

Emergency Preparedness Plan
Addendum to the
NCCAA Birth-to-Five Head Start
Operational Policies Handbook for Parents & Staff

Every Birth-to-Five Head Start Center has an Emergency Preparedness Plan to meet compliance with Texas Child Care Licensing Minimum Standard 746.5202. The attached document is a sample of the form that is completed and posted at every center. Please see the completed document in your child's classroom.

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
Center Emergency Preparedness Relocation Plan
§746.5202
Instructions**

**Performance Standard
1302.47 (1)(i)**

**Minimum Standard
§746.5202**

Purpose:

To ensure compliance with the TCCL Minimum Standard requiring a Center Emergency Relocation Plan.

Procedure:

This new form will be effective immediately.

1. Complete the center name
2. Complete the name of the Name of Relocation/Alternate Shelter
3. Complete the address of the Relocation/Alternate Shelter
4. Post a copy of the completed Center Emergency Preparedness Relocation Plan form in every classroom
5. Post a copy of the Emergency Relocation Diagram with the completed form in every classroom
6. Provide a copy of the form to every currently enrolled parent
7. All future parents must be notified of the policy
8. The form will be included with the NCCAA Birth-to-Five Head Start Program Operational Policies Handbook for Parents and Staff as an addendum.

Updated 7/11/2022

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
Center Emergency Preparedness Relocation Plan
§746.5202**

Center Name: _____

Name of Relocation/Alternate Shelter: _____

Address of Alternate Shelter: _____

Phone Number of Alternate Shelter: _____

The Center Emergency Preparedness Relocation Plan and Diagram must be posted in each classroom.

1. Children who are under 24 months, or with limited mobility, or who have other needs of assistance will be relocated in an evacuation crib.
 2. The staff will ensure the safety of the children through the following activities:
 - a. Keeping the children calm
 - b. Obtain the classroom cell phone, binder, medicine box and emergency preparedness kit
 - c. Account for all children through the use of the Transition Checklist
 - d. Escort the children to the designated area/alternate shelter
 - e. Completion of the Transition Checklist upon arrival at the designated safe area or the alternate shelter
 - f. Continue to care for the children during the emergency event by meeting emotional needs and providing transitional activities
 3. Once the children are safe and accounted for, the staff will call and notify the local authorities, parents/primary caregivers, and the Texas Child Care Licensing, by using the agency cell phone
 4. The class binder will include the following:
 - a. Current *Nueces County Community Action Agency Emergency Contact Form* containing the signed consent for emergency care for each child
 - b. The Transition Checklist
 5. Once the emergency event is over the parents will be contacted to pick up the children and the staff will use the emergency contact form to ensure the child is released to the correct parent/primary caregiver or emergency contact.
 6. Site Base Manager or designee notifies Program Director or CEO
- This information is to be shared with every parent/primary caregiver and will be provided as part of the Nueces County Community Action Operational Policies for Parent and Staff.***

Updated 7/8/2022