



CCDF AGENCY EMERGENCY PREPAREDNESS PLANNING TOOL: COORDINATION WITH KEY PARTNERS

This tool is designed to help States and Territories begin or expand their emergency preparedness planning efforts to include other key partners in the State or Territory. The *Child Care and Development Block Grant (CCDBG) Act of 2014* requires a disaster preparedness and response plan and specifies coordination of activities with those government agencies identified at the top of the following table. Examples of other government or nongovernment organizations are included, as well as contact information for selected agencies (marked with an asterisk).

Government and Nongovernment Agencies	Contact Made (Yes or No)	Participating Stakeholder (Yes or No)	Key Contact Information	Possible or Actual Responsibilities	Resources to Contribute
Disaster Preparedness and Response Plan includes Coordination Of Activities with these Agencies and Groups:					
Child Care and Development Fund (CCDF) Lead Agency (if not convener)*					
State Human Services Agency					
State Offices and Agencies of Emergency Management*					
State Child Care Licensing Agency*					

Government and Nongovernment Agencies	Contact Made (Yes or No)	Participating Stakeholder (Yes or No)	Key Contact Information	Possible or Actual Responsibilities	Resources to Contribute
State, Territory, or Local Child Care Resource and Referral Agencies					
State Advisory Council or Early Learning Advisory Council					
Additional Government Agencies					
Tribal Entities*					
Head Start State Collaboration Office*					
State Pre-Kindergarten Agency					
K-12 Agency (Department of Education)*					
Public Health Agency					
Mental Health Agency					
Child Welfare Agency					
State Fire Marshal					

Government and Nongovernment Agencies	Contact Made (Yes or No)	Participating Stakeholder (Yes or No)	Key Contact Information	Possible or Actual Responsibilities	Resources to Contribute
State, Territory, or Local Law Enforcement Representation					
Local Emergency Agencies or Association of such agencies					
Nongovernment Agencies					
National Voluntary Organizations Active in Disasters*					
State- or Territory-wide Child Advocacy Organizations					
State- or Territory-wide Child Care Organizations (e.g., State- or Territory-wide Association for the Education of Young Children)					
State- or Territory-wide Family Child Care Organizations					
State- or Territory-wide Professional Development Systems					
State- or Territory-wide Infant and Toddler Organizations					

Government and Nongovernment Agencies	Contact Made (Yes or No)	Participating Stakeholder (Yes or No)	Key Contact Information	Possible or Actual Responsibilities	Resources to Contribute
State- or Territory-wide School-Age Organizations					
State- or Territory-wide Children with Special Needs Organizations					
State- or Territory-wide Parent Organizations					
United Way*					
Other Local, County, or Regional Nongovernment Agencies					
Representative(s) from Non-English Language Speaking Communities					
Other (fill in as needed per your State or Territory's situation)					

****Links to Additional Information and Contact Information***

- CCDF Grantee State and Territory Contacts, <http://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts>
- CCDF Tribal Grantees Listed by State, <http://www.acf.hhs.gov/programs/occ/resource/ccdf-tribal-grantees-listed-by-state>
- FEMA Regional Offices, <https://www.fema.gov/regional-operations>

- Head Start Collaboration Offices by State, http://eclkc.ohs.acf.hhs.gov/hslc/states/collaboration/HSSCO/state_collaboration.html
- National Voluntary Organizations Active in Disasters, <http://www.nvoad.org/>
- Regional Emergency Preparedness and Response Contacts, <http://www.acf.hhs.gov/programs/ohsepr>
- Small Business Administration Regional Offices List, <http://www.sba.gov/about-offices-list/3>
- State Licensing and Regulation Information, <http://nrckids.org/STATES/states.htm>
- State Offices and Agencies of Emergency Management, <https://www.fema.gov/emergency-management-agencies>
- U.S. Department of Education State Contacts, <http://www2.ed.gov/about/contacts/state/index.html>
- United Way – Local Organizations, <http://apps.liveunited.org/myuw/>

*The Child Care State Systems Specialist Network does not endorse any non-Federal organization, publication, or resource.

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