

 <b>Policy #: HPS-1</b>	<b>Effective Date: 9/26/17</b>	<b>Page #: 1 of 2</b>
<b>Ref #:</b> 1303.74(b); DCL 1240-04-01-17(3)(d)(3), p. 53	<b>Policy Council Approval Date:</b> <b>9/26/17</b>	

Performance Objective: The program has plans in place for emergency preparedness, recovery, and response.

### **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 Facilities 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
- Director of Finance
- Head Start Director
- Operations Manager
- Component Managers
- Area Coordinators, in order of program employment seniority

## **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.