

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

**Division of Child Care and Early Childhood Development
Child Care Subsidy Program**

STATEWIDE CHILD CARE DISASTER PLAN



September 2016 – Version 1.1

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I - INTRODUCTION

I.1 Preparing for Emergencies in Child Care Programs¹

On average, children spend 36 hours each week in some form of child care setting.² Early childhood caregivers must be prepared and constantly vigilant to ensure that children in their care are protected when an emergency or disaster occurs.³

Natural disasters, medical health emergencies, terrorism, community violence, and technical hazards⁴ can occur suddenly and without warning, anywhere and at any time.⁵ Emergency preparedness and response planning is an ongoing process of planning and preparation, training, practicing, reviewing, and revising that will help early childhood caregivers and supporting organizations be prepared for most circumstances that might arise.⁶

Center- and home-based providers authorized under the Child Care and Development Block Grant (CCDBG) Act are required to have written plans for responding to emergency situations or natural disasters that may require evacuation, lock-down of the facility or home, or sheltering in place. These plans should address how they will accommodate infants and toddlers, children with disabilities, and children with chronic medical conditions in each of these situations. Provider planning and preparation also entail gathering, maintaining, and keeping accessible the equipment, supplies, and materials needed during an emergency. Such equipment and supplies include those essential to caring for children and staff or family members, and to communicating with parents and others.

The Virginia Department of Social Services (VDSS) administers and oversees Virginia's CCDBG activities including the Child Care Subsidy Program and has processes and procedures in place to ensure the continuity of program operations when emergencies and disasters occur.

¹ Portions of this introduction section were extracted from National Center on Early Childhood Quality Assurance, CCDF Health and Safety Requirements Brief #6. (2016). Retrieved from https://childcareta.acf.hhs.gov/sites/default/files/public/brief_6_emergencypreparedness_final.pdf

² National Association of Child Care Resource & Referral Agencies and Save the Children. (2010). *Protecting children in child care during emergencies*. Retrieved from Head Start Early Childhood Learning and Knowledge Center, <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/safety-injury-prevention/ep-response/protectingchildr.htm>

³ Office of Human Services Emergency Preparedness and Response, Department of Health and Human Services, Administration for Children and Families. (n.d.). Early childhood disaster-related resources for early childhood education providers [Web page]. Retrieved from <http://www.acf.hhs.gov/programs/ohsepr/information-for-providers>

⁴ Technical hazards include chemical spills, electrical hazards, and other environmental concerns. Office of Head Start. (2009). Emergency preparedness webcast [transcript]. Retrieved from Head Start Early Childhood Learning and Knowledge Center, <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep/EmergencyPrepare.htm/000110-Emergency%20Preparedness%20Webcast.pdf>

⁵ Office of Head Start. (2009). Emergency preparedness webcast [Transcript]. Retrieved from Head Start Early Childhood Learning and Knowledge Center, <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep/EmergencyPrepare.htm/000110-Emergency%20Preparedness%20Webcast.pdf>

⁶ See note 5.

I.2 Plan Purpose and Scope

The Statewide Child Care Disaster Plan provides guidance and procedures for ensuring compliance with the Child Care and Development Block Grant Act of 2014 (CCDBG) to ensure a coordinated effort for the continuation of child care programs authorized under the Act during and after a disaster or emergency event.

The CCDBG requires states to develop statewide child care disaster plans. Per Section 658E(c) (2)(U) of the Act, the Statewide Child Care Emergency Plan shall include:

- Guidelines for continuing Child Care Development Fund (CCDF) assistance and child care services after a disaster.
- Requirements that child care providers receiving CCDF have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.
- Requirements that child care providers receiving CCDF have in place procedures for staff and volunteer emergency preparedness training and practice drills.

I.3 Planning Assumptions

- The Commonwealth of Virginia and VDSS use the National Incident Management System (NIMS) and Incident Command System (ICS) in all emergency response and recovery operations.
- ESF #6 in conjunction with ESFs #8, #11, #17 and the Recovery Support Function (RSF) Health and Human Services (HHS) will implement disaster relief programs, as needed, to support the response and recovery processes for any disaster or emergency event.
- VDSS has Continuity of Operations Plans that support and sustain short- and long-term response and recovery operations for Child Care and Development Fund-related programs.
- This document supplements plans developed by the Virginia Department of Emergency Management and VDSS and does not serve to address the full scope of community or commonwealth response to a disaster or emergency.

II - CONTINUATION OF CHILD CARE SUBSIDY AND SERVICES FOLLOWING A DISASTER

II.1 Commonwealth of Virginia Emergency Operations Plan

Virginia is vulnerable to a variety of hazards as identified in the *Commonwealth of Virginia Hazard Mitigation Plan*. A planned and coordinated response on the part of state and local officials in support of responders in the field can save lives, protect property, and more quickly restore essential services.

The Commonwealth of Virginia Emergency Operations Plan (COVEOP) assists state-level leaders and emergency management personnel in handling all phases of emergency management during a human caused or natural disaster. The COVEOP Basic Plan uses an all-hazards approach to incident management, and aligns with the National Incident Management System (NIMS), as well as the Department of Homeland Security (DHS) *National Response Framework* (NRF) and the *National Disaster Recovery Framework* (NDRF).

All-hazard emergency management acknowledges that most disasters and emergencies are best managed as a cycle consisting of four phases (prevention, preparedness, response and recovery) and that there are common emergency functional responses. To address these commonalities, the COVEOP contains 17 Emergency Support Function Annexes, 5 Support Annexes, and 7 Hazard Specific Annexes to the Basic Plan. The Virginia Department of Social Services has been tasked as the coordinating Agency for Emergency Support Function Six (ESF #6).

Emergency Support Function #6 – Mass Care, Shelter and Human Services, coordinates the delivery of Commonwealth mass care, emergency assistance, housing, and human services when local response and recovery needs exceed their capability. VDSS's Response and Recovery Framework for Mass Care, Shelter and Human Services identifies the authority, roles and responsibilities of VDSS executives and program offices to ensure the collective response to disasters and emergencies.

II.2 Emergency Operations at the Jurisdiction Level Closest to the Event

The COVEOP and local emergency operations plans are founded upon the concept that emergency operations begin at the jurisdiction level closest to the event, and are managed by local police, fire, emergency medical and health, emergency management, and other response personnel. In the vast majority of disasters, local resources will operate under the umbrella of a mutual aid agreement or compact to provide the first line of emergency response and incident management support. In some instances, a state or federal agency with principal activities or facilities in a local area may act as a first responder and may provide direction or assistance consistent with its specific statutory authorities and responsibilities. State assistance will be provided upon request when needs exceed local capabilities.

Situations in which several localities are threatened or affected concurrently may involve the Commonwealth from the onset. If the Commonwealth's capabilities are exceeded, the Governor

may request federal assistance. At each level, the government should officially declare a ‘state of emergency’ to exist in order to request assistance. A local emergency declaration indicates that local resources capable of handling the situation are fully committed before state assistance is requested. Likewise, state resources should be fully committed before federal assistance is requested. Exceptions are made to these procedures when localities request state assistance with search and rescue or hazardous materials response.

II.3 Local Emergency Management Contacts

Child care programs are encouraged to maintain an awareness of the designated Local Emergency Manager(s) for their jurisdiction and how to contact these individuals. A Local Emergency Managers Directory is maintained by the Virginia Department of Emergency Management, and identifies by locality the name, title, and contact information of local emergency managers. The Directory is available at <https://lemd.vdem.virginia.gov/Public/Default.aspx>

II.4 Subsidy Critical Activities

The Division of Child Care and Early Childhood Development within VDSS has established procedures to maintain critical program functions with minimal interruption of service delivery in the event of disaster and/or inaccessibility of automated systems for extended periods of time.

II.4.1 - Continuity of Program Operations – The Division of Child Care and Early Childhood Development has in place a Basic Continuity Plan that provides the framework for restoring essential functions in the event of an emergency that affects operations. Plan procedures address three types of disruptions: Loss of access to a facility (as in the damage of the building); Loss of services due to a reduced workforce (as in pandemic influenza); and Loss of services due to equipment or systems failure (as in information technology systems failure).

The Basic Plan is distributed to leadership and individuals with designated continuity responsibilities within the Division, and training is provided to division personnel with identified responsibilities. The Basic Plan has been shared with other local emergency response and social services agencies, emergency management directors, emergency management planners and other interested parties, as applicable.

The Basic Plan describes actions that will be taken to implement a viable Continuity Plan capability within 12 hours of an event and to sustain that capability for up to 30 days. The Basic Plan can be implemented during duty and non-duty hours, both with and without warning.

The Basic Plan supports the performance of essential functions from alternate facility locations and also provides for continuity of management and decision-making in the division in the event that senior leadership or technical personnel are unavailable.

II.4.2 - Authorities - The authorities used in developing the Continuity Plan are:

- Executive Order 41 – Continuing Preparedness Initiatives in State Government and Affirmation of the Commonwealth of Virginia Emergency Operations Plan
- Federal Continuity Directive 1
- National Security Presidential Directive (NSPD) 51, Homeland Security Presidential Directive (HSPD) 20 – National Continuity Policy, and
- Library of Virginia, Records Retention and Disposition Schedule.

II.4.3 - Contact Information

- A Rapid Recall List provides the contact information for personnel who should be notified if the department is experiencing an event that requires Continuity Plan implementation. The list is updated when personnel changes. Each manager is responsible for keeping a paper copy of the Rapid Recall List and the List is also stored electronically on the division drive.
- An External Contact List provides contact information for external vendors, suppliers and other individuals that likely would need to be contacted if the case of an event and is also stored electronically on the division drive.

II.4.4 - Responsibilities/Activities - Designated officials and their responsibilities are:

- Division Director
 - Supporting and providing executive leadership for all emergency planning efforts;
 - Delegating decision-making authority to manage the operations of the Division as necessary;
 - Participating in the Planning Section of the Department’s Emergency Coordination Center (ECC);
 - Assuming ultimate responsibility for the Division’s preparedness efforts.
- Continuity Coordinator
 - Developing, coordinating and organizing activities required for the Division to perform its essential functions during an event that would disrupt normal operations;
 - Ensuring critical personnel have the appropriate tools and training to carry out essential functions;
 - Remaining in communication with the Division Director, VDSS Emergency Management personnel, and personnel from the Virginia Department of Emergency Management, the Office of Commonwealth Preparedness if necessary.
- Continuity Team
 - Identifying department-specific management and policy issues;
 - Creating a planning schedule and milestones for developing the Continuity Plan capabilities and obtaining plan approval;
 - Periodic review and revision of the Continuity Plan.
- Reconstitution Coordinator

- Coordinating and overseeing the reconstitution process;
 - Developing the reconstitution plan;
 - Working with the Director to implement the reconstitution plan.
- Members of Reconstitution Team
 - Developing space allocation and facility requirements;
 - Coordinating with appropriate jurisdictions to obtain office space for reconstitution if the building is inhabitable.
- Division personnel
 - Understanding their continuity roles and responsibilities within the Division;
 - Knowing and demonstrating commitment to their duties in a continuity environment;
 - Being willing to perform in continuity situations and in alternate work locations if necessary to ensure the Department can continue its essential functions;
 - Ensuring that family members are prepared for and taken care of in an emergency situation;
 - Participating in sheltering duties in State Managed Shelters as assigned.

II.4.5 – Level of Emergency Decision Matrix

Level of Emergency	Category	Impact on Local Government	Decisions
I	Alert	An actual or anticipated event might have an adverse impact of up to 12 hours on any portion of the local government but does not require any specific response beyond what is normally available.	Impacted department or division alerts appropriate personnel of situation and requests needed assistance. No Continuity Plan implementation required.
II	Stand-by	An actual or anticipated event estimated to have minimal impact on operations for 12 to 72 hours that may require assistance beyond what is normally available.	Impacted department or division alerts appropriate personnel. Members of the Continuity Plan Team are notified and placed on stand-by. Limited Continuity Plan implementation depending on individual department requirements.
III	Partial Implementation	An actual event estimated to disrupt the operations of one or more essential functions or impact vital systems for more than three days.	Impacted department alerts elected officials and senior leadership. Continuity Plan Team members alerted and instructed on the full or

Level of Emergency	Category	Impact on Local Government	Decisions
			<p>partial implementation of the Continuity Plan. Implementation of the Continuity Plan approved by the elected officials or senior leadership. Might require the mobilization of all resources. Might also require the implementation of the orders of succession. Might require the movement of some personnel to an alternate facility location for a period of more than three days but less than 14 days. Event requires command and control resources be applied to the issue.</p>
IV	Full Implementation	<p>An actual event that significantly disrupts the operations of three or more essential functions or to the full department that impacts multiple vital systems for more than seven days.</p>	<p>Impacted department alerts elected officials and senior leadership. Continuity Plan Team members alerted and instructed on the full or partial implementation of the Continuity Plan. Might require activation of orders of succession. Might require the movement of significant number of personnel to an alternate facility location for a period of more than 14 days. Event requires command and control resources be applied to the issue, and might require the complete mobilization of all resources.</p>

II.4.6 Continuity Plan Implementation - Continuity Plan implementation is based on three phases of operations: Activation and Relocation (including alert and notification), Alternate Facility Operations; and Reconstitution.

II.4.6.1 Activation and Relocation

- Continuity Plan implementation is initiated by an event that causes a disruption to essential functions in the Division. If necessary, the activation of the Division's alternate facility location activities also would occur during this phase. (NOTE: A Continuity Plan is not a response plan.)
- Alert and Notification

Depending on the type of event and level of severity that occurs, the Director will be notified by staff from the Commissioner's Office, the Office of Emergency Management staff, the Continuity Coordinator or staff from the Division (if the event is specific to the Division) of the event. The Division Director will work with the Commissioner's Office to place Division staff on alert or standby, or execute a partial or full implementation of the Continuity Plan as needed. The Continuity Coordinator (or back-up) will notify each manager, who will in turn contact their respective staff using the Rapid Recall List.

For staff that are not reached directly via a cell or home phone, a voice mail message requesting acknowledgement of the message will be left on the work phone (if possible) and the home phone initially. If staff members do not respond back to their respective manager within one hour, the manager will delegate authority for other staff to continue to try to reach their counterparts either directly or via the "emergency contact" listed on a frequency determined by the severity of the event.

II.4.6.2 Alternate Facility Operations

- Activities and operations for this phase are focused upon restoring the Division's essential functions and providing the critical needs for citizens and personnel. This phase is initiated by the declaration of an "all clear" condition. The "all clear" condition indicates that the event has ended and that all facilities within the scope of this plan have been secured or that the Division is ready to provide essential functions from an alternate location(s), the VDSS Central Regional Office.

II.4.6.3 Reconstitution

- Reconstitution is the process by which the Division personnel resume normal operations from the original or an alternate facility location. Basic planning for reconstitution should take place concurrently with Continuity planning. Event-specific reconstitution planning should begin as soon as the Continuity Plan is implemented. The Reconstitution Coordinator takes the lead in reconstitution planning and execution. Once the Division Director or designee declares the event or disruption has passed and is unlikely to resume, reconstitution operations can begin.
- The Basic Plan outlines options for reconstituting the organization regardless of the level of disruption requiring implementation. These options include movement from

the alternate facility location to the originating facility or a new site when the originating facility is rendered unusable.

- **Reconstitution Coordinator.** The Reconstitution Coordinator will be identified at the time of the incident. This person will be responsible for coordinating all reconstitution efforts for the entire division.
- **Reconstitution Process.** The Division develops general guidance and policy regarding ending alternate facility operations and returning to a non-emergency status at the designated primary facility. The Director determines when the reconstitution process can begin and notifies the Continuity Coordinator and the Reconstitution Coordinator. The Reconstitution Coordinator works with Department and Division staff to assure that all operations are on target and restored timely. As an example, the Reconstitution Coordinator may work with the Division of Finance or other divisional staff to ensure that fiscal operations are restored.
- **Reconstitution Procedures.** The Division establishes specific actions to ensure a timely and efficient transition of communications, direction and control, and transfer of vital records and databases to the primary facility.
- **After Action Report and Remedial Action Plans.** Within one week of the event closure, the Director will meet with the Continuity Coordinator and all managers to assess all phases and elements of the alternate facility operations, document areas of concern or success and provide specific solutions to correct any areas of concern.

II.4.7 Additional Provisions

- Additional details regarding division operations, orders of succession, delegations of authority, alternate facility locations and training, testing and exercises are contained in the CCECD Continuity of Operations – Basic Plan related to Training, Testing and Exercises

III - DISASTER AND EMERGENCY REQUIREMENTS FOR CHILD CARE PROVIDERS IN THE CHILD CARE SUBSIDY PROGRAM

- III.1 Requirements** - Child care providers that participate in Virginia’s Child Care Subsidy Program (sometimes referred to as vendors in this chapter of the plan) are required to have in place:
- Procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodations of infants and toddlers, children with disabilities, and children with chronic medical conditions.
 - Procedures for staff and volunteer emergency preparedness training and practice drills including training requirements for child care providers of services for which assistance is provided under CCDF
- III.2 Vendor Service Agreements** - Until such time as Subsidy Program regulations are revised through the Commonwealth’s Regulatory Process, these procedural requirements are established through written vendor agreements between the Virginia Department of Social Services and child care providers participating in the Child Care Subsidy Program. Upon final approval of revised Subsidy Program regulations (anticipated in 2018), these requirements will be articulated through the Commonwealth of Virginia’s Child Care Program regulation (22VAC-40-665) and incorporated by reference in the written Subsidy Program vendor agreements.
- III.3 Required emergency procedures for child day centers**

VENDSUB-000-(9)-031. Procedures for emergencies – Child Day Centers
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- A. The center shall have a written emergency preparedness plan that addresses staff responsibility and facility readiness with respect to emergency evacuation, relocation, lockdown and shelter-in-place procedures. The plan shall address the most likely to occur emergency scenario or scenarios, including but not limited to fire, severe storms, loss of utilities, natural disaster, chemical spills, intruder, and violence on or near the facility, and facility damage or other situations that may require evacuation, lockdown or shelter-in-place.
- B. The emergency preparedness plan shall contain procedural components for:
1. Evacuation procedures to include:
 - a. Scenario applicability;
 - b. Methods to alert staff and emergency responders;
 - c. Designated primary and secondary routes out of the building;
 - d. Designated assembly points away from the building;
 - e. Designated relocation site;
 - f. Methods to ensure all children are evacuated from the building, and if necessary, moved to a relocation site;
 - g. Methods to account for all children at the assembly point and relocation site;
 - h. Method of communication with parents after the evacuation or relocation;

- i. Accommodations or special requirements for infants, toddlers, and children with special needs to ensure their safety during evacuation or relocation;
 - j. Method to ensure essential documents, including emergency contact information, attendance records, medications, and supplies are taken to the assembly point and relocation site; and
 - k. Procedures to address reuniting children with parents or authorized person designated by the parent to pick up the child.
 - 2. Shelter-in-place procedures to include:
 - a. Scenario applicability, inside assembly points, primary and secondary means of access and egress;
 - b. Method to account for all children at the safe location(s);
 - c. Method to ensure essential documents (attendance records, emergency contact information, etc.) and special health supplies are carried into the designated assembly points;
 - d. Method of communication after the shelter-in-place;
 - e. Accommodations or special requirements for infants, toddlers, and children with special needs to ensure their safety during shelter-in-place; and
 - f. Procedures to address reuniting children with parents or authorized person designated by the parent to pick up the child.
 - 3. Lockdown procedures, to include facility containment, shall include:
 - a. Methods to alert staff and emergency responders;
 - b. Methods to secure the facility and designated lockdown locations;
 - c. Methods to account for all children in the lockdown locations;
 - d. Methods of communication with parents and emergency responders;
 - e. Accommodations or special requirements for infants, toddlers, and children with special needs to ensure their safety during lockdown; and
 - f. Procedures to address reuniting children with parents or authorized person designated by the parent to pick up the child.
 - 4. Staff training requirement, drill frequency, and plan review and update.
 - 5. Other special procedures developed with local authorities.
- C. Emergency evacuation and shelter-in-place procedures or maps shall be posted in a location conspicuous to staff and children on each floor of each building.
- D. A 911 or local dial number for police, fire and emergency medical services and the number of the regional poison control center shall be posted in a visible and conspicuous place.
- E. The vendor shall ensure that all staff receives training regarding emergency evacuation, relocation, shelter-in-place, and lockdown procedures on an annual basis, and at the end of each plan update.

- F. The vendor shall ensure that the emergency plans are reviewed with any volunteers who work more than six hours per week prior to volunteering and on an annual basis.

VENDSUB-000-(9)-032. Emergency response drills – Child Day Centers

- A. The emergency response drills shall be practiced, at a minimum:
 - 1. Evacuation procedures shall be practiced at least monthly;
 - 2. Shelter-in-place procedures shall be practiced twice a year; and
 - 3. Lockdown procedures shall be practiced at least annually.
- B. The center shall maintain a record of the dates of the practice drills for one year. For centers offering multiple shifts, the simulated drills shall be divided evenly among the various shifts.

III.4 Required emergency procedures for family day homes

VENDHOM-000-(7)-029. Procedures for emergencies – Family Day Homes

- A. The family day home shall have a written emergency preparedness plan that addresses caregiver responsibility and home readiness with respect to emergency evacuation, relocation, lockdown and shelter-in-place procedures. The plan shall address the most likely to occur emergency scenario or scenarios, including but not limited to fire, severe storms, flooding, tornadoes, loss of utilities, earthquakes, intruders, violence on or near the premises, chemical spills, and facility damage or other situations that may require evacuation, lockdown or shelter-in-place.
- B. The emergency preparedness plan shall contain procedural components for:
 - 1. Sounding of alarms (evacuation, intruder, shelter-in-place such as for tornado, or chemical hazard);
 - 2. Emergency communication to include:
 - a. Notification of local authorities (fire and rescue, law enforcement, emergency medical services, poison control, health department, etc.), parents, and local media; and
 - b. Availability and primary use of communication tools;
 - 3. Evacuation and relocation procedures to include:
 - a. Assembly points, designated relocation site, head counts, primary and secondary means of egress, and complete evacuation of the buildings;
 - b. Accommodations or special requirements for infants, toddlers, and children with special needs to ensure their safety during evacuation or relocation;
 - c. Securing of essential documents (attendance record, parent contact information, etc.) and special healthcare supplies to be carried off-site on immediate notice;
 - d. Method of communication after the evacuation; and
 - e. Procedure to reunite children with a parent or authorized person designated by the parent to pick up the child.
 - 4. Shelter-in-place to include:

- a. Scenario applicability, inside assembly points, head counts, primary and secondary means of access and egress;
 - b. Accommodations or special requirements for infants, toddlers, and children with special needs to ensure their safety during evacuation or relocation;
 - c. Securing essential documents (attendance record, parent contact information, etc.) and special health supplies to be carried into the designated assembly points;
 - d. Method of communication after the shelter-in-place; and
 - e. Procedure to reunite children with a parent or authorized person designated by the parent to pick up the child.
5. Lockdown procedures, to include:
 - a. Methods to alert caregivers and emergency responders;
 - b. Methods to secure the family day home and designated lockdown locations;
 - c. Methods to account for all children in the lockdown locations;
 - d. Methods of communication with parents and emergency responders;
 - e. Accommodations or special requirements for infants, toddlers, and children with special needs to ensure their safety during lockdown; and
 - f. Procedure to reunite children with a parent or authorized person designated by the parent to pick up the child.
 6. Home containment procedures, (e.g., closing of fire doors or other barriers) and shelter-in-place scenario (e.g., intruders, tornado, or chemical spills);
 7. Caregiver training requirements, drill frequency, and plan review and update; and
 8. Other special procedures developed with local authorities.
- C. Emergency evacuation and shelter-in-place procedures/maps shall be posted in a location conspicuous to caregiver and children on each floor of each building.
- D. A 911 or local dial number for police, fire and emergency medical services and the number of the regional poison control center shall be posted in a visible and conspicuous place.

VENDHOM-000-(7)-030. Emergency response drills – Family Day Homes

- A. The emergency response drills shall be practiced as follows:
 1. Evacuation procedures shall be practiced at least monthly;
 2. Shelter-in-place procedures shall be practiced twice a year; and
 3. Lockdown procedures shall be practiced at least annually.
- B. The family day home shall maintain a record of the dates of the practice drills for one year. For family day homes offering multiple shifts, the simulated drills shall be divided evenly among the various shifts.

III.5 Health and Safety Training

- Vendors and caregivers in programs that receive CCDF assistance are required to participate in Virginia’s Preservice Health and Safety Training which includes information on emergency and disaster planning in the chapter titled “Emergency Preparedness: What’s the Plan.” Access to the training is available through the VDSS

public website (http://www.dss.virginia.gov/family/cc/professionals_resources.cgi) and www.childcareva.com.

III.6 Compliance

- Compliance with emergency requirements is assessed during annual on-site inspections of vendors participating in Virginia’s Child Care Subsidy Program. Inspections are conducted by Virginia Department of Social Services inspectors from the Division of Licensing – Children’s Programs. Violations are noted in inspection reports. Corrective action plans are required to address deficiencies identified during inspections.

III.7 Resources

- Emergency preparedness information and resources can be found on the VDSS website at http://www.dss.virginia.gov/family/cc/professionals_resources.cgi and also at www.childcareva.com. Providers may also find the following resources helpful in developing their emergency preparedness plans:
 1. “Developing an Emergency Preparedness Plan (for Center Directors) – Better Kid Care’s On Demand lesson. <http://extension.psu.edu/youth/betterkidcare/lessons/developing-an-emergency-preparedness-plan>
 2. Emergency Preparedness: Developing the Plan – Family Child Care Homes. <http://extension.psu.edu/youth/betterkidcare/knowledge-areas/k7/emergency-preparedness>
 3. Family Child Care Emergency Preparedness Guide. http://www.savethechildren.org/site/c.8rKLIXMGIpI4E/b.9111279/k.8B62/Get_Ready_Get_Safe_Training.htm
 4. Head Start Emergency Preparedness Manual: 2015 Edition. <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/docs/head-start-emergency-prep-manual-2015.pdf>
 5. Review and Update Your Emergency Plan – Vodcast and accompanying guide and discussion starter questions. <http://extension.psu.edu/youth/cyttap/media>
 6. Y.I.K.E.S.: Your Inventory for keeping everyone safe planning guide. <http://mainegov-images.informe.org/dhhs/ocfs/ec/occhs/yikesplanning.pdf>