

Area: Management Systems

Subject: MS15 – Disaster and Program Emergency Preparedness

Reference: Title 22 – Emergency Plan 1304.22(a)(2-4)

Policy: SCOE Head Start programs, in compliance with Title 22, reserve the right to close any or all programs and/or facilities when severe weather conditions, disaster, or other emergency situation arises.

1. When disaster-emergencies occur, staff will adhere to compliance of the programs Emergency Disaster Preparedness Plan (EDPP).
2. While exact plans vary by site and the specific situation, the designated supervisor/manager will ensure the following at the beginning of each program year: All facilities are in compliance with Title 22 – Emergency Plan. Staff document the current years plan/staff roles by utilizing the State of California Department of Social Services, Health and Human Services Agency Emergency Disaster Plan (Form LIC610). The updated form will be sent to the Grantee office. This plan will be updated, posted in classrooms and/or offices, to provide the following information:
 - a. A narrative of the emergency plan for that site regarding emergency situations, natural disasters and severe weather conditions
 - b. Evacuation plans with diagrams for designated safe places as the situation allows
 - c. A supplemental form called the Designation of Facility Responsibility (Form LIC308), which includes staff member assigned responsibilities in cases of emergency and protocol in case key staff members are absent
 - d. Post and provide to parents: Evacuation Location Notification form
3. Staff are trained and oriented on the emergency plans and procedures and are able to implement such plans and procedures.
4. Program Director has the authority to close centers in the event of an emergency.
5. When program facilities are closed due to severe weather conditions, disaster, or other emergency situations, available personnel will use any means necessary to notify the families of enrolled children. This is applicable when children are present or prior to the scheduled arrival of children.
6. In the event of an emergency closure, staff are encouraged to listen to radio news broadcasts reporting the situation and utilize the National Oceanic Atmospheric Administration Radios.
7. Staff will refer to the EDPP for detailed guidance on inventory emergency supplies, child pick-up procedures, disaster drills, and recovery from disaster process.

Supervised by: Director II's

Performed by: Delegate Directors, Child Development Supervisors, Center Supervisors, Teachers, Associate Teachers, Family Service Workers, Health Staff

Forms needed: LIC610 Emergency Plans for Family Child Care Centers, LIC308 Designation of Facility Responsibility, Emergency Disaster Preparedness Plan

Frequency: As Needed