



Emergency Preparedness Checklist for Child Care and Development Fund Administrators

The Child Care Bureau works to support Child Care and Development Fund (CCDF) Lead Agencies in their efforts to develop emergency preparedness response and recovery plans. The following Emergency Preparedness Checklist is specifically tailored to the needs of State child care programs as they work to develop and refine emergency preparedness plans. This tool, developed for your use, can be customized to meet your individual State needs.

 STATE EMERGENCY PREPAREDNESS PLAN			
Completed	In Process	Not Started	CHILD CARE AGENCY AND STATE PLAN
			The Agency responsible for the administration of the child care program has an emergency preparedness plan.
			The Agency plan is incorporated into (or coordinated with) the overall State emergency preparedness plan.
			The Agency has given its child care emergency plan to the Child Care Bureau Regional Office.
Completed	In Process	Not Started	GENERAL EMERGENCY PLAN PROVISIONS
			The Agency plan makes provisions for the continuation of core child care functions during and after a disaster or emergency.
			The plan specifies clear lines of succession and roles for management to continue the core child care functions as well as implement emergency protocols if the Agency director is unavailable to make key decisions.
			The Agency has regulations and policies in place that provide the flexibility needed during disasters, such as established emergency child care regulations.
			The Agency has funds allocated or set aside for child care emergencies and training for such emergencies.
			The Agency has developed partnerships and liaisons with other emergency response agencies within the State or with border States.
			The plan includes a provision for State and local emergency or disaster managers to carry out specific functions such as coordination of disaster communication, licensing, relocation of children, assessment of child care facilities, facilitation of temporary child care, and subsidy reimbursement.
			The plan includes provisions for regular assessment and review of the plan.
			The plan includes provisions for distribution of the plan materials throughout the State.
			The plan includes a provision for administrative staff orientation and training to implement the plan.
			The Agency plan includes emergency and training drills for management and staff.
			The Agency staff members have developed personal emergency plans, so they can continue working from the office or from an alternative location.
			The plan includes procedures for backing up computer records, maintaining off-site records as appropriate, and insuring access to records by essential personnel.
			Other:
Completed	In Process	Not Started	COMMUNICATION, COORDINATION, AND COLLABORATION
			The Agency emergency preparedness plan addresses communication, coordination, and collaboration to prepare and respond to an emergency or disaster.
			The Agency has a system in place that allows it to access a list, database, or other source of child care providers under its jurisdiction. The data include estimates of children and adults and contact information that can be accessed by the appropriate designated emergency preparedness staff members and their backups.



STATE EMERGENCY PREPAREDNESS PLAN

Completed	In Process	Not Started	COMMUNICATION, COORDINATION, AND COLLABORATION
			The Agency has a plan for backup computer and communication systems during a time of emergency or disaster.
			The Agency requires its contractors to have an emergency preparedness plan for how they will operate; back up systems; and communicate with parents, providers, and/or the State during an emergency.
			The Agency has planned for how it will work with certain partners such as health departments, fire departments, and other responders.
			The Agency has a plan to coordinate with Temporary Assistance to Needy Families, Social Services Block Grant, Head Start, and other programs.
			The Agency has in place a list of possible relocation and evacuation sites where an influx of affected children and adult child care providers could be taken during an emergency.
			The Agency has contracts in place that can provide assistance with setting up temporary child care facilities.
			The Agency has emergency preparedness literature developed in the primary languages spoken in your State. The Agency has a plan in place for outreach to non-English-speaking providers and parents.
			The Agency has a plan for how it will communicate with its employees during an emergency—such as call-down phone trees for communication with field staff and designated emergency leads and backup—which ensures that the agency staff can continue to function. The Agency has provided a child care plan for their own staff in case of emergency, so that they can come to work or work remotely.
			The Agency has established procedures for communicating with its contractors (Child Care Resource & Referrals, etc.) during an emergency.
			The Agency has established procedures for how it will communicate with child care facilities; family child care providers; exempt providers such as family, friend, and neighbor caregivers; and after school programs during an emergency.
			The Agency has tested its communication protocols.
			The Agency has a plan for how it will obtain a current list of child care centers and family child care homes in areas affected by the emergency.
			The Agency has procedures for how it will communicate with parents and the general public during an emergency.
			The Agency has a strategy for how it will communicate with news media.
			The Agency has a plan for how it will communicate with the Tribes and Tribal CCDF Programs during an emergency or disaster.
			The Agency has developed interstate compacts to permit sharing and redistribution of child care resources to serve families who are displaced to other States.
			The Agency has developed a plan to coordinate information with the general public about the availability of child care services in areas impacted by disasters.
			The Agency has a plan to supply providers and programs with information about government and emergency assistance for which they may be eligible.
			The Agency has a plan (through either the State or its contractors) for acceptance of donated supplies, equipment, or cash from the public and a method for distributing donations.
			Other:
Completed	In Process	Not Started	SUBSIDY REGULATIONS AND ADMINISTRATION
			The Agency has an emergency preparedness plan that specifically addresses child care subsidy administration and emergency child care regulations.
			Eligibility determination workers are trained in procedures to implement emergency child care regulations.



STATE EMERGENCY PREPAREDNESS PLAN

Completed	In Process	Not Started	SUBSIDY REGULATIONS AND ADMINISTRATION
			The Agency plan requires emergency drills for eligibility determination workers and other subsidy program staff members.
			The Agency has procedures in place to continue child care subsidy reimbursement during an emergency or disaster.
			The Agency has rules or procedures in place to make quick changes to the parent's child care authorization. For example, changes in providers, number of hours authorized, care for additional child, etc.
			The Agency has procedures to address situations in which families who receive subsidized child care are required to work long hours and experience temporary increases in wages, which may affect their future eligibility.
			The Agency has considered policies to help families retain their child care authorization when they have been impacted by an emergency or disaster.
			The Agency has procedures in place for families who have lost their eligibility documentation due to a disaster or emergency to obtain subsidized child care.
			The Agency has a process to continue to pay providers and parents via direct deposit or by check in a timely manner. The agency has a process for families or child care providers who receive checks to change their address in the event of an emergency.
			The Agency has a plan to handle an influx of families impacted by a disaster needing child care assistance, in addition to those currently being subsidized.
			If the Agency does not have a waiting list, there is a process to quickly implement one if needed.
			The Agency has considered modifying copayment or eligibility policies during an emergency.
			The Agency has considered the application process for families impacted by a disaster who are applying for subsidy.
			The Agency has considered changes in eligibility and priority terminology during an emergency or disaster (i.e., <i>in loco parentis</i> , <i>residing with</i> , etc.).
			The Agency has a process to track those families receiving subsidized child care who are affected by an emergency or disaster (see ACF-801 "Reason for Receiving Care").
Completed	In Process	Not Started	CHILD CARE LICENSING/HEALTH AND SAFETY
			The Agency has an emergency preparedness plan that specifically addresses child care licensing administration in the event of an emergency or disaster.
			Licensing staff are trained on any procedures to implement emergency child care requirements for providers.
			The Agency plan requires emergency drills for State licensing staff.
			The Agency plan includes provisions that require child care providers under its jurisdiction to have an emergency preparedness plan.
			The Agency provides examples/templates of emergency preparedness plans for child care providers.
			The Agency has made training available to help child care providers prepare for emergencies or disasters.
			The Agency has the ability to temporarily waive required pretraining or other provider training requirements after an emergency or disaster.
			The Agency encourages or requires regulated child care centers and homes to conduct emergency drills.
			Child care licensing policies address the relocation of children during or after an emergency or disaster.
			The Agency has a plan to facilitate the development of temporary child care to keep children safe during and after a disaster. The agency has a process to license temporary child care facilities and programs.
			The Agency plan includes provisions for sheltering in place if that is the safest course of action for children in care (i.e., severe snow or ice storm).



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Completed	In Process	Not Started	CHILD CARE LICENSING/HEALTH AND SAFETY
			The Agency has authority to waive licensing requirements during an emergency or disaster.
			The Agency has considered changes or waivers for immunization requirements in the event of an emergency.
			The State requires providers and facilities to maintain a backup of child and provider records (immunization and health records, insurance coverage, etc.).
			The current inspection process used by the Agency includes identifying potential hazards (i.e., large trees near the facility, easily combustible materials, areas that will flood easily).
			The Agency has a process to assess child care providers' damages and needs. There is a process to re-evaluate child care programs to ensure building safety in affected areas.
			The Agency has considered temporary changes to its policy on the use of in-home care under emergency or disaster declarations.
			The Agency has a process to expedite criminal history checks and background checks for new staff and volunteers working with children during an emergency.
			The Agency has funding set aside for emergency child care services including temporary child care services.
			The Agency has a plan to help child care providers meet health and safety as well as licensing requirements so they can continue operating.
			The Agency has a plan in place to help children, parents, and child care providers recover emotionally from an emergency or disaster.
			The Agency plan includes licensing provisions for reuniting parents and children after a disaster (e.g., phone numbers for children and families, policies and procedures for reuniting children with parents and caregivers, provisions for who is authorized to pick up children, and where the pick up point will be located).
			Other:



RESOURCES:

- **Child Care Bureau:** <http://www.acf.hhs.gov/programs/ccb/initiatives/emergency/index.htm>
- **National Child Care Information Center:** <http://nccic.acf.hhs.gov/poptopics/disasterprep.html>
- **National Association of Child Care Resource and Referral Agencies:** <http://www.naccrra.org/disaster/>
- **North Carolina Emergency Preparedness Plan:** http://ncchildcare.dhhs.state.nc.us/pdf_forms/dcddis.pdf

SOURCES:

- *Is Child Care Ready?: A Disaster-Planning Guide for Child Care Resource & Referral Agencies*
National Association of Child Care Resource and Referral Agencies
- Disaster Plan
Division of Child Development
North Carolina Department of Health and Human Services