**{Date}**

Dear Parent/Guardian:

All Head Start Centers will have emergency preparedness plans for the following:

* **Health/Dental Treatment**
* **Fire/Smoke/Bomb Threat/Carbon Monoxide/Hazardous Material Exposure/ Gas Leak/ Chemical Spill**
* **Tornado/Thunderstorm**
* **Earthquake**
* **Kidnapping/Missing Child**
* **Dangerous Intruder/Disgruntled Parent/Potentially Violent Situation**
* **Flooding/Water Line Disturbance/Power Outage**
* **Ice/Snow Storm**

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 take 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 more wide spread and encompasses a large area such as the neighbor hood 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}**