for Handling the Media: If you are involved in or witness a crisis situation, you may become a media target. Please follow college procedure by referring all media inquiries to the Office of Effectiveness and College Relations (please go through the LCC President's Office or the Head Start Director's Office if you are unsure who to contact). This procedure is in place to protect you and the organization from being misrepresented or putting inaccurate or incomplete information out. This applies to social media as well.

**Lower Columbia College Head Start/EHS/ECEAP**  
**Lighting Procedure**

This procedure is in place to ensure the lighting in each indoor program setting is adequate and consistent with meeting the health, safety and developmental needs of children. Classrooms are to be well lit by either natural light from windows or skylights, or artificial light from lighting fixtures or lamps, so that adults and children can read and use toys without eyestrain. The classroom should have enough light overall so that it looks bright and cheerful. An emergency light source must be present in each classroom in the case of power failure.

**Light Fixtures:**

- Light fixtures are to be secured in place.
- Do not use sodium and mercury vapor lamps, as they produce toxic fumes.
- Ensure that lights used in places where infants look at the ceiling are not unnecessarily harsh, bright or glaring.
- Strings of lights cannot be used.

**If LED Rope lighting is to be used:**

- Its packaging must state permanent lighting.
- It must plug directly into a wall outlet.
- The cord of the lighting cannot be subject to damage; cord placement must be along a wall to prevent a pressure point or points from developing. *(A resistance point on the cord can potentially cause fire.)*

**Emergency Lighting:**

- Test emergency lighting regularly, and keep such lighting in good repair at all times.
- Classroom cabinet, with flashlight, is to have an Emergency Light Source label.
- In case of a power failure, use flashlights and ensure that electrical panels and circuit breakers are readily accessible to authorized adults and the circuits are clearly labeled.

**Use of Lights Off:**

During a class session lights can be turned off briefly as a transition warning, to gain the attention of classroom participants or to calm/quiet a classroom.

Lower Columbia College Head Start/EHS/ECEAP  
Building Access Procedure

1. Key principles of center security include ensuring that only authorized persons have contact with children, controlling access to facilities, and maintaining Head Start/EHS/ECEAP's Parent Consent for Child Release (EDUC 7d) procedure. Building security plays a big role in creating a safe environment where children can learn, play, and grow.
2. Some of our centers have locked doors that require a code to enter. Each parent/guardian is given the door code before the first day of class. Visitors or anyone without a door code need to contact the classroom/office number posted on the door. They will have to be approved and let into the building.
3. There will be times when the door code does not allow entry. Authorized employees can gain access by using their key. These times may include being outside regular center hours, center breaks/closures, and holidays.
4. The door code will be changed quarterly and as needed throughout the year. Situations that would warrant changing the door code could include an unauthorized person obtaining the code or a protection order being issued.
  - a. School year centers' code changes quarterly on the last working day before summer, winter, and spring breaks.
  - b. Year round centers' code changes quarterly on the last working day of June, August, December, and March.
5. To change the door code, the Area Manager will submit a work order request via email to the Administrative Services Manager.

# Fire Watch Agreement: Emergency Notification

**Objective:** To ensure immediate reporting of fire or smoke while the building's automated fire alarm system is impaired.

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## Staff Responsibilities

During a Fire Watch, your role is to provide manual detection and notification. You are required to:

- **Patrol:** Maintain continuous surveillance of assigned areas.
- **Identify:** Look for signs of smoke, fire, or heat.

## Emergency Protocol

If you detect fire or smoke, you must immediately call **911**.

### Authorized Devices:

- **VOIP Classroom Phones**
- **Personal Cell Phones**

### Information to Provide:

1. **Nature of emergency** (e.g., "Active fire in \_ at LCC Head Start Memorial Park Child Care Center")
2. **Building Address** (e.g., 3602 Memorial Park Drive, Longview)
3. **Specific Location** within the building (Room # or Wing)
4. **Your Name**

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## Acknowledgment

I have received training on Fire Watch protocols. I understand that because the fire alarm phone monitoring system is out of service, **I am responsible for calling 911 via the VOIP building phones or my personal cell phone** the moment an emergency is detected.

**Staff Name:** \_\_\_\_\_

**Training Date:** \_\_\_\_\_