

VIRGINIA STATEWIDE CHILD CARE DISASTER PLAN



August 2018 – Version 2.1

Department of Social Services

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I - INTRODUCTION

I.1 Plan Purpose and Scope

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

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

The reauthorization of the CCDBG Act requires Lead Agencies to develop and maintain a comprehensive Statewide Disaster Plan to address emergency preparedness, response, and recovery efforts specific to child care. Under section 658E(c)(2)(U) of the Act and 45 CFR 98.16(aa) of the CCDF final rule, Lead Agencies are required to demonstrate how they will address the needs of children, including the need for safe child care, before, during and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act) through a Statewide Disaster Plan (or Disaster Plan for a Tribe's service area). Each states Lead Agency must address the following when developing and implementing its Statewide Disaster Plan (or Disaster Plan for a Tribe's service area) in accordance with the Act and the final rule at 45 CFR 98.16(aa) and 98.41(a)(1)(vii), including:

- Coordinating and collaborating with key partners;
- Guidelines for continuation of child care subsidies and services;
- Coordination of post-disaster recovery of child care services; and
- Requirements for CCDF providers and other child care providers.

I.2 Plan Structure

This plan has four major sections:

- Introduction
- Continuation of Child Care Subsidies and Services Following a Disaster
- Disaster and Emergency Requirements for Child Care Providers in the Child Care Subsidy Program
- Additional Training and Resources on Emergency Planning for Child Care Providers

I.3 Planning Considerations and Assumptions

- Child care providers in Virginia operate under different types of regulatory oversight depending on but not limited to: if the program operates in a center or in a private residence, if the program meets one of the licensing exemptions, based on the number of children in care or the locality where the program operates, or in some instances if the program “volunteers” to be regulated. Based on these factors, providers may have different requirements to follow for emergency planning. Providers may or may not be monitored for compliance with those requirements.
- Since Virginia operates with a variety of regulatory scenarios, for the purposes of this plan, information included in this plan can be used generally for all child care providers, but the regulations and model forms referenced throughout the plan are specific to programs that receive child care subsidy payments from VDSS to help families pay for child care services. Other child care programs may access relevant requirements, laws and model forms by going to the VDSS website, <http://www.dss.virginia.gov/about/licensing.cgi>.
- The Commonwealth of Virginia uses the National Incident Management System (NIMS) and Incident Command System (ICS) in all emergency response and recovery operations.
- Virginia Emergency Support Team (VEST), Emergency Support Function (ESF) #6 in conjunction with ESFs #8, #11, #17 and the Recovery Support Function (RSF) Health and Human Services (HHS) will coordinate or implement disaster preparedness, relief or recovery programs, as needed, to support any disaster or emergency event.
- VDSS has a Continuity of Operations Plan that supports and sustains short- and long-term response and recovery operations for all VDSS programs and activities including 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.

1.4 Plan Development and Maintenance

- Representatives from government agencies and community partners developed this plan within the broad parameters established by 45 CRF Part 98; including the Department of Social Services (Division of Child Care and Early Childhood Development, Division of Licensing Programs, Child Care Subsidy Program, Information Security and Risk Management and Emergency Management), Department of Emergency Management, Department of Health, Child Care Aware of Virginia (state resource and referral agency), Project Hope (state program for the education of homeless children and youth), Virginia Early Childhood Foundation (partners with VDSS to administer the states quality rating and improvement system for child care programs and staffs the Virginia School Readiness Committee) and child care providers (center and home-based). Individuals participating in plan development; including the organizations or programs they represent, are listed in Appendix A - Virginia Statewide Child

- Care Disaster Plan Work Group Members.
- This document, at the date of publication, serves as the most current information available to help support Virginia’s child care system in prevention and preparedness, response and recovery in case of an emergency or disaster event that disrupts child care services in one or more areas of Virginia.
 - A designated employee from VDSS, in the Division of Child Care and Early Childhood Development, will review the plan annually for accuracy, including links, regulations and other components referenced such as the Commonwealth of Virginia Emergency Operations Plan and the VDSS Continuity of Operations Plan.
 - The statewide disaster plan will be updated periodically. Work group members will work together between reviews and updates on policies, procedures or regulations to continually improve upon Virginia’s prevention and preparedness, response and recovery planning to support child care providers and families in Virginia.

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 (ESF) 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, Emergency Assistance, Housing and Human Services, coordinates the delivery of Commonwealth mass care, emergency

assistance, housing, and human services when local response and immediate recovery needs exceed local capabilities. 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 Jurisdictional Level

The COVEOP and local emergency operations plans are founded upon the concept that emergency operations begin and end at the jurisdictional level (not necessarily defined by city or county boundaries) and are managed by local police, fire, emergency medical and health, emergency management, and other response personnel. In events that exceed immediate local resources, other localities' resources may operate under the umbrella of a mutual aid agreement or compact to provide additional emergency response and incident management support. 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 response from the onset. If the Commonwealth's capabilities are exceeded, the Governor may request federal assistance. At each level, the government must 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 will be fully committed and/or anticipated to be exceeded before state assistance is requested. Likewise, state resources should be fully committed or anticipated to be exceeded before federal assistance is requested.

II.3 Local Emergency Management Contacts

Child care providers are encouraged to engage and maintain contact with designated local emergency manager(s) for their jurisdiction. Many local emergency management programs have the capability to support planning efforts and systems to ensure notifications of emergency events. A directory of local emergency managers is maintained by the Virginia Department of Emergency Management, and identifies by locality their name, title, and contact information. The Directory is available at <https://lemd.vdem.virginia.gov/Public/Default.aspx>.

II.4 Local Health District Contacts

The Virginia Department of Health (VDH) provides core public health services through 35 local health districts and 119 local health departments, with the department's Central Office staff located in Richmond. As VDH assists jurisdictions with emergency operations, health and medical services are predicated upon the concept that emergency operations begin and end at the local level.

VDH supports child care providers in the following core functional areas:

1. Prevention of disease - including surveillance and investigation of diseases and other conditions, implementation of intervention measures, and environmental and water quality response.
2. Implementing measures to reduce the secondary transmission of communicable diseases during a public health emergency.
3. Providing support for public health matters for radiological incidents.
4. Coordinating all public health information and public health education activities, for example information on proper nutrition and immunization.
5. Issuing guidelines and health advisories relating to contaminated water, lead exposure, and proper sanitation and food safety.

In the recovery phase of a disaster or event, VDH and local health districts/departments may analyze impacted areas for safe return to childcare facilities; and provide follow-up consultation to ensure that the needs for services are being met.

A directory of local health districts is maintained by the Virginia Department of Health, and identified by locality. The Directory is available at <http://www.vdh.virginia.gov/local-health-districts/>.

II.5 Continuity Plan for the Virginia Department of Social Services

VDSS has in place a 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 service due to equipment or systems failure (as in information technology systems failure).

The Continuity Plan is distributed to leadership and individuals with designated continuity responsibilities within the Divisions, and training is provided to division personnel with identified responsibilities. The Plan can be shared with emergency response and other social services agencies, emergency management directors, emergency management planners and other interested parties, as applicable.

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

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

The Continuity Plan also covers the following information:

- The authorities used in developing the Continuity Plan;
- Contact information using the Rapid Recall List;
- The responsibilities and decisions to be made based on the level of emergency as outlined in the plan, and
- How the plan will be implemented based on three phases of operations: Activation and Relocation (including alert and notification); Alternate Facility Operations; and Reconstitution

II.5.1 Critical Activities from the Continuity Plan

The Division of Child Care and Early Childhood Development (CCECD) and the Division of Licensing Programs (DOLP) within VDSS have established plans and 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. Per these Plans, many mission essential functions such as administering statewide child care-related programs, which includes the subsidy program and managing the licensing of child care facilities, have a Recovery Time Objective (RTO) to return to normal operations within 24 hours after disruption. Other business functions, such as providing consultation and technical assistance to child care providers and licensing or enforcement actions and sanctions, should return to normal operation within 3 to 31+ days.

Additional details regarding division operations, orders of succession, delegations of authority, alternate facility locations, and training, testing and exercises are contained in the CCECD and DOLP Continuity Plans and can be obtained by authorized personnel as needed.

Furthermore, VDSS will work to perform essential functions and achieve programmatic continuity during and after an emergency or disaster for families receiving CCDF benefits. These essential functions include:

- Continuing payments to child care providers serving children receiving subsidies;
- Provisions for extending eligibility re-determination for families;
- Communication with the licensing agency to ensure that licensed programs receiving CCDF funds are safe and operational;
- Assisting new enrollees or preparing for an influx of families who may need assistance;
- Implementation of a waiting list as appropriate; and
- Tracking families receiving subsidies impacted by the disaster.

II.6 Reaching Child Care Providers During Emergencies

Child care providers are advised to seek out and follow all state and local emergency communications in the event of an emergency or disaster; doing so is critical to saving lives. Emergency communications could include information about voluntary or mandatory evacuations or shelter-in-place orders, disease outbreaks, environmental

conditions creating water supply concerns requiring boil water recommendations, or road closures. Child care providers (center-based; home-based - also referred to as family child care; family day home; voluntarily registered; or Family Friend and Neighbor) are encouraged to build relationships with local emergency departments (fire, health and emergency management) to have the most current information to aid prevention and preparedness, response and recovery for their child care operation.

In addition to the state and local emergency communication systems used to reach the community, there are three avenues that VDSS can use to contact child care providers. The Division of Child Care and Early Childhood Development maintains a list of child care providers that participate in the Subsidy Program. The Division of Licensing Programs maintains a list of programs that are licensed, regulated, religiously exempt or voluntarily registered; many listed will not be on the Child Care Subsidy Program list. Child Care Aware of Virginia maintains a list of unregulated providers such as Family, Friend or Neighbor Care that would not be listed in a VDSS database. Information about emergency conditions can be emailed, mailed or texted to providers through these lists depending on emergency conditions. Email messages may be sent out to coordinate response and recovery efforts in order to restore child care services to families; request providers in the affected area to report back their operational status to VDSS in order to properly evaluate the loss of child care services; give information to providers on estimated timeframes to restore subsidy payments systems or disclose disruption in issuing licenses; or share information about any local, state or federal aid available to programs based on the event. Child care providers are encouraged to keep their contact information current with the programs they participate in to ensure timely communication.

II.7 Coordination of Post-disaster Recovery of Child Care Services

Restoring child care services is an essential component to helping families and the community rebuild after a disaster. From the beginning of any disaster situation, VDSS will implement its Continuity Plan to support essential functions to the child care system during and through recovery. Providers should also have a plan for how to recover from a disaster event. This would include having proper insurance in the event that materials need to be replaced or repairs are needed to the building or home. Additionally, providers should maintain updated copies of children and staff records as well as financial and business paperwork on a back-up thumb drive and/or paper copies. This information would be securely stored off-site. Recovery plans should include the contact numbers for insurance companies, health department, building officials, licensing, social services and other resources such as financial programs for loans or grants.

In the recovery phase of the disaster, VDSS may contact providers through phone, mail, email or text in the affected areas with updates on critical functions that are offline and the estimated time frames that those services will be restored. Information on any state or federal funds made available to providers in response to the disaster may also be sent as they are issued. VDSS will also post this type of information under the “What’s New/What’s Changing” tab found on the state’s child care microsite www.childcareva.com. Information on disruptions to subsidy vendor payments will also be available to vendors through the Enterprise Customer Service Center at 855-635-4370.

VDSS will collect data from state and local emergency offices and providers to evaluate the number of operational child care providers as well as assess their ability to accept new families utilizing the Child Care Subsidy Program. Efforts will also be made to alleviate family wait lists for the Child Care Subsidy Program in the affected areas if possible.

VDSS will not be the only entity available for families and providers as they recover from a disaster. Local health departments will guide providers by issuing guidelines and health advisories relating to contaminated water, proper sanitation, and other environmental concerns like air quality. Community partners will also assist in recovery.

Child Care Aware of Virginia, the state child care resource and referral agency, partners with VDSS to assist families to locate child care providers. Following a disaster, they can assist families in finding new child care providers if displaced from their current provider due to disaster conditions or program closure.

Another partner able to assist families and child care providers as they recover is Project HOPE of Virginia: Education for Homeless Children and Youth Project. Project HOPE of Virginia ensures the enrollment, attendance, and the school success of children and youth experiencing homelessness, which can occur if families move to temporary shelters. School divisions develop customized programs to meet the needs of homeless children and youth in their area and can be helpful in assisting families with school services in the case of a disaster that displaces family from homes from affected cities and counties.

Other local resources that a provider can look to for support in this recovery phase are the local United Way 211, The Salvation Army, early child associations and other non-profit organizations such as FEMA, Red Cross and Save the Children that step-in to assist states when needed.

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, operating with a Vendor Service Agreement, 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 late 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

- 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

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| VENDHOM-000-(7)-029. Procedures for emergencies – Family Day Homes |
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- 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 Emergency Planning Model Forms

To assist child care providers in emergency planning, VDSS has model forms available. These forms are accessible on the VDSS website as follows:

- EMERGENCY PREPAREDNESS AND RESPONSE PLAN for Child Day Center Programs receiving Subsidy Payments:
http://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/licensed_receiving_assistance/special_care_provisions_and_emergencies/emergency_preparedness_%26_response_plan.pdf

- EMERGENCY PREPAREDNESS AND RESPONSE PLAN for Family Day Home Programs receiving Subsidy Payments:
http://www.dss.virginia.gov/files/division/licensing/ucdprcca/forms/fdh_subsidy/special_care_provisions_and_emergencies/emergency_preparedness_%26_response_plan.pdf

Child care providers should review plans annually to verify that listed evacuation sites are still open, willing and able to accept the group should it become necessary to evacuate the building. Batteries, food, diapers and first aid supplies should also be checked to ensure the proper amount and type of supplies present in the emergency kit. These supplies should be appropriate for the ages and needs of children in care; and are in working order and/or not expired.

III.6 Required Training for Providers Participating in the Subsidy Program

Child care providers that operate or work in a child care program that receives CCDF assistance are required to participate in Virginia’s Preservice Health and Safety Training. This required training includes information on emergency and disaster planning in the chapter titled “Emergency Preparedness: What’s the Plan” found on the VDSS child care microsite www.childcareva.com. Once there, click on the Training and Professional Development section found under the Provider header.

III.7 Compliance

Providers participating in Virginia’s Child Care Subsidy Program are assessed for compliance with emergency requirements during an annual on-site inspection by licensing inspectors from the Division of Licensing Programs. If a provider is found to be in non-compliance with a regulation during an inspection, the violation(s) are noted in the inspection report and a Corrective Action Plan. The provider will address deficiencies identified during the inspection by indicating the actions they will take to come into compliance. Licensing inspectors make subsequent inspections to follow-up on the Corrective Action Plan in the appropriate time frame to ensure provider correction.

IV – ADDITIONAL TRAINING AND RESOURCES ON EMERGENCY PLANNING FOR CHILD CARE PROVIDERS

IV.1 Additional Training for Providers

Child care providers have the responsibility of caring for the youngest and most vulnerable group of Virginia citizens, our children. High quality, well trained and nurturing providers are essential to the productivity and health of our communities. In times of disasters or emergencies, providers are essential to ensuring the health and safety of children. Child care providers should be trained in Emergency Preparedness, Response and Recovery, including training on how to help children and families manage

trauma after an event. Program curriculum should focus on helping children develop social-emotional skills like resiliency, which is critical to handling the emotional side of emergencies or trauma. Below are resources for training and support resources to assist child care programs in the area of Emergency Planning.

IV.1.a Virginia Department of Social Services - VDSS offers child care providers training on topics for all aspects of the child care operation, including emergency planning and preparedness, social and emotional growth and development, and trauma. Information on how to access these training opportunities can be found on the VDSS Professional Development Resources page, http://www.dss.virginia.gov/family/cc/professionals_resources.cgi.

IV.1.b Providers Seeking Licensure - For child care providers that desire to become a licensed child care provider in a center or home-based program, the Division of Licensing Programs requires the provider to have training before they become licensed. These trainings are designed to prepare the child care provider to be and remain in compliance with the overall requirements of licensure, including emergency planning and preparedness. Providers can learn more about these trainings by contacting the licensing office. You can find a listing of licensing offices at http://www.dss.virginia.gov/files/division/licensing/contacts/dolp_district_children.pdf or in Appendix B - VDSS Licensing Offices.

IV.1.c Child Care Aware of Virginia - CCA of VA, the state child care resource and referral agency, works through partner agencies in resource centers to improve child care in Virginia. They do this by training the child care workforce, maintaining comprehensive child care data, empowering families through education, and advocating for Virginia's children. Each agency provides training on a variety of topics including emergency preparedness and response, trauma and social-emotional growth and development. Training is offered online, during local and regional training sessions and through onsite consultation. Training for CPR and First Aid is also available through CCA of VA. Providers can find a list of resource centers at <http://childcareaware.org> or in Appendix C - Child Care Aware of Virginia Resource Centers.

IV.1.d Child Care Health Consultants - Child Care Health Consultants (CCHC), is a network of health care professionals such as physicians, nurses and nurse practitioners, trained by the Department of Health to work with the child care community. Consultants provide guidance and technical assistance to child care providers on a wide range of health and safety topics important to the emergency preparedness process. Topics include daily health observation, solutions for managing injuries or infectious diseases in the child care setting, medication administration, blood borne pathogens, and trainings such as CPR and first aid. You can learn more about this network of consultants and the training and resources they offer by going to their website, <http://www.vdh.virginia.gov/healthy-child-care/about-child-care-health/>.

IV.2 Web Resources

VDSS posts information and resources for providers on emergency preparedness at http://www.dss.virginia.gov/family/cc/professionals_resources.cgi and also at www.childcareva.com. Child care providers may also find the following resources helpful:

IV.2.a Prevention and Preparedness Resources

1. Directors Toolkit - VDSS publication for child care (center) administrators which includes emergency procedures and planning:
https://www.dss.virginia.gov/files/division/cc/provider_training_development/intro_page/publications/directors_toolbox/chapters_individually/01.pdf
2. Virginia Family Child Care Toolkit – VDSS publication for child care (family/family day home) providers which includes emergency procedures and planning:
https://www.virginiaquality.com/sites/default/files/Toolkit_7_5_11_2.pdf, and updates to the Family Child Care Toolkit:
http://www.dss.virginia.gov/files/division/cc/provider_training_development/intro_page/publications/family_toolkit/Family_Child_Care_Tool_Kit_Update_2013.pdf
3. Early Childhood Mental Health Virginia provides guidance to families and the overall community on how to develop effective and enduring systems of care for individuals with disabilities and their families: <https://partnership.vcu.edu/programs/early-childhood--early-intervention/early-childhood-mental-health-virginia/>
4. Emergency Preparedness, Response, and Recovery Resources for Child Care Programs was developed by the Federal Office of Child Care to assist providers in making emergency plans:
<https://childcareta.acf.hhs.gov/sites/default/files/public/rg5semergencypreandresponse508.pdf>
In Spanish:
<https://childcareta.acf.hhs.gov/sites/default/files/public/rg5semergencypreandresponse500.pdf>
5. Y.I.K.E.S: Your Inventory for Keeping Everyone Safe planning guide can be used to help providers develop emergency procedures: <http://mainegov-images.informe.org/dhhs/ocfs/ec/occhs/yikesplanning.pdf>
6. Save the Children. Disaster Checklist for families and child care providers:
https://secure.savethechildren.org/site/c.8rKLIXMGIpI4E/b.8777055/k.18AB/Get_Ready_Get_Safe_Plan_Ahead.htm
7. Resources on how states and territories can prepare to support special populations in emergencies and disasters:
https://childcareta.acf.hhs.gov/sites/default/files/public/considerations_for_special_populations.pdf
8. Centers for Disease Control and Prevention provides resources on caring for children in a disaster situation:
<https://www.cdc.gov/childrenindisasters/index.html>

9. American Academy of Pediatrics provides resources on emergency preparedness with children and youth with special needs: <https://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/Children-and-Disasters/Pages/CYWSN.aspx>
10. Center on the Social and Emotional Foundations for Early Learning (CSEFEL), Resources and training for providers and parents on social and emotional development and behavioral and mental health support: <http://csefel.vanderbilt.edu/index.html>

IV.2.b Response Resources

1. Save the Children Journey of Hope Program provides children and caregivers to support children's mental health, resiliency and emotional health: <http://www.savethechildren.org/atf/cf/%7B9def2ebe-10ae-432c-9bd0-df91d2eba74a%7D/JOURNEY%20OF%20HOPE%20FACT%20SHEET%202014.PDF>

IV.2.c Recovery Resources

1. Virginia Small Business Administration (SBA) provides low interest loans and financial resources to qualifying child care programs; including those affected by a disaster. Center-based child care providers: <https://www.sbsd.virginia.gov/wp-content/uploads/2017/08/CCFP-InfoSheet.pdf>
Family child care providers: <https://www.sbsd.virginia.gov/wp-content/uploads/2016/12/CC-Family-Home-Providers-Application.pdf>
2. Project HOPE of Virginia: Education for Homeless Children and Youth Project ensures the enrollment, attendance, and the school success of children and youth experiencing homelessness. School divisions develop customized programs to meet the needs of homeless children and youth in their area and can be helpful in assisting families with school services in the case of a disaster: <https://education.wm.edu/centers/hope/>
3. Virginia Department of Behavioral Health and Developmental Services can assist families and providers affected by disasters: <http://www.dbhds.virginia.gov/developmental-services/children-and-families>
4. Federal Small Business Administration for Disaster Loan Assistance for qualifying child care providers after a disaster: <https://disasterloan.sba.gov/ela/>
5. FEMA may award a one-time payment for Child Care Assistance to families to address increased disaster-caused child care expenses for eligible households: <https://www.fema.gov/media-library-data/1528984899909-d2096012cfe284b40600a6bd3c80831a/ChildCare.pdf>
6. American Red Cross disaster relief including shelters, emergency supplies; health and mental health resources, meals and snacks, and volunteers during and after a disaster: <http://www.redcross.org/about-us/our-work/disaster-relief>
7. Save the Children provides Emergency Recovery Grant programs to help replace furniture, and materials such as books and toys: www.savethechildren.org
8. FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations

following a Presidential disaster declaration: <https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>

Appendix A: Virginia Statewide Child Care Disaster Plan Work Group Members

Work group members include:

Lean Abdelaziz, *CDC Preparedness Field Assignee*, Department of Health

Tatanishia Armstrong, M.Ed., Ed.s, *Program Consultant*, Division of Licensing Programs, Department of Social Services

Jonathan Kiser, *Assistant Statewide Planning Coordinator*, Office of Emergency Preparedness, Department of Health

Laura Foots, *Program Director*, New Direction Childcare & Learning Center

Mickie McInnis, *Plan Consultant*, Division of Child Care and Early Childhood Development, Department of Social Services

Kris Meyers, *Director of Quality Improvement*, Virginia Early Childhood Foundation

Cheryl Morman, *Family Child Care Provider*

Barbara A. Newlin, *Director*, Division of Child Care and Early Childhood Development, Department of Social Services (Work Group Chair)

Donna Pletch, *Strategic Planning Branch Chief*, Department of Emergency Management

Michelle B. Pope, *Management Analyst Sr.*, Office of Emergency Management, Department of Social Services

Patricia Ann Popp, Ph.D., *Education of Homeless Children and Youth State Coordinator*, William and Mary School of Education

Connie D. Riffe, CBCP, *Business Continuity Manager*, Department of Social Services

Shakema Sanders MSA, *Deputy Director*, Division of Child Care and Early Childhood Development, Department of Social Services

Mary Ward, *Child Care Subsidy Program Manager*, Department of Social Services

Angela Wirt, *Executive Director*, Child Care Aware of Virginia

Appendix B: VDSS Licensing Offices

VDSS regional licensing staff provide child care program oversight, consultation, monitoring, analysis of performance, technical assistance, and/or training.

http://www.dss.virginia.gov/files/division/licensing/contacts/dolp_district_children.pdf

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| <p>Northern Licensing Office 410 Rosedale Ct, Suite 270 Warrenton, VA 20186 (540) 347-6328 <i>phone</i> (540) 347-6331 <i>fax</i> <i>Counties:</i> Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford <i>Cities:</i> Fredericksburg, Manassas, Manassas Park, Woodbridge, Dale City</p> | <p>Eastern Licensing Office 420 N Center Drive, Suite 100 Norfolk, VA 23502 (757) 985-4700 <i>phone</i> (757) 455-0840 <i>fax</i> <i>Counties:</i> Accomack, Northampton, Greensville, Isle of Wight, Southampton <i>Cities:</i> Chesapeake, Emporia, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach</p> |
| <p>Central Licensing Office 1604 Santa Rosa Road Richmond, VA 23229 (804) 662-9743 <i>phone</i> (804) 662-7023 <i>fax</i> <i>Counties:</i> Amelia, Brunswick, Caroline, Chesterfield, Cumberland, Dinwiddie, Essex, Goochland, Hanover, Henrico, King & Queen, King George, King William, Lancaster, Lunenburg, Mecklenburg, Northumberland, Nottoway, Powhatan, Richmond, Westmoreland <i>Cities:</i> Blackstone, Colonial Heights, Farmville, Hopewell, Lawrenceville, Petersburg, Richmond, West Point</p> | <p>Piedmont Licensing Office 210 First St. SW, Suite 200 Roanoke, VA 24011 (540) 204-9611 <i>phone</i> (540) 561-7569 <i>fax</i> <i>Counties:</i> Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Charlotte, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Pittsylvania, Prince Edward, Roanoke, Rockbridge, South Boston <i>Cities:</i> Bedford, Buena Vista, Clifton Forge, Covington, Danville, Farmville, Lexington, Lynchburg, Martinsville, Roanoke, Salem</p> |
| <p>Western Licensing Office 190 Patton Street Abingdon, VA 24210 (276) 676-2390 <i>phone</i> (276) 676-5621 <i>fax</i> <i>Counties:</i> Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe <i>Cities:</i> Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford</p> | <p>Fairfax Licensing Office 3701 Pender Drive, Suite 125 Fairfax, VA 22030 (703) 934-1505 <i>phone</i> (703) 934-1558 <i>fax</i> <i>Counties:</i> Arlington, Loudoun, Fairfax <i>Cities:</i> Alexandria, Annandale, Fairfax, Falls Church, Leesburg, Herndon, Vienna</p> |
| <p>Valley Licensing Office UVA Medical Park-Augusta, 57 Beam Lane, Suite 102, Fishersville, VA 22939 (540) 332-2330 <i>phone</i> (540) 332-7748 <i>fax</i> <i>Counties:</i> Albemarle, Augusta, Clarke, Fluvanna Frederick, Greene, Highland, Louisa, Madison, Orange, Page, Rockingham, Shenandoah, Warren <i>Cities:</i> Charlottesville, Culpeper, Harrisonburg, Staunton, Waynesboro, Winchester</p> | |

Appendix C: Child Care Aware of Virginia Resource Centers

Child Care Aware of Virginia is a community-based network of early care and education specialists whose purpose is to deliver services to families, child care professionals and communities to increase the accessibility, availability, and quality of child care in Virginia.

<http://va.childcareaware.org/>

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| <p>Child Care Aware of Central VA 1-800-650-2085 A program of <i>ChildSavers</i></p> <p>Amelia, Buckingham, Caroline, Charles City, Chesterfield, Colonial Heights, Cumberland, Essex, Fluvanna, Goochland, Hanover, Henrico, Hopewell, King & Queen, King William, Lancaster, Lunenburg, Middlesex, New Kent, Northumberland, Nottoway, Petersburg, Powhatan, Prince Edward, Richmond, Richmond County, Westmoreland</p> | <p>Child Care Aware of Eastern VA 1-800-650-2126 Collaboration with <i>Smart Beginnings Virginia Peninsula</i></p> <p>Accomack, Brunswick, Chesapeake, Dinwiddie, Emporia, Franklin City, Gloucester, Greensville, Hampton, Isle of Wight, James City, Mathews, Newport News, Norfolk, Northampton, Poquoson, Portsmouth, Prince George, Southampton, Suffolk, Surry, Sussex, Virginia Beach, Williamsburg, York</p> |
| <p>Child Care Aware of Northern VA 1-800-681-0224 A program of <i>The Childcare Network</i>, in collaboration with <i>Infant Toddler Family Day Care of NOVA</i></p> <p>Alexandria, Arlington, Clarke, Culpepper, Fairfax City, Fairfax, Falls Church, Fauquier, Frederick, Fredericksburg, Greene, King George, Loudoun, Louisa, Madison, Manassas, Manassas Park, Orange, Page, Prince William, Rappahannock, Shenandoah, Spotsylvania, Stafford, Warren, Winchester</p> | <p>Child Care Aware of Piedmont VA 1-800-681-0096 A program of <i>Sentara Family Connection</i></p> <p>Albemarle, Alleghany, Augusta, Amherst, Appomattox, Bath, Bedford, Bedford City, Botetourt, Buena Vista, Campbell, Charlotte, Charlottesville, Covington, Craig, Danville, Franklin, Halifax, Harrisonburg, Henry, Highland, Lexington, Lynchburg, Martinsville, Mecklenburg, Nelson, Pittsylvania, Roanoke, Roanoke City, Rockbridge, Rockingham, Salem, Staunton, Waynesboro</p> |
| <p>Child Care Aware of Western VA 1-800-681-0085 Collaboration with <i>Appalachian Community Action Agency</i></p> <p>Bland, Bristol, Buchanan, Carroll, Dickenson, Floyd, Galax, Giles, Grayson, Lee, Montgomery, Norton, Patrick, Pulaski, Radford, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe</p> | |