

## Elkhart and St. Joseph Counties Head Start Consortium HEALTH AND SAFETY TEAM ASSIGNMENT LIST

Each team is to meet and designate team member role(s) in health and safety emergency drills and possible emergency situations. Each team will document the date of meeting, members present, team assignments, as well as the secondary site to be utilized in case of emergency. This assignment list must be signed by the Head Start Manager and posted in the classroom. If the team changes, revise and post within 24 hours.

**MEETING DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TEAM PRESENT:** \_\_\_\_\_

**Medical Emergency** **Assigned Role** **Call 911:** \_\_\_\_\_  
**Stay with Child(ren):** \_\_\_\_\_  
**Monitoring Other Children:** \_\_\_\_\_  
**Incident Report:** \_\_\_\_\_

**Minor Medical Emergency** **Assigned Role** **First Aid:** \_\_\_\_\_  
**Incident Report:** \_\_\_\_\_  
**Observe Children:** \_\_\_\_\_

**Fire/Tornado Drill** **Assigned Role** **Red Bag/Individualized Med Bag:** \_\_\_\_\_  
**Attendance Book:** \_\_\_\_\_  
**\*Count number of children**  
**\*Check different sleep areas to make sure no child left behind** **Lead:** \_\_\_\_\_  
**\*Children visible at all times** **Follow:** \_\_\_\_\_

**Missing child/person** **Assigned Role** **Look for Child:** \_\_\_\_\_  
**Stay with Children:** \_\_\_\_\_  
**Call Immediate Manager:** \_\_\_\_\_  
**Incident Report:** \_\_\_\_\_

**Missing child transportation** **Assigned Role** **Contact Principal:** \_\_\_\_\_  
**Call Immediate Manager:** \_\_\_\_\_  
**Call Transportation Director:** \_\_\_\_\_

**Power Failure** **Assigned Role** **Get flashlights:** \_\_\_\_\_  
**Call Manager:** \_\_\_\_\_

**Threat of Violence/Bomb/Code Red** **Assigned Role** **Lock doors:** \_\_\_\_\_  
**Close blinds:** \_\_\_\_\_  
**Red Bag/Individualized Med Bag:** \_\_\_\_\_  
**Attendance book:** \_\_\_\_\_  
**Follow school procedures, state what it is and who:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Primary Site:** \_\_\_\_\_

**Secondary site for emergency situations:** \_\_\_\_\_

**Head Start Manager Signature:** \_\_\_\_\_