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INFORMATION MEMORANDUM

TO: Grantee and Delegate Agencies

SUBJECT: Head Start Emergency Preparedness Manual

INFORMATION:

In an effort to protect Head Start children and to better serve their families, it is critical that all Head Start programs have an emergency preparedness plan. Programs can prepare for emergencies by planning thoughtfully, building strong community partnerships, and forging effective communication systems. To assist with this effort, The Office of Head Start is pleased to announce the Head Start Emergency Preparedness Manual.

This manual was created to support Head Start program administrators and staff in the implementation of emergency preparedness plans. Head Start program planning teams may use the information and tools included in this manual to develop or revise their emergency preparedness plans. The manual includes information on the four phases of an emergency (i.e., Planning, Impact, Relief, and Recovery), the Practice-Review-Revise Cycle, and how to plan and prepare for specific emergency situations. In addition, the appendix section contains valuable information about a variety of emergencies that may impact Head Start programs and the children and families they serve. Each Head Start grantee will be sent a copy of the manual. In addition, an electronic copy of the manual can be downloaded from the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#). Additional printed copies of the manual may be ordered by contacting the Head Start Knowledge and Information Management Services (HSKIMS) at 1-866-763-6481. Copies will be available on a first-come, first-served basis.

It is my hope that this manual will be useful to you as you develop and refine your program's emergency preparedness plan.

/Yvette Sanchez Fuentes/

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