


Performance Standard:	Subpart D Health Program Services; Facilities, Equipment, Materials	<p style="text-align: center;">INCA Community Services</p> <p style="text-align: center;">Head Start & Early Head Start Policies and Procedures</p> <div style="text-align: center;">  </div>
Sub Category:	Safety Practices 1302.47 b 7 ii Facilities, Equipment, Materials 1304.53 a 10 v-vii	
Reference:	OKDHS - Licensing	
PC Approval Date:	9/2018	
GB Approval Date:	9/2018	
Form:	N/A	
Responsible:	Safety Manager, classroom staff	
Fire Prevention and Response		
Policy		
<p>INCA promotes fire safety practices including fire prevention. All Head Start and Early Head Start sites have approved, working fire extinguishers that are readily available. All sites are appropriately equipped with building materials that detect fire and ensure fire safety (for example: Smoke detectors, fire alarms systems).</p>		
Fire Detection Equipment		
<p>Head Start and Early Head Start sites are appropriately equipped with building materials that detect fire and ensure fire safety. For example: Smoke detectors, fire alarm systems, fire suppression systems, sprinklers, fire alarms.</p>		
Fire Prevention: Fire Extinguishers		
<ul style="list-style-type: none"> ● Head Start and Early Head Start sites have approved, working fire extinguishers that are readily available. ● Fire Extinguisher Company performs annual Inspections including: <ul style="list-style-type: none"> ○ Checking fire extinguishers for proper mounting, ○ Having the fire extinguishers are charged, and ○ Updating fire extinguisher tags ● Classroom Teaching Staff check and initial fire extinguisher tag monthly and recorded on the Safe Environment Checklist. ● Facilities Manager check fire extinguishers during Safe Environment review. 		
Fire Prevention: Smoke Detectors		
<ul style="list-style-type: none"> ● An appropriate number of smoke detectors are installed, ● Fire Alarm Company periodically test smoke detectors annually, ● Teaching staff check and document monthly on Safe Environment Checklist 		

Fire Department/Fire Marshal Inspections

Each HS/EHS facility is inspected every two years by State Fire Marshall or approved local fire department for fire safety and fire prevention.

- If authorities finds items of concern in the inspection report. Safety Manager ensures corrective action is done in a timely manner.

In Case of Fire

In case of a smoke or fire emergency, INCA staff first tend to the safety of the children before accessing the fire extinguishers.

Fire Safety and Prevention Education

Classroom Teaching staff include fire safety and fire prevention education in their lesson plans.

Ongoing Monitoring/Documentation

- Authorized inspection reports are sent to Administrative Office and copy given to the Safety Manager for review.
- If items of concern is in the inspection report, Safety Manager will follow up with and issue a corrective action if applicable.

Definitions/Acronyms

PC - Policy Council
GB - Governing Board
INCA - Head Start and Early Head Start programs
HS - Head Start program
EHS - Early Head Start program

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.