The following questions are provided to help you determine the steps you may need to take to develop a comprehensive and effective emergency preparedness plan.

1. Has your program conducted a comprehensive risk analysis to determine the emergencies your program may face? If so, when was the last time this was completed?
2. Has your program made alterations to its emergency plans to cope with emergencies that have been identified?
3. Does your program have an emergency preparedness plan for each emergency that might occur?
4. Has your program integrated personal emergency preparedness planning for staff members
5. and families into your program’s preparedness plans?
6. Has your program developed specific procedures for preparedness, response, and recovery,
7. including how to be and stay informed, make a plan, make a kit, and stay involved?

Does your program have a list of activities and procedures to implement immediately following an emergency to ensure the safety and basic necessities of families and staff in your program are met?

1. Does your program have detailed plans for how to resume services as well as support families and staff in rebuilding their lives? As a starting point, you may want to start by thinking about the following questions:
   * Has your program identified at least one other program that can help out by caring for children in an emergency?

Does your program have a plan for how to resume services and offer recovery, support and other assistance?

1. Does your program have plans for practicing and revising your emergency preparedness plans?
2. Does your program have plans to address the access, functional, and other needs of children, staff members and families?
3. Does your program have plans that address procedures for specific age groups such as infants, toddlers, and preschool children who may have different abilities and mobility constraints?
4. Does your program have plans that include how to address the mental health and emotional needs of children, families and staff members before, during and after an emergency?
5. Does your program have training plans in place to train children, families and staff members about emergency preparedness plans and procedures?

Some important things to remember:

1. If you use Procare, back up your files and contact Procare for remote access.
2. Make sure you create an updated list of parent contacts p/classroom and have teachers take a copy home should you need to contact parents
3. Create a group text with staff
4. Recruit parents and volunteers to help you secure the school and clean up after the storm
5. Contingency plan should you need to operate in a remote location and inform parents where before you close for the storm
6. Create sign in sheets
7. Children’s Medication should be sent home with their parents
8. Order extra food and supplies you will need to operate,  just in case the deliveries are not possible after the storm
9. Review the Emergency Preparedness Plan with staff and families now

How to speak to kids about hurricanes:

<http://www.sheknows.com/parenting/articles/1094553/hurricane-facts-for-kids>

Here’s a very comprehensive Preparedness manual as a reference:

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/head-start-emergency-prep-manual-2015.pdf?utm_medium=email&utm_campaign=OHS%20National%20Preparedness%20Month%20September%202017&utm_content=OHS%20National%20Preparedness%20Month%20September%202017+CID_6b0b1ceb7ced7c531a83c61995b384db&utm_source=CM%20Eblast&utm_term=Head%20Start%20Emergency%20Preparedness%20Manual%202015%20Edition>