

**HEAD START PROCEDURES FOR:  
DISASTER PREPAREDNESS  
COMPONENT: CENTER FOR YOUNG LEARNERS**

1. **Scope:** This describes the disaster preparedness plan required according to the Head Start Standard 1302.47(b)(8)

2. **Responsibility:**

- 2.1 Teachers
- 2.2 FSW
- 2.3 Teacher Aide
- 2.4 Program Aide
- 2.5 Head Start Consultants

3. **Resources:**

- 3.1 Caring for Our Children Basics
- 3.2 Texas Child Care Licensing Minimum Standards
- 3.3 American Society for Testing and Materials International (ASTM)
- 3.4 Local ISD Disaster Plan
- 3.5 Superintendent Checklist

4. **Procedures:**

- 4.1 **Disaster preparedness plan.** All hazard emergency management/disaster preparedness and response plans for more and less likely events including natural and man-made disasters and emergencies, and violence in or near programs will follow local ISD disaster procedures.
- 4.2 During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.

5. **Associated Documents:**

- 5.1 Local ISD Disaster Manuals

6. **Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
ISD Disaster Preparedness Plan	Print/ Electronic	Filing cabinet at ISD Server at ISD	7 years	Shred/ Delete	ISD file unit/ password protected

7. **Monitoring:**

- 7.1 Quarterly review

8. **Revision History:**

Date:	Revision#	Description of Revision
5/2017		

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52018	Edit Tile  6, 3.5	Edit to Disaster Preparedness  Changed: “Shredded to Shred/Delete, “Print to Print/Electronic, Added: 3.5 Superintendent Checklist, Review
6-2019	3.4, 4.1, 5.1	Remove “ESC”
6-2019	6.	Added “Server at ISD” and “password protected”
7-2020	Reviewed - No Changes	
12-2020	4.2	Added “During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.”
12-2020	Titles	Changed titles to match. Changes document title from “Health Emergency” to “Disaster Preparedness” like Doc title.
4/29/2022		reviewed
12/2022		Reviewed