



EMAA Center Name
Center Address
Center Phone Number

Emergency Contact Numbers

All Emergencies	911
Poison Control Center	1-800-366-8888
Fire Department	573-xxx-xxxx
Police Department	573-xxx-xxxx
Ambulance Service	573-xxx-xxxx
Local Radio Station	573-xxx-xxxx
EMAA, Head Start Director Courtney Laramore	573-431-5191, ext. 1118

Owner/Manager of Building

Name/Business Name
Address
Phone Number

Facility Managed By

East Missouri Action Agency – Head Start
403 Parkway Drive, PO Box 308
Park Hills, MO 63601
573-431-5191



Disaster Emergency Response Drills

In addition to Fire, Earthquake and Tornado, a review of the following drill procedures with the staff and children will be performed every three months. These drills include: carbon monoxide, power failure, bomb threat, chemical spill and intruder alert. Teachers and Teachers Assistants should have current First Aid and CPR. Teachers should be able to use fire extinguishers and fire alarms. A plan will be made for any child who is non-ambulatory or other has other special needs.

Training Documentation

Name of Training	Date of Training	Date of Training	Date of Training



{Date}

Dear Parent/Guardian:

In the event of an emergency situation, **{Name of Facility}**, has outlined the below response plan. Please know that **{Name of Facility}**, will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation/Relocation

1. If the emergency is confined to the immediate area at the **{Name of Facility}**, e.g. fire, and the children cannot stay on the premises, the children will be taken to **{Name of Off-Site Location}**. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is wider spread and encompasses a large area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to **{Name of off-site location}**. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will be released to you or your alternate emergency contact during times of emergency.
2. Information about the event can be obtained through radio stations **{list radio stations}**.

Please rest assured that **{Name of Facility}** staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

{Site Managers Name}