

APPENDIX A: Checklist for Developing Child Care Emergency Preparedness and Response Plans

Lead	1. Coordinating and Collaborating with Key Partners	In Progress	Completed
	The plan is developed in consultation with the state advisory council on early childhood education and care or similar coordinating body.		
	The plan is developed in collaboration with the emergency management agency and formalizes coordination with child care within statewide emergency planning.		
	The plan includes coordination with local and state child care resource and referral agencies (CCR&R) and incorporates provisions for communication with local child care providers in their respective geographic areas.		
	The plan includes consultation and coordination with child care licensing and regulatory agencies to ensure that providers engage in emergency preparedness and planning activities, including distribution of materials and resources to assist child care providers.		
	The plan includes coordination with other early care and education programs (e.g., Head Start centers, state pre-kindergarten) to ensure collaboration and consistency in emergency preparedness and planning efforts.		
	The plan includes coordination with education agencies and local school districts to streamline emergency planning efforts across early care and education settings. This is particularly important in communities that provide before and after-school care or summer child care programs within a public or private school facility.		
	The plan includes coordination with the state public health agency or public health department to ensure timely and accurate communication with child care providers in the event of a public health emergency.		
	The plan includes coordination with the state emergency management agency.		
	The plan includes coordination with voluntary organizations that provide support for child care and provision of temporary child care or respite care services, if needed. Examples of voluntary organizations that provide child-related disaster services are listed in Appendix B Child Care Resources.		
	The plan provides for coordination with local business owners and non-profit organizations to donate supplies (e.g., bottled water and first aid supplies) to child care providers to stock emergency kits.		
	The plan includes coordination with Tribal communities and agencies, when applicable, to ensure Tribal child care programs are included in statewide emergency planning and response efforts.		
	The plan includes coordination with the state human services agency, if it differs from the Lead Agency.		

	The plan includes coordination across state jurisdictional lines, particularly in border states, which may serve families that must be evacuated from disaster areas.		
Lead	2. Guidelines for Continuation of Child Care Subsidies and Services	In Progress	Completed
	The plan includes provisions for continuing core CCDF program functions (e.g., continuing payments to CCDF providers or extending eligibility re-determinations for families, etc.) by Lead Agency management and staff during and after a disaster.		
	The plan includes requirements that sub-grantees and contractors administering the child care program make provisions for continuation of core functions.		
	The plan identifies how strategic communications, decision-making, and information sharing will be handled in different emergency or disaster situations.		
	The plan includes procedures for continuing payments to child care providers during and after a disaster.		
	The plan includes policies to temporarily continue to pay providers for absence days in the event that children are unable to attend due to a disaster (e.g., pandemic flu).		
	The plan includes procedures that address systems data security and data storage to ensure adequate backup of family and child care provider records after a disaster.		
	The plan includes a mechanism to collect data and track families receiving subsidies and providers serving subsidized children that are impacted by a disaster.		
	The plan includes provisions for continuing services to families in the event the Lead Agency is unable to conduct eligibility re-determinations or families are unable to submit necessary documentation.		
	The plan includes policies to continue assistance for families that are temporarily out of work or engaged in job search after a disaster.		
	The plan includes policies that anticipate an increased need for child care subsidies among families impacted by a disaster in addition to families already receiving assistance.		
	The plan includes provisions to quickly establish and manage a waiting list for families needing assistance, if the Lead Agency does not already have one.		
	The plan includes coordination with emergency management officials, voluntary organizations, and CCR&R agencies to implement temporary child care services after a disaster, including establishment of contracts or agreements.		
	The plan includes temporary operating standards (or provisions for temporarily waiving certain child care regulatory requirements) to accommodate providers that need to re-locate and/or the provision of temporary child care in alternate facilities, such as shelters.		
	The plan includes a strategy for training and identifying pre-approved child care providers that have undergone criminal history and background checks who are willing to assist with provision of temporary child care after a disaster.		

Lead	3. Coordination of Post-Disaster Recovery of Child Care Services	In Progress	Completed
	The plan includes strategies to provide ongoing technical assistance, training, resources, and support to center-based and family child care providers to help them better prepare for emergencies and disasters.		
	The plan includes strategies for engaging local CCR&R agencies or similar organizations to conduct training sessions for CCDF caregivers, teachers, and directors on how to be prepare for emergency disaster.		
	The plan includes a strategy to work with emergency management officials, licensing agencies, and public health officials to conduct timely assessments of the damage to and status of child care providers within the impacted area.		
	The plan includes engagement and training strategies for child care providers to ensure business continuity should a disaster occur, including adequate insurance coverage and protection of records and assets after a disaster.		
	The plan includes strategies for providing information and resources to child care providers about financial assistance that is available for the restoring or rebuilding process if that is necessary.		
	The plan includes a strategy for engaging business associations, community development financial institutions, and other organizations that can potentially provide financial assistance or micro-loans to help providers re-open.		
	The plan includes preparedness planning with FEMA regional officials to clarify child care services that are eligible for reimbursement under the Public Assistance program.		
	The plan includes provisions to quickly establish and manage temporary child care in non-traditional settings when existing child care facilities have been temporarily or permanently damaged.		
Lead	4. Requirements for CCDF Providers and Other Child Care Providers	In Progress	Completed
	The plan includes procedures for evacuation, relocation, shelter-in-place, and lock down.		
	The plan includes procedures for staff and volunteer emergency preparedness training and practice drills.		
	The plan includes procedures for communication and reunification with families.		
	The plan includes procedures for continuity of operations.		
	The plan includes procedures for accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.		