


<b>Performance Standard:</b>	<b>Facilities, Material, and Equipment (FC)</b>	<h2 style="color: #800040;">INCA Community Services</h2> <h3>Head Start &amp; Early Head Start Policies and Procedures</h3> 
<b>Sub Category:</b>	1304.53a, 1304.53a 1-9, 1304.53a10, 1304.53 a 10 i-xvii; 1308.4; 1306.35, 1304.22 1304.233	
<b>Reference:</b>	OKDHS Licensing	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	9/2018	
<b>Form:</b>	Safe Environment Checklist	
<b>Responsible:</b>	Safety Manager	

## Physical Environment and Facilities Safety Inspection

### Policy

INCA ensures that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety, and developmental needs of children.

### Annual Safety Inspection

INCA conducts a safety inspection annually to ensure that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety, and development needs of children. At a minimum, INCA ensure that:

- there is a safe and effective heating and cooling system that is insulated to protect children, staff and volunteers from potential burns.
- All Head Start and Early Head Start sites have adequate heating and cooling installed by qualified professionals.
- The Classroom Staff conduct regular inspections to check the adequacy of systems and facilities for sites and centers.
- INCA uses the Safe Environment Checklist
- All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children.
- Rooms are well lit and provide emergency lighting in the case of power failure.
- Approved, working fire extinguishers are accessible to staff.
  - In case of a smoke or fire emergency, INCA staff first tend to the safety of the children before accessing the fire extinguisher/s.
  - An appropriate number of smoke detectors are installed and tested annually
  - Facilities Manager keep a log of smoke detector checks.
  - Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable. (Evacuation Routes and Plans Policy).
  - Indoor and outdoor premises are cleaned daily and kept free of undesirable and

hazardous materials and conditions. (See [Safety Inspection: Facilities Inspections and Monitoring, Janitorial and Maintenance Services Policy.](#))

- Classroom staff log the daily cleaning of the indoor and outdoor premises and keep the record at the site.
- Facilities Manager monitor the daily cleaning of the indoor and outdoor premises checklist and does random inspections.
- Paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead.
- The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children.
- Electrical outlets accessible to children prevent shock through the use of child-resistant covers, the installation of child-protection outlets, and/or the use of safety plugs.
- Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children.
- Only sources of water approved by the local or state health authority are used.
- Toilets and hand washing facilities are adequate, clean, in good repair, and easily reached by children. Toileting and diapering areas are separated from areas used for cooking, eating, or children's activities.
- Toilet training equipment is provided for children being toilet trained.
- All sewage and liquid waste is disposed of through a locally approved sewer system, and garbage and trash are stored and disposed of in a safe and sanitary manner.
- Adequate provisions are made for children with disabilities to ensure their safety, comfort, and participation. (See policies and procedures in the Disabilities section of this Manual)
- A portion of INCA's budget is allocated to purchase and maintain equipment, toys, materials, and furniture that are developmentally appropriate, safe, and supportive of children with disabilities.
  - When needs for children with disabilities are identified (see [Approach to Children with Disabilities Policy, Individualized Education Plan \(IEP\)/LEA Referral Policy](#)), INCA takes steps to fulfill such needs in accordance with the regulations.

### **Flammable Materials**

- Highly flammable furnishings, decorations, or materials that emit highly toxic fumes when burned are not used.
- Flammable and other dangerous materials and potential poisons are appropriately labeled and stored in locked cabinets or storage facilities separate from stored medications and food and are accessible only to authorized personnel.

### **Fire Prevention** (See [Fire Prevention and Response Policy](#))

- Approved, working fire extinguishers are accessible to staff.
- In case of a smoke or fire emergency, program staff first tend to the safety of the children before accessing the fire extinguisher/s.
  - An appropriate number of smoke detectors and fire alarm systems are installed and tested annually.
  - Classrooms keep a log of smoke detector checks, Carbon Monoxide Detectors, and Fire and Tornado Drills posted by the phones.
  - During Safety Manager site reviews logs are checked.

### **Medication**

- All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children.

**Lighting**

- Rooms are well lit and provide emergency lighting in the case of power failure.

**Visible Evacuation Routes**

Each site has an evacuation diagram for emergencies, tornadoes, severe weather, etc. and fire exits clearly marked and posted in each classroom.

- All perimeter evacuation exits are marked with lighted exit signs that are regularly checked for burned-out bulbs.
- Program staff and volunteers understand how and when to use evacuation routes.
- Program staff are responsible for keeping the evacuation routes clear of obstacles or safety hazards.
- Evacuation and plans are translated to the languages represented in the classroom were needed.

**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  
FEC - Family Engagement Coordinator

**Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://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.