

Area:	Health Services
Subject:	HS50 – Unknown substance
Reference:	1304.22 (d)(1-2)
Policy:	Staff will demonstrate safe practices when encountering unknown substances in the Head Start facility.

Procedure:

In the event that staff encounter unknown substances, such as substances that are potentially illegal or legal substances (drugs):

1. The staff person making the discovery will ensure that children are not at risk for contact with the substance.
2. The on-site manager will be notified of the substance. Staff on site should be notified of the substance and will provide any information that they have about the discovery.
3. If practical, the substance will be moved to a secured location. Staff should take care not to come into direct contact with the substance.
4. Custodial support will be requested, if staff is unable/uncomfortable with handling the substance.
5. The on-site manager will report the substance to the appropriate law enforcement entity to request they come to the site to retrieve/provide guidance regarding the substance and will follow their guidance regarding the substance.
6. The on-site manager will notify the central office manager/director who may provide further guidance/investigation based on the situation.
7. The central office manager/director will notify the Executive Director/designee

In the event that staff encounter unknown substance, package and or item that is presumed to be “High Risk”:

1. The staff person making the discovery will evacuate the area or may shelter in place depending on the circumstances and notify the on-site manager.
2. The on-site manager (or other manager if the on-site manager is not immediately available) will contact 911 and report the suspicious substance, package and or item to dispatch.
3. All persons will be kept from entering the area where the suspicious substance, package and or item is located until further instructed by law enforcement and/or fire personnel. This may require an off-site evacuation of all staff and students.
4. The on-site manager/designee will notify the central office manager/director who may provide further guidance based on the situation.
5. The central office manager/director will notify the appropriate administrator.

6. The on-site manager/designee will maintain contact with law enforcement and or fire personnel and will follow their instructions upon their arrival. The on-site manager/designee will also maintain contact with the central office manager/director through the duration of the incident.
7. Students and staff may re-enter the affected area once cleared to do so by law enforcement and or fire personnel. If the situation calls for an extended response, please follow instructions to reunify students with parents at the off-site evacuation location.

Supervised by: On-site manager (Master Teacher), central office manager/director (Director II, Grantee Operated programs), Executive Director

Performed by: All staff

Forms needed: none

Frequency: As needed