

Highland Rim Economic Corporation
Head Start Policies and Procedures Manual

Policy ID 64001 (HPS-AD) Emergency Preparedness Planning

Related Regulations:	1302.47 b 7 i		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	
Responsibility:	Facilities Manager		
Timeline:	Ongoing, As needed, Annual review		
Evaluation:	Emergency plan		
Forms:			

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

1.0 Emergency Preparedness Planning

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

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

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

1.3 The Facilities Manager and Head Start Director review the plan annually and as needed.

2.0 Leadership Chain of Command in Case of Emergency

2.1 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:

- a) Executive Director
- b) Director of Finance
- c) Head Start Director
- c) Operations Manager
- d) Component Managers
- e) Area Coordinators, in order of program employment seniority

3.0 Levels of Authority

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

3.2 State authority supersedes local authority.

3.3 Regional authority supersedes state authority.

3.4 Federal authority supersedes regional authority.

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4.0 Related Policy

4.1 See also [Policy ID 64008 \(HPS-AD\) Disaster Preparedness Plan](#).