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Ref #: 1302.47(b)(7)(i)	Policy Council Approval: 06/21/2022

COMPONENT: HEALTH PROGRAM SERVICE

SUBJECT: EMERGENCY PREPAREDNESS PLANNING

PERFORMANCE OBJECTIVE: The program has plans in place for emergency preparedness, recovery, and response.

POLICIES AND PROCEDURES:

Emergency Preparedness Planning

The Grantee has an emergency preparedness plan in place for each site.

At a minimum, program and delegate emergency preparedness plans include:

- Roles and responsibilities
- Specific tasks for each emergency phase (preparedness, response, and recovery)
- Anticipated needs
- Checklists and tools for drills, procedures, communication plans, disaster supplies kits, first aid kits, etc.

The **Safety/Nutrition Manager** and Head Start Director review the plan annually and as needed.

Leadership Chain of Command in Case of Emergency

If an emergency, natural disaster, death, or other circumstance occurs which affects the ability of leadership to perform their jobs, the Grantee delegates leadership responsibility in this order:

- Executive Director
- Head Start Director

- Director of Finance
- Component Managers

Levels of Authority

Local authority (police, fire department, EMT, city council, etc.) supersedes the authority of Grantee personnel.

State authority supersedes local authority.

Regional authority supersedes state authority.

Federal authority supersedes regional authority.