



DISASTER MANAGEMENT PLAN

INSTRUCTIONS:

Post a copy in a prominent location in the facility, near telephone.

NAME OF HEAD START PROGRAM	ADMINISTRATOR OF FACILITY
FACILITY ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE)	TELEPHONE NUMBER

I. Assignments During an Emergency (Use Reverse Side if Additional Space is Needed)

Name(s) of Staff	Title	Assignment
1.		Direct Evacuation and Person Count
2.		Handle First Aid
3.		Telephone Emergency Numbers
4.		Transportation
5.		Other (Describe)
6.		

II. Emergency Names and Telephone Numbers (in Addition to 9-1-1)

POLICE OR SHERIFF	OFFICE OF EMERGENCY SERVICES
RED CROSS	POISON CONTROL
HOSPITAL(S)	OTHER AGENCY/PERSON
CHILD PROTECTIVE SERVICES	

III. Facility Exit Locations (Using a Copy of the Facility Sketch [Lic 999] Indicate Exits by Number)

1.	2.
3.	4.

IV. Temporary Relocation Site(s) (if Available, Submit Letter of Permission from Renter/Leassor/Manager/Property Owner)

NAME	ADDRESS	TELEPHONE NUMBER
NAME	ADDRESS	TELEPHONE NUMBER

V. Utility Shut—Off Locations (Indicate Location(S) on the Facility Sketch [Lic 999])

ELECTRICITY

WATER

GAS

VI. First Aid Kit (Location)

VII. Equipment

SMOKE DETECTOR LOCATION (IF REQUIRED)

FIRE EXTINGUISHER LOCATION (IF REQUIRED)

TYPE OF FIRE ALARM SOUNDING DEVICE (IF REQUIRED)

LOCATION OF DEVICE

VIII. Affirmation Statement

As administrator of this facility, I assume responsibility for this plan and for providing emergency services as indicated. I shall instruct all staff in their duties and responsibilities in response to emergencies to protect and care for the children under our care in accordance with this plan.

SIGNATURE	DATE
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Disaster Management Plan for Head Start and Early Head Start Facilities

Filing out the Disaster Management Plan Form

Head Start and Early Head Start programs must develop a Disaster Management Plan to show their plan to handle natural disasters and other possible emergencies. The Disaster Management Plan lists resources and responsibilities for when a disaster or emergency occurs. A copy of the form must be posted in a place near a telephone and in the offices where it can be easily seen. Programs are responsible for updating information as required.

- 1. Natural Disasters and Other Emergencies – Life Threatening** Whenever a life threatening disaster or other emergency occurs, use the 9-1-1 telephone number. Operators are able to speed dial help for any life threatening emergency, and state police will forward a cell phone call to the municipality or country having jurisdiction. If the call is interrupted, they are usually able to identify the address of the facility from the open line. Let the dispatcher know a contact phone number, the address of the Head Start center, the nearest major cross street, and directions to the center from the cross street.
- 2. Emergency Names and Telephone Numbers** - This is a list of extra resources that you may need in an emergency. The form has most of the contact numbers you will need. The Office of Emergency Services helps local governments with emergencies that are dangerous to people, property, and the environment. Usually, you can find these services at the county level, so ask your local fire department or check online for a county-level emergency contact number. You might also find it under the Sheriff's Department for your county. The "Other" space is there in case you need to add any other important numbers for emergencies.
- 3. Facility Evacuation** - If there is a fire in the building, the most important thing is to get the infants, toddlers, and pre-school children out safely and grouped together in a safe location. As part of your Disaster Management Plan, create a sketch of your facility on the forms provided. Mark the fastest routes out of each room. Post copies of the exit routes in each room and corridor. Pick a safe location, or rallying point, where all staff and children should gather after they evacuate the building. Be sure everyone is counted for and no one remains in the building. Your fire department can give you more instructions on how to evacuate in a fire. Practice evacuating the building regularly with your staff and the children.
- 4. Temporary Relocation Sites** - Plan ahead of time so that if there's an emergency or natural disaster, your program staff will be prepared to move the children to a temporary site. The site should be close by and able to withstand strong winds. You might also need to plan to move your children to higher ground if there is a tsunami warning. Have a backup site in case the first one is not available or also affected by the disaster. Get permission from the property owner of the relocation sites and negotiate the Letter of Agreement to use the sites in case of an emergency.
- 5. Utility Shut Off** - In emergencies like floods, tornadoes, wildfires, and earthquakes, it is important to turn off your utilities before the incident happens. Find out where each utility enters the building and mark their shut off locations on your Facility Sketch. Hang a wrench on a wall close to the gas valve so you can easily turn it off when needed.
- 6. Equipment Location** - Your center must have a fire extinguisher and smoke detector devices that meet the standards established by the State Fire Marshal. Put the fire extinguisher where it is easy to reach and mark its location on the plan. Your local fire department can help you find and locate the fire protection equipment you need. Identify and locate any other emergency alarms on the premises. If a fire is just starting, it may be possible to put out the fire with a fire extinguisher, but safety comes first. Evacuate the children to a safe location comes first before trying to extinguish any fire. Do not re-enter a burning building. Keep the children safe and make sure your staff know what to do in an emergency.
- 7. Other Emergency Equipment** - If there is a flood or earthquake, have a first aid kit, blankets, food and water, radio, flashlight, and other supplies ready. List all supplies in your Facility Management Plan for Natural Disasters and on the forms provided. The plan should also include where you keep emergency supplies.



Facility Sketch (Floor Plan)

Head Start programs should create a sketch of the facility's floor plan and outdoor areas. The sketch should label where rooms are, like the toddler room, infant room, and preschool room. It should also label the kitchen, utility closets, restrooms, and hallways. The sketch should include all doors and windows and show where they lead in case of an emergency. (See Disaster Management Plan). Circle the names of the rooms that will be used by staff/residents/clients/children. Show room sizes (e.g. 8.5 x 12) and keep the sketch to scale.

FACILITY NAME:

ADDRESS:

Add Exit Routes in Red with Arrows Showing Direction of Travel

A large grid of graph paper, approximately 30 units wide by 40 units high, intended for drawing a facility floor plan sketch. The grid is composed of small squares, providing a scale for the drawing.



Facility Sketch (Yard)

Make a sketch of the exterior that shows an outline of all buildings and exit doors, but no interior details. The sketch should include walking areas, driveways, play areas, fences, and gates. If there are any dangerous areas, like a swimming pool, garbage bins, or adjacent streets, mark them on the sketch. Keep the sketch close to scale. Show the evacuation route and rallying point where everyone should gather.

FACILITY NAME:

ADDRESS:

