



City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Family and Support Services


Mary Ellen Caron, Ph.D.
Commissioner

Executive Office
2nd Floor
1615 West Chicago Avenue
Chicago, Illinois 60622
312-743-0300
312-743-0400 (FAX)
312-746-5455 (TTY)

<http://www.cityofchicago.org>

To: Head Start/Early Head Start
Executive/Program/Site Directors

CC: Delegate Agency Governing Board

From: Loukisha Smart Pennix 
Director
Children Services Division

Date: September 7, 2010

Subject: BUS EVACUATION DRILLS AND SAFETY CHECKLIST

On March 6, 2009, the Department of Family and Support Services (DFSS) provided guidance on Bus Evacuation Drills and the use of the Safety Checklist.

Head Start Performance Standards 1310.21 Safety Education state:

(d) Each agency providing transportation services must ensure that at least two bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.

If you have not conducted three evacuation drills this program year, your program is out of compliance with Head Start performance standard 1310.

Please submit the Bus Evacuation Drill Certification Form, which can be found on COPA under Safe Environments by Tuesday, September 14, 2010 to: earline.alexander@cityofchicago.org or fax to 312-743-0400. Please call 312-743-1578 to confirm the receipt of your fax.

Should you need additional funding to complete this request please submit a supplemental request form which can be downloaded from www.childserviceschicago.com under the Program Design and Management tab.

Thank you for your continued support.