Child Care Emergency Preparedness and Response (EPR) Webinar Series

Training and Technical Assistance Supports for Child Care Providers

September 15, 2014
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Child Care State Systems Specialist Network
(CCSSSN)
Technology Notes

• You will hear the presentation through your computer speakers;
• Q & A Pod (top middle) – content questions here; and
• Chat Pod (bottom middle) – enter any immediate needs here.

Reminder – if you experience technical difficulties, this Webinar is being recorded and the recording will be sent to all registrants.
EPR Series Overview

These six Webinars support States’ and Territories’ development of collaborative EPR plans as framed by OCC:

1. Creating a Plan for Child Care Services: Coordinating With Key Partners and Emergency Management Agencies;
2. Subsidy Issues: Planning for the Continuation of Child Care Services;
3. Licensing Regulations and Policies for Emergency Planning and Response;
4. Training and Technical Assistance Supports for Child Care Providers;
5. Response, Recovery, and Rebuilding; and
6. Recovering: Responding to Trauma.
EPR Series Overview

- Speakers include federal government and state officials as well as national experts;
- States and Territories may choose sessions of interest or need;
- Participants will be asked to interact via the Chat, Word Cloud, Polling, and Question and Answer Box;
- Webinars and resources will be archived; and
- Technical assistance is available.
Poll Question 1: Who is with us today?

- State and Territory CCDF Administrators and staff;
- County administrators and staff;
- Licensing Administrators and staff at the state or county levels;
- Fire, building, environmental health, or food safety officials;
- Emergency management officials and staff;
- Child care resource and referral (CCR&R) agencies or other community-based organizations;
- Training or Technical Assistance (TA) providers;
- Regional Offices; or
- Other (please describe your role in the chat box).
Today’s Agenda

- Overview and Considerations
- Online Training and Provider Plan Template: Kentucky
- Project Security Blanket: Maryland
- Emergency Response Planning Guide for Child Care Providers: Indiana
- CCR&R Training and Technical Assistance Trends in EPR: Child Care Aware of America
Speaker Introductions

• Michelle DeJohn and Brummal Murphy, Kentucky
• Liz Kelley, Maryland
• Nancy Ward, Indiana
• Lynette Fraga, Child Care Aware of America

*Biographies and contact information will be sent to registrants following the Webinar.
When you think about Emergency Preparedness and Response (EPR) supporting child care providers through training and technical assistance, what words come to mind...?
Child Care EPR Planning is Important

- Planning minimizes the likelihood of injuries and death of children who are particularly vulnerable in disasters;
- Preparation can minimize the psychological impact (trauma) and can promote resilience in children and adults;
- Planning and preparation may reduce revenue lost and provider liability as well as promoting continuity of care; and
- Child care is a vital service to the community, so that the speed at which child care is able to recover speeds the overall recovery of the community.
1. Planning for continuation of services to Child Care and Development Fund (CCDF) families;
2. Coordinating with emergency management agencies and key partners;
3. **Regulatory requirements and technical assistance for child care providers**;
4. Provision of temporary child care services after a disaster; and
5. Rebuilding child care after a disaster.
OCC suggests that a state's EPR plan include these items:

- Strategies to provide ongoing technical assistance, training, resources, and support to center-based and family child care (FCC) providers to help them better prepare for emergencies and disasters;

- Strategies for engaging local CCR&R agencies to conduct training sessions for child care providers on how to be prepared for a disaster; and

- Provisions for incorporating EPR planning within quality rating and improvement systems (QRIS), if established by the Lead Agency.
POLL QUESTION 2

What types of EPR training and technical assistance is your State or Territory providing child care providers? (Please select all that apply)

- Training on EPR regulations and requirements;
- Information about EPR approaches and strategies to consider;
- EPR guide, toolkit, checklists, or sample brochures and templates; or
- EPR community assessments.
POLL QUESTION 3

• Who is providing the EPR training and technical assistance to child care providers in your State or Territory? (Please select all that apply)
  - State CCDF Lead Agency;
  - State child care licensing office;
  - State CCR&R and local CCR&R agencies;
  - Institutions of higher education or professional development entity;
  - Other State or local agencies (e.g., emergency management, homeland security, extension office); or
  - National organizations (e.g., Save the Children, Red Cross)
Kentucky’s Division of Child Care Emergency Disaster Preparedness Technical Assistance Guide for Child Care
• The Commonwealth of Kentucky constitution gives the General Assembly the ability to pass laws, in the form of bills, which then become of Kentucky Revised Statutes (KRS).

• These statutes are broad in nature and in most cases give state agencies the authority to govern administrative regulations, which become part of Kentucky Administrative Regulations (KARs).

• Regulations refer back to a statute and give more clarity and direction.
• Passed July 2012
• Evacuation plan required for child-care centers and family child-care homes -- Annual updating of plan -- Provision of plan to local emergency management officials and parents.

KRS 199.895
Requirements for the Child Care Emergency Plan

- A designated relocation site and evacuation route;
- Procedures for notifying parents of the relocation and ensuring family reunification;
- Procedures to address the needs of individual children including children with special needs;
- Instructions relating to the training of staff or the reassignment of staff duties, as appropriate;
- Coordination with local emergency management officials; and
- A program to ensure that appropriate staff are familiar with the plan's components
Requirements for the Child Care Emergency Plan (continued)

- Update the evacuation plan by December 31 each year;
- Retain an updated copy of the plan for evacuation;
- Provide an updated copy to appropriate local emergency management officials; and
- Provide a copy to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.
Child Care Regulation's - Emergency Plans

- Child-care center licensure
- Child-care center provider requirements
- Certification of family child-care homes.
- Requirements for registered child care providers in the Child Care Assistance Program.
Monitoring of Child Care Emergency Plans

- County Emergency Managers monitor the quality of the received plan and follow up with the provider if technical assistance is needed.

- Child Care licensing staff only check for completed plans at initial monitoring visits and for updated complete plans at renewal monitoring visits.

- Monitoring staff are trained via statute and regulation requirements.
Collaborating Partnering Agencies

Child Care Aware of Kentucky

Commonwealth of Kentucky Division of Emergency Management

Preparedness Branch Staff

Child Care Health Consultation
for a Healthy Start in Child Care
Helpline: 1-877-281-5277

Kentucky UNBRIDLED SPIRIT
Child Care Emergency - Disaster Preparedness Technical Assistance Guide

Welcome to the Child Care Emergency / Disaster Preparedness Technical Assistance Guide

Use the buttons located at the above/right to navigate through this module.
The buttons' functions are as follows:
- Click the Help button to send an Email to the Course Administrator.
- Click the Home button to return to the Home Page of this module.
- Click the Exit button to exit this module completely.

This module will take approximately one hour to complete.
Training Outline

Child Care Emergency / Disaster Preparedness

Table of Contents

- Regulation
- Why Prepare an Evacuation Plan?
- Terms to Know
- The Required Components
  - Preparation
  - Response
  - Recovery
- Notifying the Cabinet
- Division of Child Care Suggested Planning Forms
- Resources

Click next to continue the presentation

By clicking on one of the titles in the Table of Contents at the left, you will be able to advance directly to the selected section.
Child Care Sample Forms for Emergency Disaster Preparedness Planning

The following sample forms are available in this presentation by clicking the links. These forms may assist Child Care Providers in Emergency Disaster Preparedness Planning:

1. [Emergency/Disaster Procedures & Evacuation Planning Form](#)
2. [Things to Know When Preparing for an Emergency/Disaster in Child Care](#)
3. [Child Care Child Information Form](#)
4. [Child Care Daily Attendance Record Form](#)
5. [Child Care Emergency Disaster Preparedness Parent Information Form for Reunification](#)
6. [Child Care Evacuation Response Checklist Form](#)
7. [Child Care Emergency Disaster Roster Sign Out Form](#)
8. [Child Care Fire Earthquake and Tornado Drill Form](#)
9. [Child Care Bomb Threat Information Form](#)
10. [Child Care Emergency Planning Checklist](#)
11. [Child Care Provider Statement](#)

Click on the graphic above in order to open a popup window for more information.
Provider Plan Template

- 11 pages (*In the template, asterisks for the components that are required by regulation*)

- Child Care Regulatory References for Emergency/Disaster Preparedness

- Emergency/Disaster Preparedness Planning

- Emergency/Disaster Procedures and Evacuation Plan Form

- Disclaimer and Signature of the Responsible Child Care Provider

- Sample Forms and Recommended Best Practice

- Helpful Information Child Care Sample Forms for Emergency Disaster Preparedness Planning and additional Recommended Best Practice(s)
For More Information

Visit the following websites for more information:


Email questions to: Childcare.regulation@ky.gov
Liz Kelley
Director,
Office of Child Care
Maryland State Department of Education
Maryland

• Overview and History

  – **2005-2006** – State agencies were required to develop Continuity of Operations Plans (COOP). The agency determined that it was even more crucial for Maryland's child care providers to be prepared for any emergency that may arise.

  – **2007-2009** – A contract was awarded to Chesapeake College to develop and implement training in emergency and disaster planning for child care providers. Cost - $500,000 for 2 years.

  – **2009** – Legislation was passed to establish criteria for emergency and disaster training and plan development in regulations. Regulations were enacted to require all child care centers and FCC homes to have someone from the program who has been trained in emergency and disaster planning and implementation.

  – **2009-Present** – The Department continues to provide support for the project in the amount of $250,000 per year, keeping the cost to providers at $15.00.
Regulatory Requirements

Training and Plan Preparation

- At least one center employee/FCC provider must complete emergency preparedness training that is approved by the Office and prepare a written emergency and disaster plan for the center/family home.
- Each employee shall receive an orientation about the contents of the written emergency and disaster plan.

Content of the Plan

- Contains:
  - The name and contact information for the local emergency operations center
  - Assignment of staff responsibilities

- Procedures for:
  - Evacuation, including evacuation routes
  - Relocating staff and children to a safe site
  - A list of local emergency services numbers
  - The radio station call sign and frequency for the local Emergency Alert System
  - Sheltering in place
  - Notifying parents of children in care
  - Addressing the individual needs of children, including children with special needs
Maryland

• Regulatory Requirements (cont.)
  – Response
    ▪ In the event of a declared emergency, the provider shall be prepared to respond as directed by the local emergency management agency.
    ▪ During an emergency evacuation or practice, a staff member shall take attendance records out of the center/family home and determine the presence of each child currently in attendance.
  – Maintenance and Drills
    ▪ The emergency and disaster plan must be maintained and updated at least annually.
    ▪ A written record of the dates and times at which emergency and disaster plan drills were conducted must be maintained.
    ▪ The emergency and disaster plan must be practiced by staff and children at least once per month for fire evacuation and twice per year for other emergency and disaster situations.
Project Security Blanket

- **What**—Training and technical assistance for child care providers on the development of a written emergency plan for their programs.

- **How**—A 6 clock hour course presented in person or online that includes:
  - Training on Emergency and Disaster Planning;
  - How to Develop a Plan;
  - The Plan Template;
  - Resources for Developing the Plan;
  - Technical Assistance in Developing the Plan; and
  - Plan Review and Acceptance.
Project Security Blanket


- Announcements
- Resources
- List of Approved Trainers
- Training Calendar
- Online Training
- Emergency and Disaster Information

Project Security Blanket provides training and technical assistance for Maryland child care center staff members, family child care providers, and informal providers on the development of a written emergency plan for their programs. The six-hour course will be scheduled across the state at child care resource centers and community colleges. The project was funded by the Maryland State Department of Education to Chesapeake College. The College contracted the Chesapeake Child Care Resource Center (CCCRC) to manage the grant. CCCR is located on the campus of Chesapeake College in Wye Mills, MD, and is a member of the Maryland Childcare Resource Network.

**NEW ON-SITE CLASSES ARE LISTED UNDER TRAINING CALENDAR**

**NEW ONLINE WEBINAR CLASSES ARE LISTED UNDER ONLINE TRAINING**
Project Security Blanket

- **Web site:** [http://projectsecurityblanket.org/](http://projectsecurityblanket.org/)

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**Announcements**

Emergency Preparedness Training offered at various locations in Maryland.

- Six-hour training is offered for only $15.00 and includes:
  - Emergency Preparedness Workbook
  - Backpack
  - Flashlight and whistles combo
  - Refreshments

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**Additional Links have been added to the RESOURCES page to assist providers in completing plans!**
Things to Consider

• Develop and provide access to training well in advance of regulatory requirement.
• Provide a template for the plan to make it easier for:
  – Providers to develop;
  – Trainers to review and approve; and
  – Licensing staff to know what to look for in the file.
• Develop standardized training to ensure consistency of information; and
• Include the development and review of the plan in the training provided so there is no need for further review by licensing staff to determine compliance.
Nancy Ward
Chief Nurse Consultant
Office of Early Childhood and Out-of-School Learning
Indiana Family and Social Services Administration
Perspective

• Biggest threat
  – Weather and disruption of power
    ▪ Fire forced evacuation
    ▪ Shelter in place for tornado

• Biggest training need
  – Unfriendly armed intruder
    ▪ How to train staff? Children present?

• From the OECOSL perspective
  – Unaware of rules
  – Little planning past “the moment”
  – Communication
    ▪ Within the child care and reunification efforts
Lessons Learned

• Flood
  – Plan for a second site
    ▪ One is not enough
      o Short vs. long term
      o Neighborhood vs. distance
    ▪ Children benefit from reminders of the familiar
Lessons Learned

• Active Shooter
  – Connect with nearby businesses for refuge
    ▪ Contact nearby schools to share info
  – Contact state police for evaluation
  – Buy a police scanner
  – Know your families
Lessons Learned – Special Needs

- 1:1 assignments
- Accommodative equipment
  - Adaptive equipment
  - Headphones/earmuffs
  - Transition objects
- Communication
- Planning ahead
Training and Outreach: What is Indiana’s Plan?

• Live
  – OECOSL nurse consultants
  – Other state agency representatives
  – Community contacts
    ▪ Fire, county emergency managers, Red Cross, CCR&R

• Asynchronous Web based

• To do
  – Higher level training
  – Mass e-mail of the guide and resources
Poll Question 4

- What topics are covered in your State or Territory EPR training and TA? (Please select all that apply.)
  - Requirements and rules;
  - Mental Health: Social-emotional needs of children and families;
  - Sample EPR plan and templates;
  - Community connections and resources;
  - Communication and reunification with families;
  - Supporting children with special needs or disabilities; or
  - Other.
Lynette Fraga

Executive Director

Child Care Aware® of America
Training and Technical Assistance Supports for Child Care Providers

The Child Care Emergency Preparedness and Response Plan Webinar Series

September 15, 2014
Child Care Aware® of America

The nation’s leading voice for child care whose mission is the development of an effective child care system to support the healthy development of all children.
Training and TA National Trends

What Emergency and Disaster Preparedness, Response and Recovery activities is your agency taking part in?

Top 4 Responses:

73% - Assist in development of emergency plans
73% - Providing training
55% - Assisting Providers throughout Recovery
41% - Assisting families in recovery

How would you rate your state’s emergency preparedness and plan?

- Little or No Preparation: 5%
- Somewhat Prepared: 18%
- Very Well Prepared: 41%
Training and TA National Trends

What kinds of training and technical assistance is your agency providing/offering child care providers and programs caring for children on Emergency and Disaster Preparedness, Response and Recovery?

- On-site Training
- On-site TA
- Online Training
- Materials and resource development
- Material and resource Dissemination
- Other

What topics are covered by your agency’s Emergency and Disaster Preparedness, Response, and Recovery Training and Technical Assistance?

- Requirements and Rules
- Mental Health: Social Emotional Needs
- Example Plan and Templates
- Community connection and resources
- Communication and reunification with families
- Supporting children with disabilities
- Other
Training and TA National Trends

What gaps do you see in your community/state related to Emergency and Disaster Preparedness, Response, and Recovery?

- **50%** Supporting Children with Disabilities
- **33%** Communication and reunification with families
- **33%** Example Plan and Templates
- **28%** On-Site Training
- **11%** Rules
- **33%** Community connections and resources
- **44%** Materials and Resource Development
- **33%** On-Site TA
- **28%** Resource Distribution
- **33%** On-line Training
- **17%** Other

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Between local CCR&R agencies and State CCR&R Networks, more than 650,000 child care workers (in both child care centers and family child care homes) receive training every year.

**CCR&Rs cover a broad range of topics in training, including:**

- Basic orientation
- Health and safety
- Child development
- Child abuse prevention and recognition
- Early childhood curriculum
- Emergency Preparedness and Response
- Business practices
- Compliance with licensing requirements
- Meeting quality rating improvement system standards
- Accreditation
Elements of Strong State Training/TA Programs

**Training:**
- Widely available and easily accessible for public
- Online and/or on-site learning opportunities
- Topics cover all or most aspects of disaster and emergency planning, response and recovery
- Incorporated into QRIS system
Elements of Strong State Training/TA Programs

Technical Assistance:
• Developing/revising emergency plan for program
• Building connections and networks for communications and reunification
• Providing templates, forms, and resources
• Assisting provider recovery efforts
IOWA

• IOWACCR&R and Child Care Nurse Consultants deliver “Emergency Preparedness for Iowa Child Care Providers training”
• Available at no cost
• Based on *Disaster Preparation: A Training Program for Child Care Centers*
• In coordination with Early Childhood Iowa and county emergency management personnel
• Emergency Preparedness trainings broadcast on *Iowa Public Television*
Innovative State TA/Training Programs and Solutions

- Conducted needs/gap assessment for EPR
- Developed “Connecticut-Charts-A-Course Emergency Training”
- Over 350 providers participated in training so far
- Several resources distributed in different channels, including online, through state agencies, and local CCR&Rs
- Held meetings/briefings with emergency management personnel on “unique needs of children in emergencies”
Top 5 Ways that CCR&Rs are Engaged with EPR

1. Training

2. Making Connections between agencies, providers, and families

3. Assisting development of evacuation and response plans for providers

4. Real-time emergency impact assessment and action

5. Assisting programs throughout recovery process
Child Care Aware® of America Online Storefront

Disaster Preparedness Publications

Emergency Preparedness Package
Is Your Child Care Program Ready?
Keeping Children Safe
Protecting Children During Emergencies
What's the plan?

To the Registrants...

• Are there any questions?

OR

• Does anyone have an example you’d like to share as to what is happening in your State or Territory?
Natural disasters and emergencies can be emotionally devastating and cause property damage that can be costly to repair. Child care programs are not immune to these risks and should plan and prepare for any event (minor as well as catastrophic) that may disrupt the day-to-day operations of their child care businesses. Emergency plans help ensure child care programs and staff are prepared to react in a manner that protects the safety of children and staff when an emergency occurs. Emergency plans also establish mechanisms to help programs during the recovery phase and get businesses “up and running” as soon as possible. This promotes continuity of care and reduces the risks of clientele and income loss.

EPR Resources

OCC Resources

  - Includes Information Memorandums, Joint Letter to State Governors, FEMA Guidance, Checklists, Past Response Efforts, etc.

CCTAN Resources

- CCTAN’s EPR page: [https://childcareta.acf.hhs.gov/emergency-preparedness-0](https://childcareta.acf.hhs.gov/emergency-preparedness-0).
  - Includes Resource, EPR Planning for Licensing Agencies, EP and Child Care Facilities Lockdowns, lists of State-level trainings, etc.
Poll 5 Check Out

- Which of the following topics from today’s conversation will be most useful in your EPR provider training and technical assistance work going forward? (please select all that apply)
  - State strategies and illustrative approaches;
  - Resources such as guides, templates, and online training;
  - CCR&R trends in training and technical assistance offerings;
  - Information about gaps in T/TA in your State or Territory EPR plans; or
  - Other (please specify in the chat box).
Next Steps

• **Response, Recovery, and Rebuilding:**
  – Developing policies that allow flexibility in temporary child care settings;
  – Collaborating to provide child respite in shelters; and
  – Planning for rebuilding: Resources and relationships.

• **Evaluation:**
  – SurveyMonkey sent immediately following this Webinar.
Conclusion

• Development of a meaningful, specific, comprehensive EPR plan is a complex and time-consuming task involving engagement and commitment of numerous stakeholders.

• State and Territory supported training and technical assistance can be helpful resources for providers as they work with families and others in their communities in times of disaster or emergency.

• Providing resources and guidance to providers can better equip them to assist families when emergencies arrive.
Conclusion

- We hope you will take examples and ideas from today’s discussion to a broader effort within your State or Territory as you take steps towards developing your State or Territory’s Emergency Preparedness and Response Plan.

- The next Webinar: **Recovery, Response, and Rebuilding** will be held on October 20, 2014 at 3:30 ET, 2:30 CT, 1:30 MT, 12:30 PT.
Thank You

Child Care State Systems Specialist Network

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