



Letter of Agreement with Relocation Site

I hereby give permission for _____

Head Start program to use the below listed site as an emergency relocation site for children and staff during a drill or during and after a natural disaster or other emergency incident.

This agreement will remain in effect until Month, Date, Year: _____

The agreement may be terminated before this date by either party, but only with written notification.

Relocation Site

Name: _____

Relocation Site Address: _____

Relocation Site Contact Person: _____

Relocation Site Contact Number: _____

Alternate Contact Number: _____

Is site accessible at all times that the Head Start program is open? Yes No

Include any information needed to access and enter the site:

Maximum Number of Children and Staff/Capacity: _____

Check the items that the relocation site will be capable of providing in a natural disaster or other emergency:

Water Food Transportation Telephone People to assist

Other _____



Include any special considerations (storage room, restrooms, wheelchair accessible, supplies, defibrillator, generator, etc.):

Relocation Site Representative Printed Name: _____

Signature: _____ Date: _____

Head Start Recipient Representative Printed Name: _____

Signature: _____ Date: _____

Adapted from the Emergency Plan Library (UCSF California Childcare Health Program and the California Department of Education, 2016) and from the Child Care Resource Center, Emergency Preparedness Toolkit for Child Care Programs, and Texas Department of Family and Protective Services and Collaborative for Children, Child Care Initial Rapid Damage Assessment

