Indiana OECOSL emergency preparedness and response plan for child care support

The importance of emergency planning to reduce the risk of injury, death and psychological trauma is recognized by the Child Care and Development Block Grant Act and the Indiana Office of Early Childhood and Out-of-School Learning.

Contents

1. Background

The state of Indiana has historically required state agencies and contractors to keep up to date emergency response plans. However, with the reauthorization of the Child Care and Development Block Grant Act in November 2014 came new health and safety requirements, including states specifically and comprehensively addressing how the needs of children and families receiving child care services funded by CCDBG will be met before, during and after an emergency or disaster. In addition, this information is to be available to child cares and families so that they are aware of how states will support child care in times of disaster.

The importance of emergency planning to reduce the risk of injury, death and psychological trauma is recognized by the CCDBG and the Indiana Office of Early Childhood and Out-of-School Learning. OECOSL is the state agency entrusted with distribution of CCDBG funds as well as the agency which regulates child cares. Planning for the continuation of child care services is vitally important to communities; it builds community resilience by reducing potential lost revenue for families and child care providers by addressing the child care needs of workers. Having prepared service providers reduces the disruption to normal routines and supports healthy child development.

This Indiana Child Care Emergency Preparedness and Response Plan is not meant to replace any existing state of Indiana plans, but it is an adjunct or addendum to those plans. The Indiana Department of Homeland Security in conjunction with the Family Social Services Agency has written a separate overarching operational plan to ensure the continuity of operations plan for OECOSL and other FSSA divisions. This OECOSL-specific plan outlines the roles and responsibilities of OECOSL and key supporting agencies to prepare for, respond to and recover from a disaster that significantly impacts a community's child care infrastructure. The terms "emergency" and "disaster" are used interchangeably and include both natural or human-caused events and other emergencies which may impact the daily business of child care.

2. Purpose

This plan outlines the roles and responsibilities of OECOSL to continue regulatory and financial support to child care providers and families in times of disaster. The plan includes the roles and responsibilities of partner and community organizations who deliver critical services and support to children, families and child care providers in the event of a disaster.

Key emergency response functions relating to child care are:

- Support the safety and well-being of children in child care.

- Provide technical assistance for the provision of temporary or emergency child care.

- Provide technical assistance to child care providers to manage current emergency conditions.

- Continue child care subsidy payments to providers.

- Continue eligibility determinations and subsidy authorizations to families.

- Disseminate information to providers and families regarding disaster assistance and recovery including resources and contacts for mental health supports

- Participate in state disaster response activities which may occur at the direction of the Indiana Department of Homeland Security or the Governor.

- Coordinate with other state agencies, including but not limited to, Indiana Department of Homeland Security, Indiana Department of Health and Indiana Department of Education to create guidelines and rules for child cares to prepare for disaster and recovery.

- Coordinate with Indiana Department of Health and Indiana Department of Education to provide written and broadcasted updates regarding information about disaster or public health emergencies.

- Coordinate with partner organizations, including but not limited to, the Indiana Department of Education, Indiana Child Care Resource and Referral agencies, the American Red Cross, Salvation Army, United Way, Indiana Association for the Education of Young Children and other non-governmental and community organizations that support the needs of children, families and the child care workforce during times of disaster.

- Connect with the Office of Child Care within the Office of the Administration for Children and Families for funding opportunities to support child care after disaster to enhance recovery in areas where disaster has been declared under section 401 or 501 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

3. Scope

This plan is prepared by the Indiana Office of Early Childhood and Out-of-School Learning, the agency which administers the Child Care and Development Fund Block Grant monies and oversees regulation of child care in Indiana. This plan has been reviewed and endorsed by Indiana's Early Learning Advisory Committee.

The plan addresses functions of OECOSL and contracted agencies related to the following child care provider types: licensed centers, licensed homes, as well as registered ministries and license exempt providers who provide care for children funded by the CCDBG.

4. Authority

The CCDBG Act of 2014 added a requirement that states must include a "Statewide Child Care Disaster Plan for coordination of activities with the state/territory human services agency, emergency management agency, child care licensing agency, state/territory local resource and referral agencies and the state advisory council or other state-designated cross-agency body if there is no SAC (658E(c)(2)(U)).

The Statewide Child Care Disaster Plan must include:

- Guidelines for continuing CCDF assistance and child care services after a disaster, which may include provision of temporary child care and temporary operating standards for childcare 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, 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.

5. Situations for use of the plan

a. Damage to the Lead Agency physical structure or significant loss of personnel which impacts operations

b. Damage to a CCDBG voucher eligibility office requiring relocation or impacts operations

c. Damage to a Child Care Resource and Referral agency which impacts operations

d. Damage to the Child Care Resource and Referral Central Office which impacts operations

e. Damage to a child care building requiring relocation

f. Community wide physical damage requiring significant support for both intake and child cares

g. Loss of utility for significant length of time impacting electronic recordkeeping

h. Event requiring sheltering in place at the child care longer than the anticipated hours of service

i. In response to an event of violence that occurs on or near the child care campus

j. In response to an event of loss of life that impacts the employees and children of a child care

k. In response to Federal or state declared Public Health Emergency

l. Any event disaster or state of emergency that has been declared under section 401 or 501 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act by local, state or federal officials

6. Planning assumptions

- Child care is a vital part of a community's economic viability. Child care must be available/restored as soon as possible after an event.

- Indiana's Eligibility Offices, families' point of contact for child care assistance, play an essential role in funding child care.

- Indiana's Child Care Resource and Referral Network plays an essential role in supporting families and connecting them to child care.

- Licensed and regulated child care providers must have their own emergency/disaster plans which identify local risks and corresponding possible responses. They must train and exercise responses to these risks and they must inform families.

- OECOSL's identified training/technical assistance provider supplies child cares with supports to develop these plans.

- Indiana's CCDF payment to child care providers is currently (6/21/2023) based on attendance.

- OECOSL will adhere to the principles of the National Incident Management System and the structures of the Incident Command System in response operations.

- OECOSL will remain attuned to incidences of special needs during times of disaster/Public Health Emergency and evaluate for eligibility accommodations, such as accommodation of essential workers or families severely impacted by a situation who may need a safe space for their children.

- An event which impacts the OECOSL operations, CCDF voucher entry or the child care provider reimbursement system is considered manageable when:
  - Basic communication services (phone and internet) are operational within eight hours/days.

7. Roles and responsibilities

OECOSL (CCDF Lead Agency): Regulating child care and monitoring compliance, oversight of the CCR&R Network and local agencies, Eligibility Offices, the disbursing of CCDBG funds, training and technical assistance supports and other workforce supports. Develops child care policies and procedures related to programs such as Indiana's Quality Rating and Improvement System, Paths to QUALITY™ and On My Way Pre-K. Houses Indiana Head Start Collaboration Office.

OECOSL Field Consultants: Responsible for the physical examination of child care sites for safety and monitoring for compliance.

Child Care Resource and Referral: Responsible for supporting the needs of child cares by offering resources and community supports. Responsible for assisting families in finding quality child care and connecting them to other low cost or free organizations and services that can meet their needs such as goods, healthcare, housing and transportation. As CCR&R are to be knowledgeable about communities, they may be asked to assist child care providers in obtaining necessary operational materials or alternative sites. As a part of the CCR&R network, Indiana 2-1-1 also provides child care referrals to families.

Indiana 211: Responsible for assisting families in finding quality child care and connecting them to other low-cost or free organizations and services that can meet their needs such as goods, healthcare, housing and transportation.

CCR&R Central Office: Responsible for oversight of Indiana Learning Paths, the current registry of child care providers who have received training and the location of training activities. Responsible for providing technical assistance to Child Care Resource and Referral Agencies. Through a Sub-contractor relationship with TCC, provide ratings for the Paths to QUALITY™ Quality Rating Improvement System.

Eligibility Offices: Responsible for engaging families to determine eligibility for participation in the CCDF voucher program. Additionally responsible for providing information to families about other services FSSA provides related to children such as SNAP and TANF.

Technical Assistance Vendor (Spark Learning Lab Eff. 7/1/2020): Responsible for supporting the needs of child cares by offering resources, training and technical assistance specific to the needs of child care programs to maintain operations during the disaster and recovery periods.

TCC or other state Contracted Agency: Responsible for maintaining the Child Care Information System database and the Automated Intake System.

XEROX or other state-contracted agency: Responsible for the operations of the child/child care attendance system.

INAEYC: Responsible for the continuation of CDA instruction, facilitation of T.E.A.C.H. Scholarships and the Indiana Accreditation Project to support high quality child care. Provides workforce supports to child care programs and professionals.

Infancy Onward: Responsible for maintaining a database of endorsed Infant and Early Childhood Mental Health Consultants available in response to needs of child care providers.

Indiana After School Network: Responsible for communicating with school age child care providers and consulting on relevant guidance.

Indiana Department of Health: Responsible for advising OECOSL on health-related issues.

Local departments of health: Responsible for assisting child care on local health related issues.

Indiana Office of Homeland Security: Consults on the development of plan.

Early Learning Advisory Council: Responsible for reviewing, commenting and adopting this Plan.

Indiana Office of the Governor: Consults on the development of plan.

Child care providers: Responsible for maintaining compliance with licensing regulations, program policy creation and notification of OECOSL in the event of disaster.

8. Licensing critical activities

a. **Assessing operating status of providers**

Pre-disaster: During routine survey visits, OECOSL field consultants will ensure that child cares have a policy outlining their response to local identified emergency/disaster risks. This policy must address procedures for evacuation, relocation, shelter in place, lock-down, communication with families, continuity of operations, as well as accommodations made for infants and toddlers, children with disabilities and chronic medical needs. These plans must outline the procedures for training staff and volunteers as well as the schedule for practice drills for the four disaster responses. Field consultants will also evaluate for the presence of documentation that the child care practices these procedures as outlined in the Indiana Administrative Code (470 IAC 3-4.7, 470 IAC 3-1.1, 470 IAC 3-18).

When disaster is possible, such as during periods of potentially damaging weather, OECOSL field consultants will monitor their territories for risks to the child cares therein.

Post-disaster: Child care providers are required to protect children from situations of danger. Providers must notify OECOSL through their assigned OECOSL field consultant of unsafe conditions that prevent them from caring for children. Upon learning that a child care has been damaged, OECOSL field consultants will visit the child care to ensure that the facility or home meets the minimum standards for health and safety. 470 IAC 3-4.8-1 outlines the conditions for temporary or emergency closure for child cares of all types. The consultant may engage the assistance of the local IDHS Fire Marshall or local health department employees in determining whether the structure is safe and sanitary. The OECOSL field consultants will remain in close contact with the OECOSL consultant manager for homes or facilities to ensure the Office is aware of the operating status of the damaged child care.

Licensing will notify OECOSL contracted partners to provide outreach to the child care to provide offer of supports including social emotional or coping supports. These may include training, onsite consultation, referrals to professional services or other relevant local supports.

b. **Determine if there is a need for more child care capacity in the disaster area**

OECOSL management will work with the local CCR&R and Eligibility Offices to determine the needs of a community during disaster. If it is determined that there is a need for additional care, the OECOSL will prioritize applications for new child care sites and/or expansion and personnel.

c. **Removal of permanently closed providers from licensing, CCR&R and CCDF databases**

When a child care building/home is declared to be unsafe and must be closed, the OECOSL will initiate the process of removing these closed providers from the active area of any database.

d. **Inspect new and existing sites**

When a child care building/home is unsafe and must relocate, the local OECOSL field consultant will visit the new site for safety. The local IDHS fire marshal will need to make a site visit as well. These inspections must be completed prior to allowing any children to be present. New sites will need to be licensed and applications may be "fast tracked" to meet the needs of the community.

e. **Determine if change in existing child care licensing standards and/or policies is needed**

The OECOSL homes/facilities licensing managers will be contacted by the local field consultant should the new/temporary facility not be able to accommodate all of the IC, IAC and policy requirements. Requests for accommodation will be evaluated on a case-by-case basis. Accommodations may include flexibility with timelines or methods for training requirements or records acquisition, for example. Safety of the children is paramount and no variances will be allowed which compromise safety or supervision of children.

f. **Share information with partner agencies**

OECOSL will use a variety of methods to share information with partner agencies. These methods include but are not limited to: face-to-face, telephone, email, written mail, as well as enlisting the assistance of media outlets (e.g., radio and television).

9. CCDBG Voucher critical activities

a. **Provide timely and uninterrupted CCDF payments to child care providers**

   i. Systems/information technology needed to continue function

      1. Automated Intake System: TCC

      2. EPPIC: Xerox providers are paid through direct deposit

   ii. Steps to reestablish function/policies

      1. As part of Xerox's contract, they have a disaster plan and backup servers in different locations throughout the county so that payment will continue to providers.

      2. As part of the TCC contract they have a disaster plan and back up servers so that AIS is available for eligibility

      3. Background checks are web based as long as internet is available these can be processed.

b. **Provide uninterrupted CCDF eligibility and authorizations**

   i. Systems needed to continue function

      1. AIS and intake agents

   ii. Steps to reestablish function

      1. Each Intake office has a disaster response plan which includes an alternate location and a procedure for functioning without electronic records.

2. Providers are paid through direct deposit so if the provider is owed money and their business is closed the provider will still be paid.

c. **Determine if changes to existing CCDF policies and procedures are needed**

1. Should it become apparent after a disaster that a child care cannot meet all CCDF policies and procedures, the CCDF Policy Assistant Director will evaluate each situation on a case-by-case basis. There will be no changes to policy or procedure which compromise the supervision or safety of children.

2. If a CCDF family loses child care due to disaster, CCDF Eligibility Offices and the local CCR&R will assist families to find a new child care which meets their needs as well as CCDF policies and procedures.

d. **If warranted, OECOSL will apply for or accept, supplemental disaster funds**

1. CCDBG will, at times, in response to natural disasters, appropriate funds for recovery efforts. The Administration for Children and Families will distribute funding to eligible states, territories and tribes based on assessed need, notwithstanding the formula for allotment set forth in de CCDBG Act. ACF will use the Federal Emergency Management Agency Individual Assistance data as a proxy to estimate the impact for each declared disaster and help determine the allotments of funds to the impacted areas.

10. Other critical activities

a. **OECOSL Policy/Quality team**

i. OECOSL Chief Nurse Consultant will research and prepare health/safety information to be disseminated to the rest of the division, partners/ contractors and child care providers. The CNC will coordinate with other agencies, such as IDOH, IDOE, IDEM and IDHS to disseminate information to programs in a consistent manner to accommodate programs serving children from birth to 13 years of age in a variety of settings.

ii. Team members will surveille licensing, partners/contracted agencies to learn topics of interest and report to the CNC and team members for development of communications to providers.

iii. Quality Rating and Improvement System Policies will be evaluated to accommodate difficulties programs may have temporarily meeting standards due to the emergency/disaster.

11. Temporary, respite and emergency child care

The OECOSL will work with communities and the local IDHS fire marshal to ensure the child care needs of the community are met. It is understood that temporary child care sites may be in structures/settings which are not traditionally used for child care. Approval to use these structures/settings is made on a case-by-case basis by OECOSL Management after inspection by the local OECOSL field consultant and the local IDHS fire marshal. It is paramount that the structures/settings do not threaten the safety of the children.

Child care may be needed in a variety of settings post-disaster, including but not limited to:

- Temporary shelter sites, such as American Red Cross shelters, for children accompanied by working parents or legal guardians only.

- Service shelters offering assistance to survivor children without family/foster care options (sibling families)

- New child care locations outside of the disaster zone, both facility- and home-based.

Additional considerations:

- Government agencies have specific powers and duties outlined in statute.

- Local, state and national organizations may be involved in disaster response and recovery (e.g., American Red Cross or Red Cross regional office)

- Local, state and federal agencies may have differing definitions and procedures in the event of an emergency (e.g., disaster recovery center or shelter)

- Local, state and federal disaster response and recovery organizations may have differing definitions and procedures in the event of an emergency.

12. Workforce supports

a. **OECOSL provides support to the child care workforce after disaster in the following ways:**

i. The contracted training and technical assistance provider (Spark Learning Lab, effective 7/1/2020) is responsible for monitoring needs, developing resources and maintaining a library of evergreen resources that include business supports, emergency planning (including policy and procedure development), program specific coaching and promoting social/emotional/mental health supports for the child care workforce.

ii. Infancy Onward, a division of Mental Health America, holds the registry for Endorsed ® Infant and Early Childhood Mental Health Consultants within the state of Indiana and is considered to be a subject matter expert for supporting the workforce as they work with children who have experienced trauma.

iii. INAEYC will ensure that the T.E.A.C.H. Scholarship, Non-Formal CDA Classes and Accreditation scholarships will maintain operations to ensure child care professionals are able to continue courses and programs will continue to receive Accreditation scholarships and relevant incentives.

iv. Contracted workforce coordinators (INAEYC, effective 9/30/19) will communicate with programs to determine specific workforce needs and providing connections to local workforce development offices, job boards and other resources. This may include connections of displaced professionals due to the emergency.

v. The Child Care Resource and Referral Network will connect displaced child care professionals to local community organizations, resources and supports.

13. Communication

a. **OECOSL will use a variety of means to disseminate information regarding child care following disaster.**

Field consultants will primarily use telephone in initial contact with child cares. It is likely that telephone or email will be the primary method for CCR&R and Eligibility Offices to connect with OECOSL. All official communication to the public will be released through the FSSA Office of Strategic Communications and Public Affairs. OECOSLproviderinquiry@fssa.in.gov is a primary means of contacting OECOSL. This email is monitored by multiple OECOSL staff and responses are tracked within the email. When internet is not available, providers/families may call 877-511-1144.

b. **OECOSL uses text message and email messaging to communicate with subscribed providers.**

This is including, but not limited to, weekly messaging and ad-hoc messages as deemed appropriate by OECOSL and the FSSA Office of Strategic Communications and Public Affairs.

c. **Information directed to families may be given to child care programs to disseminate.**

OECOSL will also leverage text and email communication to subscribed families receiving CCDF.

d. **The following points will be considered when developing information to disseminate:**

i.   The disaster's impact on OECOSL/CCDF/CCR&R/INAEYC/technical assistance provider offices

ii. Impact to the child care infrastructure

iii. Resources needed to resume services

iv. Anticipated time needed (date) to return to a fully operational child care infrastructure post-disaster

v.   Who makes final administrative (vs. gubernatorial and/or legislative) decisions about:

1. CCDF revisions/modifications

2. Child care licensing

vi. After a disaster, a review of the communication protocols must be included in the after-action report to determine what can be improved.

Communication with families utilizing child care and child care providers during a disaster

ISSUE	OECOSL/ FSSA	CCR&R	CCR&RCO	Eligibility Office	INAEYC	T/TA	Infancy Onward	Child Care	IAN	Other Local Agency
Status of child care providers and referrals to providers	✕	✕	✕	✕					✕	✕
Subsidy eligibility determination: initial and redetermination	✕			✕						
Special populations accommodations	✕	✕		✕		✕				
Location changes	✕	✕		✕				✕		
Emergency/temporary child care	✕	✕		✕				✕		✕
Public health and environmental issues	✕									✕
Disaster assistance available to families and providers	✕			✕						✕
Mental health supports	✕	✕				✕	✕			✕
Reunification of children and families	✕	✕						✕		
Other local resources	✕	✕						✕	✕	✕

14. After-Action Reports/Data collection

OECOSL will maintain this document and review annually. Reports from field consultant visits to observe child care damage will be maintained in the Child Care Information Systems database.

15. Appendices

A. Acronyms and definitions

B. Policies

C. Emergency guide for child care providers

D. Sample forms

E. Resources

Appendix A: Acronyms and definitions

CCDBG: Child Care and Development Fund Block Grant 2014

CCDF: Child Care and Development Fund

CCR&R: Child Care Resource and Referral (local agency)

CCR&RCO: Child care Resource and Referral Central Office: The agency which oversees the local CCR&Rs

FEMA: Federal Emergency Management Agency

FSSA: Family and Social Services Administration

INAEYC: Indiana Association of Educators of Young Children

IDHS: Indiana Department of Homeland Security

IDOE: Indiana Department of Education

IDOH: Indiana Department of Health

IO: Infancy Onward, a division of Mental Health America of Indiana

OECOSL: Office of Early Childhood and Out-of-School Learning

Licensed Center: For purposes of IC 12-17.2, means a nonresidential building where at least one child receives child care from a provider:

1. while unattended by a parent, legal guardian or custodian;
2. for regular compensation; and
3. for more than four hours but less than 24 hours in each of 10 consecutive days per year, excluding intervening Saturdays, Sundays and holidays.

Licensed Home: Means a residential structure in which at least six children (not including the children for whom the provider is a parent, step-parent, guardian, custodian or other relative) at any time receive child care from a provider:

1. while unattended by a parent, legal guardian or custodian;
2. for regular compensation; and
3. for more than four hours but less than 24 hours in each of 10 consecutive days per year, excluding intervening Saturdays, Sundays and holidays.

Registered Ministry: "Registered day care ministry" means day care provided as an extension of a church or religious ministry that is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code, unlicensed but registered with the state board of health and state fire marshal's office pursuant to IC 12-3-2-12.7(c) [IC 12-3 was repealed by P.L.2-1992, SECTION 897, effective Feb. 14, 1992].

License Exempt: "Legal, license exempt" means a child care program that can operate legally without obtaining a license or registration under IC 12-17.2.

Appendix B: Policies

No Electricity Policy: www.in.gov/fssa/carefinder/files/NoElectricityPolicy.pdf

Criteria to reopen after flooding: www.in.gov/fssa/carefinder/files/Flood_Info.pdf

Appendix C: Emergency guide for child care providers

Emergency guide: www.in.gov/fssa/carefinder/provider-resources/emergency-response-planning-for-child-care-providers/

Appendix D: Sample forms

Disaster Response Planning Template for OECOSL Contractees

Program information (site-specific)

Name of program:

Street address:

P.O. Box:

City: State: ZIP code:

Telephone number:

EID:

Primary emergency contact at program

Position:

Person:

Phone number: Alternate phone (cell):

Email address:

Alternate emergency contact at program

Position:

Person:

Phone number: Alternate phone (cell):

Email address:

Whom program will contact: Emergency/Non-emergency

Emergency:

Non-emergency police:

Insurance provider name and contact:

Utility contact name and number:

OECOSL contact and number:

Office of Early Childhood and Out-of-School Learning

Other contact name and number (landlord, security, media, etc.):

Other contact name and number:

Disasters most likely to occur in the area

Members of Program Emergency Management Team

Role, staff name and phone:

Role, staff name and phone:

Role, staff name and phone:

Role, staff name and phone:

Role, staff name and phone:

Name and contact of others who will coordinate on disaster response and continuous operations plan

Home office:

FSSA/OECOSL:

Local emergency management:

Other important contacts:

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Site evacuation plan

Position responsible for decision to evacuate:

Position responsible for "all clear":

Temporary site manager:

Responsibilities of temporary site manager:

Staging area (nearby site for relocation) name:

Street address:

Contact person:

Telephone: Email:

Distant temporary site name:

Street address:

Contact person:

Telephone: Email:

How long is it anticipated before agency can return to an operational status?

Shelter in place location

Street address:

City: State: ZIP code:

Communications

How are emergency plans communicated to our staff?

Who will file a police report, if needed?

During emergency and prolonged outages, describe communication with staff and community (text, email, media, satellite phone):

Cyber security

How is computer software protected?

Back-up of records

Position responsible for backing up critical records:

Location of backed-up electronic records:

Onsite location of paper records (copy of insurance policies, facility blueprints, bank account numbers, etc.):

Off-site location of backed-up paper records noted above:

How will the program provide for continuity if records are destroyed?

Emergency information annual review and notations

Date:

Staff responsibilities

Example: General staff should communicate safety/situation
via text to the office manager (555-555-5555)

Should business be disrupted, the following staff positions are responsible for:

Communication (media, funders, insurance):

Ensure staff safety, create schedules:

Contact technology provider:

Contact vendors:

Primary communication with local emergency management teams:

Emergency test training exercise record

Date/time: _____ Exercise: _____

Notes: _____

Date/time: _____ Exercise: _____

Notes: _____

Date/time: _____ Exercise: _____

Notes: _____

Date/time: _____ Exercise: _____

Notes: _____

Date/time: _____ Exercise: _____

Notes: _____

Date/time: _____ Exercise: _____

Notes: _____

Date/time: _____ Exercise: _____

Notes: _____

Emergency employee contact information and position

Due to changes that may occur frequently, it is advised that positions are named in the actual plan wherever possible and that a comprehensive employee and position list be kept as an attachment to the plan. This attachment should be updated and forwarded as necessary.

Position: _____ Employee name: _____

Contact information: _____

Position: _____ Employee name: _____

Contact information: _____

Position: _____ Employee name: _____

Contact information: _____

Position: _____ Employee name: _____

Contact information: _____

Position: _____ Employee name: _____

Contact information: _____

Position: _____ Employee name: _____

Contact information: _____

Position: _____ Employee name: _____

Contact information: _____

Appendix E: Resources

IC 12-17.2-2 Chapter 2. General Powers and Duties of the Division

IC 12-17.2-3.5 Chapter 3.5. Eligibility of Child Care Provider to Receive Reimbursement Through Voucher Program

IC 12-17.2-4 Chapter 4. Regulation of Child Care Centers

IC 12-17.2-5 Chapter 5. Regulation of Child Care Homes

IC 12-17.2-6 Chapter 6. Regulation of Child Care Ministries

IC 12-17-12 Chapter 12 School Age Child Care Project Fund

470 IAC 3-1.1 Rule 1.1 Child Care Homes

470 IAC 3-1.2 Rule 1.2 Infant and Toddler Services in a Child Care Home

470 IAC 3-1.3 Rule 1.3 Class II Child Care Homes

470 IAC 3-4.5 Rule 4.5 Child Care Facilities; Registered Day Care Ministries

470 IAC 3-4.6 Rule 4.6 School Age Child Care Program

470 IAC 3-4.7 Rule 4.7 Child Care Centers; Licensing

470 IAC 3-4.8 Rule 4.8 Emergency or Temporary Closure of Child Care Centers and Child Care Homes

470 IAC 3-18 Rule 18 Child Care Development Fund Voucher Program; Provider Eligibility

Indiana Department of Health: www.in.gov/health

Indiana Department of Environmental Management: www.in.gov/idem

Indiana Department of Homeland Security: www.in.gov/dhs