

## 5 Key Steps in Implementing a Disaster Management Plan

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Narrator: Preparing your facility with built-in resiliency to survive a natural disaster is a continuous cycle of planning, implementing, drilling, assessing outcomes, and taking corrective action. These five key steps will help you implement a disaster management plan.

First, establish operational procedures for the most likely natural disasters. This includes stocking necessary supplies, securing essential records, photographing your facility, and updating contact lists. During a natural disaster, it's important to exchange information with parents, first responders, and to communicate your status with the regional office of Head Start. Strategically locate a communication hub that is secure and well-provisioned.

Build the staff's emergency response capacity and assign key responsibilities. Identify an incident supervisor, a facility safety coordinator, and a communication coordinator. Use if-then scenarios to anticipate likely outcomes and the unexpected. Sequence and cluster tasks for key individuals to follow. Develop and practice response protocols to give assigned staff experience in their roles.

Once you obtain the necessary approvals, share the disaster management plan with all staff members. Secure electronic versions and print out hard copies for ready access. The more transparent the plan, and the more protocols are rehearsed, the better the staff will respond during an emergency. And the safer our children will be.

[Music ends]