

LOUISIANA  
EARLY LEARNING  
CENTER  
**EMERGENCY  
PLAN**

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APRIL 2021

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# LOUISIANA CHILD CARE EMERGENCY PLAN

The federal Child Care Development Fund and Block Grant Act (CCDBG Act) which provides funding to support child care through the Louisiana Department of Education, Office of Early Childhood requires states develop and disseminate a Statewide Child Care Emergency Plan. Section 658E(c) (2) (U) of the CCDBG Act of 2014 requires the Statewide Child Care Emergency Plan include:

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

From a state agency prospective, there are three goals in the event of a disaster:

1. Provide continuity of care for children and maintain normalcy in an alarming situation.
2. Support parents who need child care in a stressful situation and at a time in which they may be required to return to work.
3. Support providers in keeping their businesses open.

In order to support these goals and to fulfill the federal requirement, the Department has developed the following Statewide Child Care Emergency Plan with the intent to identify and communicate the processes and supports for child care in the event of an individual, local, regional, or statewide emergency or disaster. **This Child Care Emergency plan applies to all licensed Louisiana child care centers as well as all Louisiana providers who are certified to receive funds through the Child Care Assistance Program (CCAP).**

PROGRAM	POLICY ADDRESSING EMERGENCY PREPAREDNESS
Licensed Child Care	Bulletin 137 sections §1721 and §1921
CCAP Child Care	Bulletin 139 sections §309 and §311
Head Start	Head Start Program Performance Standards (HSPPS) (§1302.47.b.4.ii) ( <a href="#">Head Start Emergency Preparedness Manual</a> )
Louisiana Pre-K Programs	Bulletin 741 §121 for non-public schools and Bulletin 741 § 339 for public schools.



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## COORDINATION WITH THE GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

This plan is a supplement of the Louisiana Emergency Operations Plan (EOP) and does not serve to address the full scope of response to a disaster or emergency. The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) has the responsibility for formulating and updating plans, procedures, arrangements and agreements, and for coordinating emergency and disaster operations under the direction of the Governor. The Louisiana Emergency Evacuation Map and Contraflow images are created and updated by GOHSEP. For updated information please visit <http://gohsep.la.gov/>.

The Department has two major emergency support functions (ESF): Transportation and Mass Feeding Monitoring. **Transportation (ESF1)** - In the event an evacuation is mandated, the Department provides transportation out of a disaster area for people in need, and provides transportation essential to support emergency response in the event of a disaster. This action will occur no sooner than 72 hours before the anticipated impact. **Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)** - The Department of Children and Family Services (DCFS) is the Coordinating Agency (Primary) along with Louisiana Workforce Commission for Emergency Support Function 6 (ESF 6). The Department of Education is assigned a supporting role in ESF 6 by GOHSEP. The purpose of ESF 6 is to provide Mass Care, Emergency Assistance, Housing, and Human Services support for victims of natural and technological emergencies and disasters.

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## ASSUMPTIONS

The following assumptions were considered in development of the following plan:

- Emergencies and disasters present themselves in all forms. While some provide advanced warning such as weather related events, others may come about with no warning. The best way to prepare for a disaster is planning and practice.
- Child care is a necessary component for families and should be restored as quickly as possible.
- All licensed child care providers are required to develop an emergency preparedness and evacuation plan, provide staff orientation to their plan, share their plan with parents, and follow their plan in the event of a disaster.
- All providers who are certified for CCAP funds are required to develop an emergency preparedness and evacuation plan, provide staff orientation to their plan, share their plan with parents, and follow their plan in the event of a disaster.
- Time frames provided throughout this statewide plan, unless specifically noted, serve as guidelines for activities and may vary depending on the circumstance of the disaster or emergency.
- This document is a supplement of the Louisiana Emergency Operations Plan (EOP) and does not serve to address the full scope of response to a disaster or emergency.

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## OVERVIEW

This plan provides a framework for a coordinated response to the three phases of emergency management. Actions for the Department and for Providers are divided into these three categories.

1. **Preparedness:** Preparedness includes steps taken before an emergency such as making plans to respond to emergencies before they happen; building, maintaining, and updating supply kits; and testing and reviewing readiness activities including emergency drills.
2. **Response:** Response begins the moment it is determined an emergency is going to happen and continues as the emergency occurs.
3. **Recovery:** Recovery begins as soon as the emergency is over. Often recovery focuses on food, water, health needs, shelter, safety, and emotional needs. Recovery can also include facility assessment and/or reopening. Recovery can last hours, weeks, months, or even years.

This plan, materials, and notifications will be posted on the Department's [Early Childhood Emergency Preparedness webpage](#). Additionally, materials will be distributed through Louisiana's Child Care Resource and Referral agencies to all applicable child care centers.

The Early Childhood Advisory Council, GOHSEP, Louisiana Fire Marshal, DCFS Emergency Preparedness, Louisiana Resource and Referral Agencies, Louisiana Department of Health, and the LDOE Division of Licensing representative review, have opportunity to comment on, and provide updates to this plan annually.

## QUICK REFERENCE CHART

PREPAREDNESS	
Department Actions	Child Care Provider Actions
<ol style="list-style-type: none"> <li>1. Advise child care providers and parents annually of the need for emergency preparedness and where to obtain more information regarding emergency preparedness.</li> <li>2. Send notices of emergency situations or impending emergency situations as well as updates regarding affected areas.               <ol style="list-style-type: none"> <li>a. The notifications will be sent via                   <ol style="list-style-type: none"> <li>i. Email</li> <li>ii. Website</li> <li>iii. Interactive Voice Response</li> <li>iv. Point of Service devices used by CCAP to capture time and attendance</li> </ol> </li> <li>b. Notices will include                   <ol style="list-style-type: none"> <li>i. the procedure for providers to report closures and the condition of facilities to the Department</li> <li>ii. FAQs relative to disaster situations</li> <li>iii. the procedure for seeking to reopen following a disaster</li> </ol> </li> </ol> </li> <li>3. Provide training for providers via the Child Care Resource and Referral Agencies.</li> </ol> <p>See <a href="#">COMMUNICATIONS</a> for more specific details.</p>	<ol style="list-style-type: none"> <li>1. Establish and follow a written multi-hazard <a href="#">emergency and evacuation plan</a> to protect children in the event of an emergency. (See the <a href="#">Child Care Facility Toolkit</a> for templates and additional resources.)               <p>The plan must include</p> <ol style="list-style-type: none"> <li>a. procedures for evacuation,</li> <li>b. relocation,</li> <li>c. shelter-in-place,</li> <li>d. lockdown,</li> <li>e. communication and reunification with families</li> </ol> </li> <li>2. Consider ways to <a href="#">engage families in disaster planning</a>.</li> <li>3. Test and review readiness activities including conducting emergency drills. (See plan established in Step 1)               <ol style="list-style-type: none"> <li>a. Documented emergency plan practice drills, including all children, shall occur at least twice a year</li> <li>b. Documented tornado drills, including all children, shall occur in the months of March, April, May, and June.</li> </ol> </li> <li>4. Annually orient staff to the plan               <ol style="list-style-type: none"> <li>a. Crosstrain in multiple positions in case someone is absent or is unable to perform their emergency job.</li> </ol> </li> <li>5. Ensure important documents and information are stored electronically and/or in safe waterproof containers.</li> </ol>

RESPONSE	
Department Actions	Child Care Provider Actions
<ol style="list-style-type: none"> <li>6. Based on the severity of the disaster, determine if it is necessary to suspend licenses and CCAP certifications.</li> <li>7. Issue Reopening Forms as needed               <ol style="list-style-type: none"> <li>a. <a href="#">Family home and In Home Reopening Form</a></li> <li>b. <a href="#">Licensed Centers Reopening Form</a></li> </ol> </li> <li>8. Collect and provide updates to the Administration of Children and Families (ACF) and the Department Superintendent or designee as to the impacts of the disaster/emergency throughout the Response period.</li> </ol>	<ol style="list-style-type: none"> <li>1. Execute the portions of the plan that best address the needs in the immediate circumstances. (See <a href="#">Early Learning Center Emergency Checklists, Family Home and In-Home Child Care Emergency Checklist</a>)</li> <li>2. Evaluate the emergency and determine if the program should               <ol style="list-style-type: none"> <li>a. lockdown;</li> <li>b. immediately evacuate;</li> <li>c. shelter in place; or</li> <li>d. evacuate to a relocation facility</li> </ol> </li> <li>3. As soon as it is safe to do so, all affected providers should communicate with the Division of Licensing via email at <a href="mailto:ldelicensing@la.gov">ldelicensing@la.gov</a> or by phone at 225-342-9905.</li> </ol> <p>See also <a href="#">Locating a Family After a Disaster</a></p>

RECOVERY	
Department Actions	Child Care Provider Actions
<ol style="list-style-type: none"> <li>1. Collect data on the availability of child care in the impacted community.</li> <li>2. Use email, newsletters or the Louisiana Believes website to communicate information related to recovery efforts.</li> <li>3. Provide temporary child care services after a disaster as needed (See <a href="#">Provision of Temporary Child Care Services After a Disaster</a> and <a href="#">Child Care in Emergency Shelters</a> for more information).</li> <li>4. Support providers impacted by the event and assist with the reopening process as well as licensing and/or certification of temporary or relocated facilities.</li> <li>5. <a href="#">Support families impacted by the event.</a></li> <li>6. Conduct after action assessment to determine what factors should be considered for future events and modify the Statewide Child Care Emergency Plan accordingly.</li> </ol>	<ol style="list-style-type: none"> <li>1. Conduct a self-assessment               <ol style="list-style-type: none"> <li>a. Is the facility operational?</li> <li>b. What are the needs of the facility?</li> </ol> </li> <li>2. If reopening the original location:               <ol style="list-style-type: none"> <li>a. Follow the <a href="#">Reopening the Original Damaged Location</a> directions.</li> <li>b. Complete and return Attachment 25:Sanitation Child Care Facility Reopening Request.</li> </ol> </li> <li>3. If unable to reopen but have identified alternative facilities               <ol style="list-style-type: none"> <li>a. Contact the Division of Licensing immediately to start the process of licensing the new facility. (Please see <a href="#">Moving to a Temporary Location</a> for specific instructions.)</li> <li>b. Family home child care and in-home providers should contact Provider Certification at <a href="mailto:providercertification@la.gov">providercertification@la.gov</a>, (225) 250-7635, or (225) 252-9543</li> </ol> </li> <li>4. If staff are unable to return to work and additional staff are hired or volunteers utilized, ensure compliance with the <a href="#">Child Protective Service Law requirements for Child Abuse and Criminal Background Checks.</a></li> <li>5. Before <a href="#">relocation of attendance tracking</a>, contact the Provider Help Desk 225-250-7635.</li> </ol>

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## PREPAREDNESS

Preparedness enables a quick and effective response in an emergency. By developing a response plan, practicing response activities, and testing response procedures, Louisiana is better prepared when an emergency situation occurs.

## COMMUNICATIONS

The Department uses information provided by child care and other affiliated early learning program facilities to communicate on an individual basis. To the greatest extent possible, it is critical that phone numbers and email addresses are provided to the primary contact for each facility.

The Department advises child care providers and parents annually of the need for emergency preparedness and where to obtain more information regarding emergency preparedness. Additionally, the Department sends notices of emergency situations or impending emergency situations as well as updates regarding affected areas to providers. These notices are reviewed and revised as appropriate to include event specific language and information regarding region or parish(es) affected. Correspondence are sent out via email, websites, by broadcast message on the Point of Service device used by the Child Care Assistance Program (CCAP) to capture time and attendance and via the provider web portal. The notice provides procedures for reporting closures and the condition of facilities to the Department following a disaster as well as FAQs relative to disaster situations. Included in the FAQs.

The Department's communications to the general public will be coordinated by the public affairs manager or their designee. During an emergency or disaster, the Department and/or its partners (such as Louisiana's Child Care Resource and Referral agencies, local Lead Agencies, etc.) will collect local information as to the status of the event in order to keep the Governor and the Office of Child Care informed and to assist in prioritizing follow up activities.

During a disaster, communication may be limited. The Department encourages all providers and families to utilize social media sites to provide necessary updates and resources to families.

## EMERGENCY PLAN MATERIALS AND TRAINING

Emergency Preparedness Training will be offered through Louisiana's Child Care Resource and Referral agencies to each CCDF provider on an ongoing basis. Providers should in turn provide ongoing training throughout the year to ensure staff members understand their roles in an emergency. It is important for providers to cross train in multiple positions in the event someone is absent or is unable to perform their emergency job.

Materials will be distributed through Louisiana's Child Care Resource and Referral agencies to all applicable child care centers. They will also be posted on the Department's website. <http://www.louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing/emergency-preparedness>.

## PROVIDERS' EMERGENCY PLAN

Providers shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of an emergency. [The Child Care Facility Toolkit](#) is a resource to assist programs develop their plan. Child care providers must include in their individual plan procedures for evacuation, relocation, shelter-in-place, lockdown, communication and reunification with families.

It is not sufficient to develop and file a plan. Each provider must periodically test and review readiness activities. All staff should be oriented to the plan annually. Periodic emergency drills should be incorporated into program activities. The types of drills should be varied so that staff, children, and families have a level of comfort in responding to a variety of potential risks. Bulletin 137 Chapter 19 section §1921 identifies the minimum amount of emergency drills that must be conducted.

## RECOMMENDATIONS FOR ENGAGING FAMILIES IN DISASTER PLANNING

Hand out copies of the program's disaster plan and walk families through the various sections of your disaster plan. Answer any questions that may come up.

- Consider handing out copies of the Communications with parents/guardian and the Sample Relocation/ Reunification Drill permission slip.
- Consider explaining the job actions assigned to staff during the disaster.
- Hand out the Child Emergency Information Form that you have on file for each child to their family. Make sure they review the information carefully and update the form as needed. Include Special Health Care Plans as well. Collect all the forms.
- Hand out Wallet Cards that contain information on relocation sites and contact information. Make sure each individual gets one. Speak in-depth with families about the information on the cards. Explain how to get to the relocation sites and why you selected those sites.
- Discuss options for alternate modes of communications that your families would use. Find out which families use Facebook, Twitter, or other social media sites. Discuss setting up a group email chain or group text message that could be used to relay important emergency information.
- Ask about unique needs that families might have in disaster situations. For example, some parents may be emergency response workers such as doctors, law enforcement, utilities workers, or fire fighters who may not be able to leave work to pick up their children in a disaster. Some families might have special communication needs or long commutes. Children in families with unique needs may need extra emotional support in disaster situations.
- Have parents create a comfort note for their children. Bring out craft materials (paper, pens, crayons, colored pencils, magazines, newspapers, scissors, glue, glitter, etc.) Keep these notes in your long-term emergency supplies.

## DISASTER PREPAREDNESS FAMILY RESOURCES TO SHARE

- **Sesame Street's Let's Get Ready Toolkit:** <https://www.sesamestreet.org/toolkits/ready>
- **FEMA's Family Emergency Plan Template:** <https://www.ready.gov/family-plan>
- **FEMA's Family Communication Plan Template:** [www.fema.gov/media-library-data/0e3ef555f66e22ab832e284f826c2e9e/FEMA\\_plan\\_parent\\_508\\_071513.pdf](http://www.fema.gov/media-library-data/0e3ef555f66e22ab832e284f826c2e9e/FEMA_plan_parent_508_071513.pdf)
- **The Center for Disease Control's website on preparing a home emergency kit:** <https://www.cdc.gov/childrenindisasters/checklists/kids-and-families.html>



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## RESPONSE

In the event of an emergency, providers should execute the portions of their plan that best address their needs in the immediate circumstances. Related to an emergency, a decision must be made to act on one of four paths. Should the program lockdown, immediately evacuate, shelter in place, or evacuate to a relocation facility. For further information to understand the decision making behind these decisions review the “Early Learning Center Emergency Checklist” on the Louisiana Believes website: <http://www.louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing/emergency-preparedness>

In order to ensure that child care is offered in a safe and healthy environment during and immediately following a disaster, Department staff meet to determine if the disaster is severe enough to suspend all licensed facilities in the disaster declared area or suspend on a case-by-case basis. Once a decision has been made by Department staff, CCAP certifications and licenses will be suspended appropriately and Reopening Forms will be issued. ([Family home and In Home Reopening Form](#), [Licensed Centers Reopening Form](#)). As soon as it is safe to do so, providers should communicate with the Division of Licensing via email at [ldelicensing@la.gov](mailto:ldelicensing@la.gov) or by phone at 225-342-9905.

As appropriate, the Department will communicate directly using phone, email, or in person as necessary to share information with providers in the emergency zone. The Department will collect and provide updates to the Administration of Children and Families (ACF) and the Department Superintendent or designee as to the impacts of the disaster or emergency throughout the Response period.

## PROVISION OF TEMPORARY CHILD CARE SERVICES

The Department, in collaboration with Lead Agencies and Louisiana’s Child Care Resource and Referral agencies, will assess the need for child care in the disaster declared areas and may provide opportunities for safe sites should temporary services be needed. Families may contact the local Lead Agencies and Child Care Resource and Referral Agencies for referrals.

The Department may consider allowing providers to temporarily increase capacity.

- This must be formally requested through a waiver and approved by the Superintendent, which may require an updated inspection from the State Fire Marshal.
- This approval would be granted on a case by case basis.
- If a capacity increase is granted the provider must perform an updated fire drill within 30 days of the temporary capacity increase.

## CHILD CARE IN EMERGENCY SHELTER

The Department of Children and Family Services (DCFS) is the Coordinating Agency (Primary) along with Louisiana Workforce Commission for Emergency Support Function 6 (ESF 6), Mass Care, Emergency Assistance, Housing, and Human Services for victims of natural and technological emergencies and disasters. The Department of Education is assigned a supporting role in ESF 6 by the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP).

Under Mass Care, in conjunction with local governments, the American Red Cross and other entities as necessary, DCFS will provide shelters prior to and immediately following an emergency or disaster, in which individuals and families are housed as a result of evacuation and/or pending repair of dwellings or movement into temporary housing. Emergency shelters are not intended for prolonged periods of occupancy due to the nature of the limited provisions available in sheltering facilities. DCFS will collaborate with the Louisiana Department of Health (LDH) to ensure the provision of emergency first aid for victims and emergency workers at shelters and designated sites, and referral to appropriate medical facilities. Additionally, guidance as provided by LDH and the Centers for Disease Control and Prevention (CDC) will be followed in the event of health threat or crisis. Under Emergency Assistance, DCFS will collect and provide information about individuals in state run shelters affected by emergencies and disasters and require state assistance via an electronic evacuee tracking system. Such information will be used to aid in the reunification of families and individuals separated by emergencies and disasters.

The Louisiana Department of Children and Family Services has the responsibility to dedicate staff to support State Critical Transportation Needs shelter operations and General Population Shelters when requested and resources are available in accordance with the Louisiana Unified Shelter Plan. DCFS and LDH support critical transportation needs shelters; and the American Red Cross and Parishes support General Population Shelters and request support when resources are beyond what can be provided.

The Department of Education, in collaboration with Louisiana’s Child Care Resource and Referral agencies, will provide respite child care in shelters as needed. The Church of the Brethren, Children’s Disaster Services (CDS) has provided training to Louisiana Child Care Resource and Referral agency personnel. CDS provides its volunteers with background clearances and training on the unique needs of children in disasters.

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## RECOVERY

Recovery actions are taken over the short-term to return vital life support systems to minimum standards and long-term to return life to normal or improved levels. Such measures include damage assessment, supplemental assistance to individuals and public entities, assessment of plans, procedures, arrangements and agreements, and the development of economic impact studies and methods to mitigate damages.

During recovery, Early Childhood will be collecting data on the availability of child care in the impacted community. Using email, newsletters or the Louisiana Believes website, Early Childhood will communicate information related to recovery efforts.

Provider Certification and the Division of Licensing staff will support providers impacted by the event and assist with the reopening process as well as licensing and/or certification of temporary or relocated facilities. Reports identifying providers remaining in suspension are generated by the Division of Licensing and Provider Certification and monitored daily. Every effort is made to reinstate providers without a lapse in service or payment for eligible services.

After community level disasters, Early Childhood will conduct after action assessment to determine what factors should be considered for future events and modify the Statewide Child Care Emergency Plan accordingly.

## PROVIDERS

A critical element of Recovery is communication with families of children enrolled in child care, child care staff, and state staff. It is important to establish whether or not the facility is operational so families can make appropriate alternative arrangements for child care.

Depending on the size and scale of a disaster, the Department may attempt to identify placement opportunities for families who lost child care due to the disaster or for emergency services workers supporting recovery activities.

Food safety is very important. For food service guidance after an emergency please review attachment **24: Guidelines for Retail Food Establishments in Emergencies and During Recovery**. All providers are required to complete and return attachment **25: Sanitation Child Care Facility Reopening Request** prior to reopening. For more information about Food Safety visit Louisiana Department of Health sanitation services website: <https://ldh.la.gov/index.cfm/subhome/19>.

Providers impacted by an emergency should conduct a self-assessment to identify needs for their facility if their intent is to reopen. If providers are unable to reopen their facilities due to the disaster, but have identified alternative facilities, it is critical to contact the Division of Licensing immediately to start the process of licensing the new facility.

In the aftermath of a disaster, program staff may need to deal with the impacts of the disaster on their own family and may not be able to return to work. In the event that a facility finds the need to hire additional staff or use volunteers to support reopening, they must continue to fulfill the Child Protective Service Law requirements for Child Abuse and Criminal Background Checks. For more information about the requirements for mandated reporting and criminal background checks visit Louisiana Believes website: <http://www.louisianabelieves.com/early-childhood/early-childhood-programs/criminal-background-checks>.

## REOPENING THE ORIGINAL DAMAGED LOCATION

- The provider must inform the Division of Licensing prior to reopening the original facility location.
- The provider must contact the State Fire Marshal at 225-925-4911, the City Fire Marshal if applicable, and the Department of Health at 225-342-7550 to schedule priority inspections. If the facility sustained any damage they are considered priority.
- The provider remains in suspended status during the inspection process and cannot resume operation until the Division of Licensing has confirmation the provider has current approvals, in compliance with Bulletin 137, and the facility is safe for children.
- Once it is confirmed the provider has current approvals and is in compliance with Bulletin 137, the Provider is notified by the Division of Licensing of the effective date that they are reinstated.
- Licensing staff will conduct an inspection within 10 business days of notification that the site is deemed acceptable for child care purposes before child care may resume in the original location.
- Every effort will be made to review and reinstate providers as soon as possible. However, if the provider does not complete and return the Reopening Request Form by the date requested, their license/certification may be suspended. If the center is certified for CCAP, the eligibility to receive CCAP payments may end and families may be required to choose another eligible provider to continue receiving CCAP payments for their children.

## MOVING TO TEMPORARY LOCATION

If the provider requests to move to a temporary location that has never been licensed,

- The provider must obtain an inspection from the State Fire Marshal, the local fire marshal (if applicable), and the Louisiana Department of Health before requesting a Division of Licensing inspection and opening the temporary location.
- If a provider operates or owns more than one location, they may request to move the children to the unaffected location based on the building capacity.
- The Division of Licensing will conduct an initial inspection of the temporary location, upon the request of the provider. If the facility is in compliance with licensing standards, the license will be granted.
- If the provider is currently under adverse action, the adverse action will follow the relocation. Nothing will disrupt the adverse action process.
- If the facility has a current performance rating Licensing will contact the accountability team to provide an update on the temporary relocation. Provider Certification staff will also contact the accountability team to provide an update on this temporary relocation if it's a Type III. The state office will maintain the existing performance rating for the original location.
- If the provider would like to convert the temporary location into a permanent location or would like to move to another permanent location, the provider will submit a complete application for the site as a new location. The Division of Licensing will utilize the standard inspection process to make a licensing decision.

## TRACKING OF TIME (TOTS) MACHINES

In the event of a disaster, the TOTS machine may need to be relocated. Prior to moving the TOTS machine to a new location you must submit a formal request to Provider Certification explaining the necessity to relocate the machine, the provider must inform the TOTS help desk at 1-888-281-0326 before relocating their TOTS machine. Relocating the TOTS machine may be approved or denied by the Department. If approval is not granted, CCAP payments will not be honored.

The provider must inform the TOTS help desk at 1-888-281-0326 if their equipment was damaged due to a disaster. The equipment is provided by the Conduent and is shipped to the provider's facility with instructions for installing the equipment.

## FAMILY SUPPORT

In the aftermath of an emergency or a disaster, families may find their need for child care or circumstances for eligibility of care have been impacted.

- Parents may request a change in CCAP provider, hours and days of care at any time, including a provider who may be operating at an emergency location, approved by licensing and certified by provider certification.
- Families may choose to temporarily relocate their child due to a disaster and this process is streamlined with an emergency change of location process.
- Parents may self-declare their need for additional days and hours of care for up to 30 days; then they must provide verification of the need.
  - » If parents are having difficulty producing verification, the CCAP case worker must help parents verify information.
  - » CCAP may not deny or terminate subsidy when the parent has cooperated, but is unable to provide the required verification.
- Parents may request care for additional children living in the home. The children can be added to the family composition and can receive care as long as there is available funding.
- In the event a parent's employer increases the number of hours worked and in turn, increases income during a disaster, parents do not have to report increased earnings unless they will permanently earn more than 85 percent of the state median income.
- Increased earnings based on temporary overtime do not have an impact on eligibility.
- Families maintain eligibility for child care for a period of no less than 12 months. If a parent is temporarily unable to meet the work requirement due to a loss of work, the family's eligibility continues to the next redetermination date.
- Families may apply on paper or may apply online. The online application process requires families to upload supporting documentation for CCAP case workers to process the case quickly.
- In the event a family becomes homeless, they receive priority and may receive CCAP benefits for 90 days without providing documentation. They are also connected with their respective Homeless Liaison in their parish for any transportation, school-aged needs, or other resources they may need.

## LOCATING FAMILY AFTER A DISASTER

The Department has statutory authority over the licensing of child care facilities as well as the authority for the provision of subsidized child care. The Department does not have authority to take custody of children or provide them with direct care.

Children are the responsibility of their provider until such time as their parent or guardian is able to retrieve them from the child care facility. Multiple attempts in a variety of different ways should be conducted prior to reporting that the child's parent cannot be found. Attempt to reach out to their emergency contacts, social media accounts, emails, work locations etc.

Reunification includes identifying the correct parent/guardian, verifying their identity, and documenting the child's release to their custody. In the event that a child's custody is unclear or when multiple persons seek to claim a child, all information will be turned over to law enforcement for their investigation and determination of custody.

FEMA's National Emergency Family Registry and Locator System (NEFRLS) is activated following a Presidentially declared disaster to reunite families that have become separated as a result of the disaster. Individuals and families can register online at [www.fema.gov](http://www.fema.gov) or by phone at 1-800-588-9822, 24-hours a day, when activated.

Louisiana's DCFS is the coordinating agency to assist local reunification efforts should FEMA be overwhelmed. If a child remains in the program's care after diligent efforts to locate the child's parents and it is not possible to locate them, an approved guardian, or another trusted individual, providers should notify DCFS at 1-855-4LA-KIDS. The DCFS staff member will notify law enforcement assigned to the facility and make a report to the DCFS's Child Protection Services Hotline. Keep the child safe and comfortable until contacted by the child's parents or another individual the parents have approved to take the child from the program or until the Child Protection worker arrives. The results of the DCFS investigation will determine if the DCFS needs to obtain temporary custody of the child. The child will remain in state's custody until the child's parent or legal guardian has been located and is approved by the court.

## RECOVERY RESOURCES

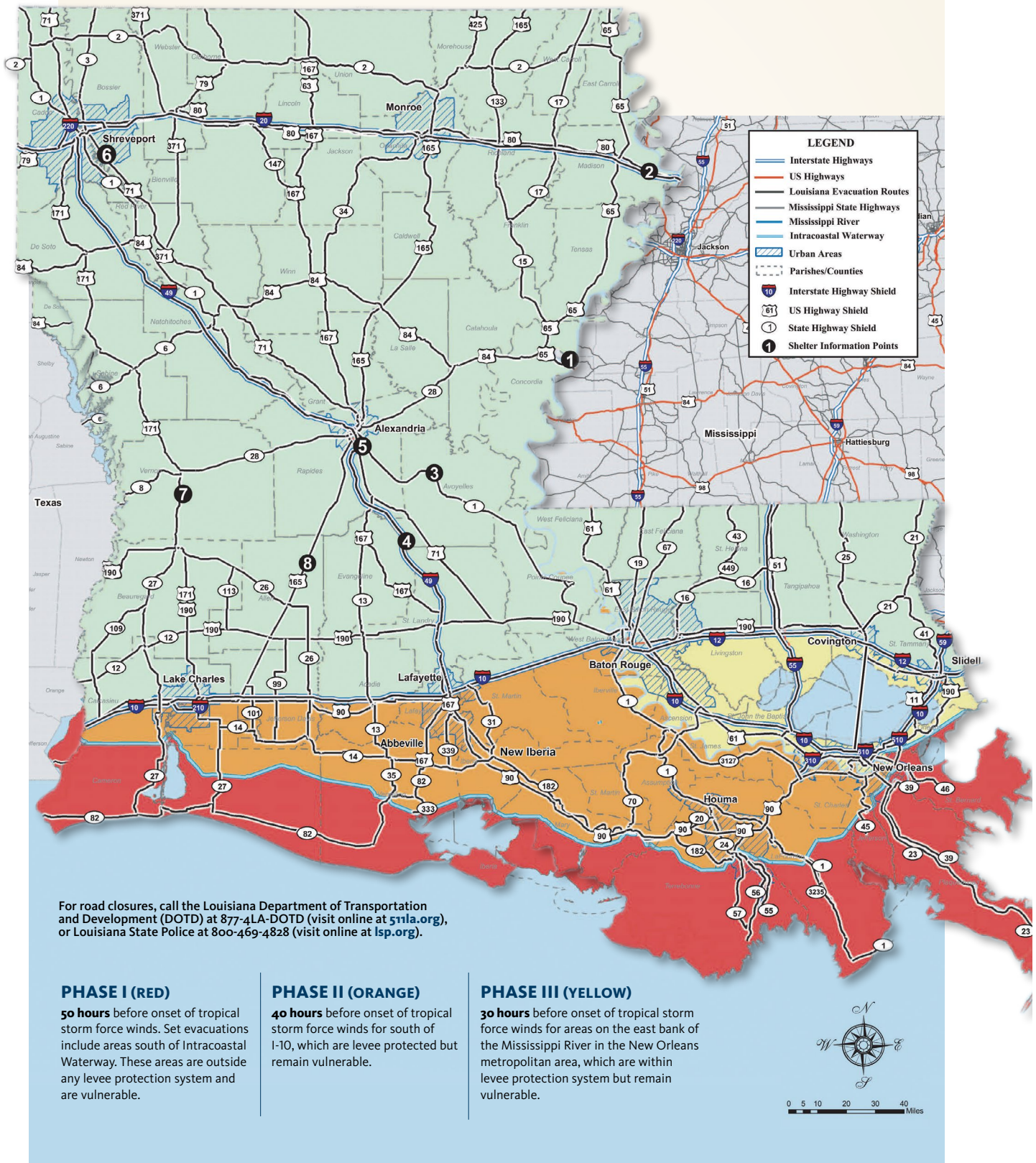
Information on helping children cope with disasters and trauma.

- **Save the Children:** [www.savethechildren.org/cope](http://www.savethechildren.org/cope)
- **After a Crisis: Helping Young Children Heal:** [http://www.nctsn.org/sites/default/files/assets/pdfs/helping\\_young\\_children\\_heal\\_crisis.pdf](http://www.nctsn.org/sites/default/files/assets/pdfs/helping_young_children_heal_crisis.pdf)
- **Children's Responses to Crises and Tragic Events:** <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/response-to-crisis-english.pdf>
- **Zero to Three's web page on Disaster Relief and Trauma:** [http://main.zerotothree.org/site/PageServer?pagename=key\\_disaster&AddInterest=1142](http://main.zerotothree.org/site/PageServer?pagename=key_disaster&AddInterest=1142)

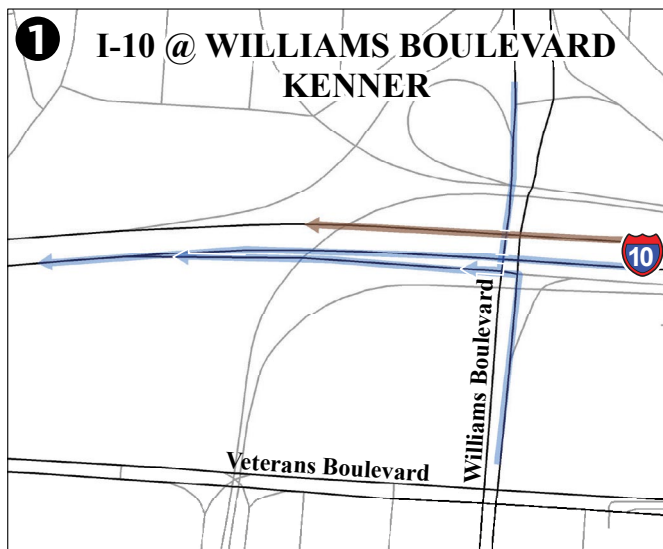
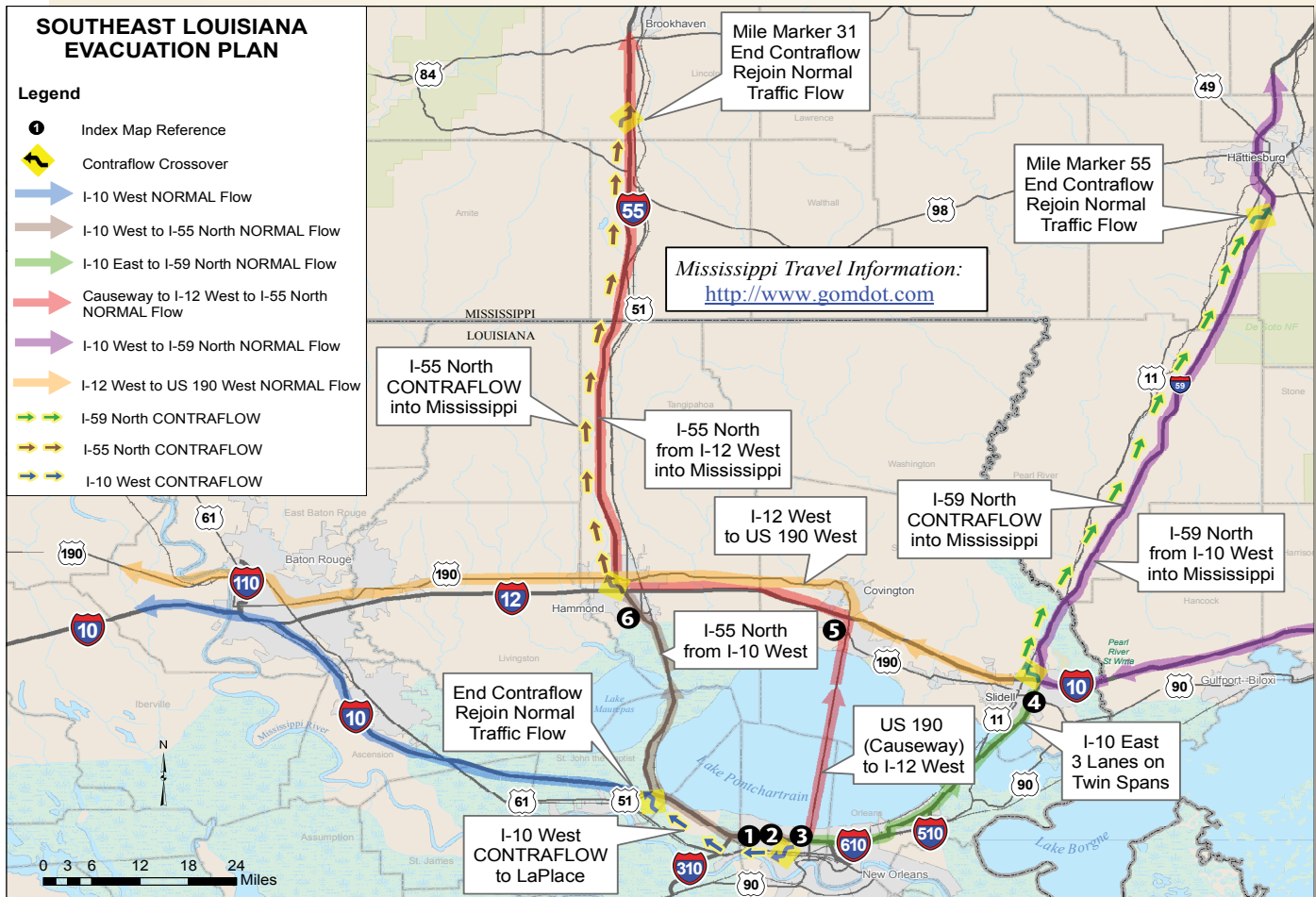


# LOUISIANA EMERGENCY EVACUATION CHART AND CONTRAFLOWS

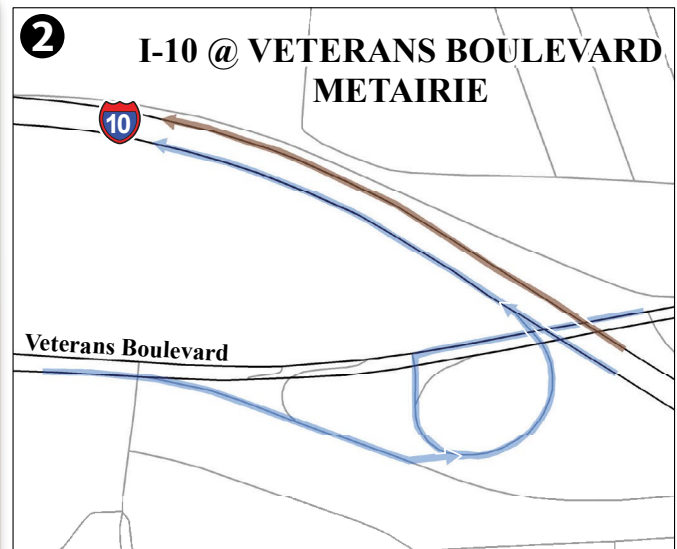
## Louisiana Emergency Evacuation Map



# Southeast Louisiana Contraflow

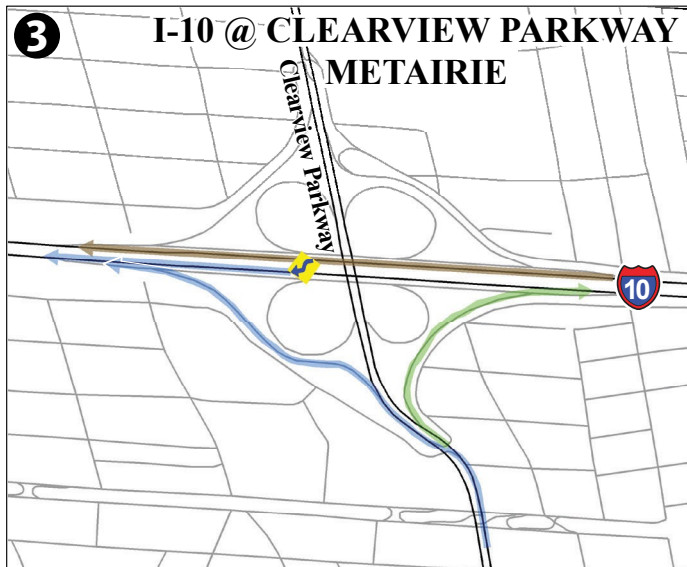


- Enter I-10 West Via the Normal Westbound Entrance Ramps.
- Enter I-10 CONTRAFLOW (From Northbound or Southbound Williams Blvd.) Via the I-10 East Exit Ramp at Williams Blvd.

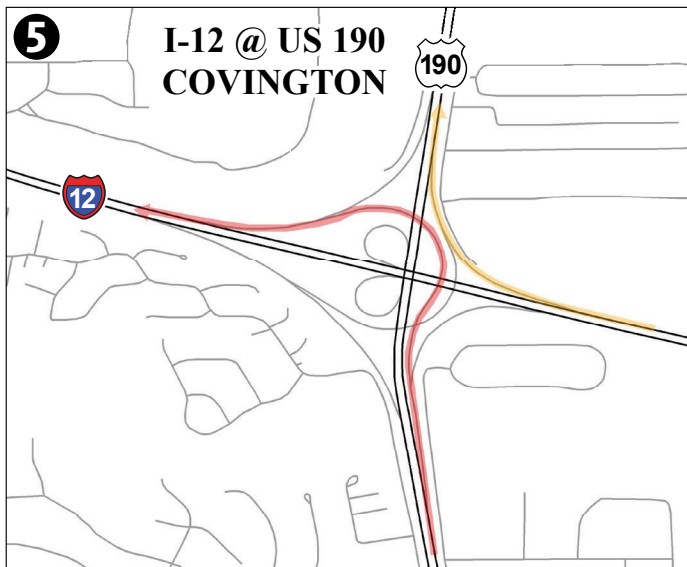


- Enter I-10 West Via the Normal Westbound Entrance Ramps.
- Enter I-10 CONTRAFLOW (From Eastbound or Westbound Veterans Blvd.) Via the I-10 East Exit Ramp at Veterans Blvd.

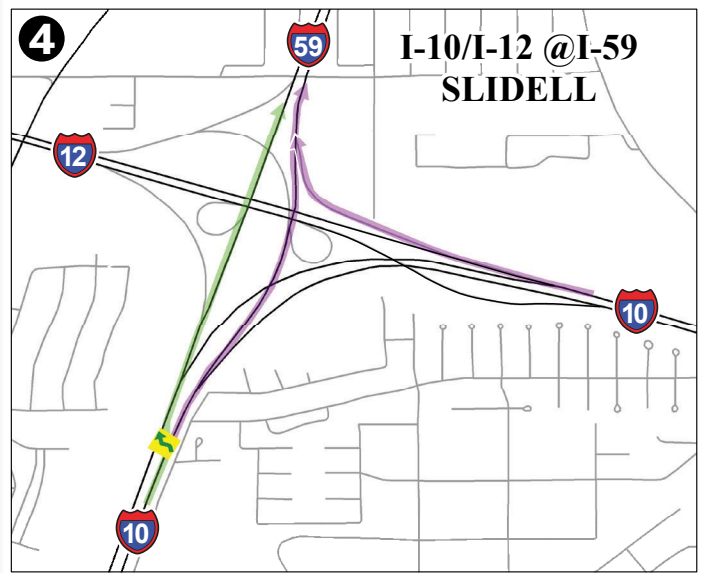




- ← Enter I-10 West Via the Normal Westbound Entrance Ramps.
- ← Northbound Traffic on Clearview Pkwy. Can Enter I-10 CONTRAFLOW Via the I-10 East Exit Ramp at Clearview Pkwy.
- ← Enter I-10 East Via the Normal Eastbound Entrance Ramp From Clearview Pkwy.



- ← US 190/Causeway Diverts to I-12 West.
- ← I-12 West Diverts to US 190 West.



- ← Two Lanes From I-10 East (Left and Center Lanes) and Proceed on I-59 North CONTRAFLOW.
- ← One Lane From I-10 East (Right Lane) Continues onto I-50 North.
- ← I-10 West (All Lanes) Diverts to I-59 North.



- ← I-12 West (All Lanes) Diverts to I-55 North.
- ← I-55 North (All Lanes) Cross over and Proceed on I-55 North CONTRAFLOW.

To deal with the demands of traffic flow that would be created by a hurricane or other evacuation, contraflow freeway segments have been planned. Through the use of designated contraflow points, evacuation flow is enhanced through movement of all traffic in the same direction. This diversion enables some or all normally incoming lanes to serve as outgoing lanes to facilitate and speed evacuation. Several different routes and contraflow crossover points are planned for use in an evacuation of the Southeast Louisiana area.

## ATTACHMENT 1: EMERGENCY FIRST STEPS

The following is a list of possible emergencies and considerations for determining which emergency/protective actions to implement.

TYPE OF HAZARD	THINGS TO CONSIDER	POSSIBLE PROTECTIVE ACTION
<b>Hostile Intruder</b>	Is the intruder possibly violent? Is there time to move the children? Is there a safer place for them?	<ul style="list-style-type: none"> <li>• Lockdown</li> <li>• Immediate Evacuation</li> <li>• Shelter</li> </ul>
<b>Tornado/Severe Storm</b>	Does it threaten us? Is there a recommended protective action? How much time do we have?	<ul style="list-style-type: none"> <li>• Immediate Shelter</li> <li>• Deliberate Shelter</li> </ul>
<b>Winter Weather</b>	Do we have time to send everyone home? Is it safe to go outside? Is it safe to travel outside?	<ul style="list-style-type: none"> <li>• Early Dismissal</li> <li>• Shelter in Place</li> </ul>
<b>Hazardous Material/ Nuclear Power plant Incident</b>	Does it threaten us? Is there a recommended protective action? How much time do we have?	<ul style="list-style-type: none"> <li>• Evacuation</li> <li>• Immediate Shelter</li> <li>• Deliberate Shelter</li> </ul>
<b>Fire</b>	Where in the building is it? Does it threaten us?	<ul style="list-style-type: none"> <li>• Evacuation</li> </ul>
<b>Utility Failure</b>	Is the building safe? Do we have time to send everyone home? Is it safe to go outside?	<ul style="list-style-type: none"> <li>• Immediate Evacuation</li> <li>• Early Dismissal</li> <li>• Shelter in Place</li> </ul>
<b>Flooding</b>	Is the building in danger? Is it safe to go outside? Is it safe to travel outside?	<ul style="list-style-type: none"> <li>• Early Dismissal</li> <li>• Evacuation</li> <li>• Shelter in Place</li> </ul>
<b>Building Damage</b>	What parts of the Building are damaged? Is it safe to continue operations in the building Is it safe to move?	<ul style="list-style-type: none"> <li>• Early Dismissal</li> <li>• Immediate Shelter</li> <li>• Evacuation</li> </ul>
<b>Civil Disturbance/Violence Outside</b>	Does it threaten us? Might it get worse? Is it safe to go outside?	<ul style="list-style-type: none"> <li>• Lockdown</li> <li>• Immediate Evacuation</li> <li>• Deliberate Shelter</li> </ul>
<b>Hurricane</b>	Do we have time to send everyone home? Is it safe to go outside? Is it safe to travel outside?	<ul style="list-style-type: none"> <li>• Early Dismissal</li> <li>• Shelter in Place</li> </ul>



## ATTACHMENT 2: NOTIFICATION PHONE LIST

EARLY LEARNING CENTER FACILITY/AGENCY	TELEPHONE #	E-MAIL
Name of Facility Director:	Primary:	
	Office:	
	Home:	
FACILITY STAFF ROSTER		
Staff member:	Primary:	
	Office:	
	Home:	
Staff member:	Primary:	
	Office:	
	Home:	
Parish Emergency Management Agency		
Local Emergency Services Emergency Number	9-1-1	
Local Emergency Services Non-emergency number		
Early Learning Center Relocation Facility		
Facility Transportation Provider(s)	Primary:	
	Office:	
	Home:	
National Emergency Child Locator Center	1-866-908-9570	
FEMA's National Emergency Family Registry and Locator System (NEFRLS) <i>*activated for Presidentially declared disasters only</i>		
TV/Radio Station (for emergency announcements)		
Poison Control	1-800-222-1222	
Medical Care		

EMERGENCY RESPONDERS INFORMED ANNUALLY: \_\_\_\_\_

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### ATTACHMENT 3: FACILITY LAYOUT AND ASSEMBLY AREA

*(Provide sketch of facility floor plan and identify internal shelter areas, staffed checkpoints, primary exits, fire extinguishers, first-aid kits, AEDs, Evacuation pack location, electrical, water and gas shut-off valves, and assembly areas.)*

List each wing and floor of each building and each outdoor area that you need to diagram.  
Post the appropriate site diagram in each classroom, work area, and at each emergency exit.

## ATTACHMENT 4: TRANSPORTATION ASSETS

IF IT BECOMES NECESSARY TO RELOCATE THE CHILDREN TO A SAFER LOCATION, THE FOLLOWING TRANSPORTATION WILL BE USED.

Number of children/staff who will need to be moved:	Amount of supplies/records that will need to be moved:
---	--

VEHICLES THAT WILL BE USED.

VEHICLE 1	
Owner:	Type of vehicle:
Driver:	# of passengers (including driver):
Normal location of vehicle:	Means of contacting owner:
Alternate means:	Special needs requirement:

VEHICLE 2	
Owner:	Type of vehicle:
Driver:	# of passengers (including driver):
Normal location of vehicle:	Means of contacting owner:
Alternate means:	Special needs requirement:

VEHICLE 3	
Owner:	Type of vehicle:
Driver:	# of passengers (including driver):
Normal location of vehicle:	Means of contacting owner:
Alternate means:	Special needs requirement:

Ensure a copy of the emergency evacuation plan map and relocation plan are available in each vehicle.

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**ATTACHMENT 5: EVACUATION PLAN MAP TO RELOCATION CENTER**

DRAWING OF EVACUATION ROUTE FROM \_\_\_\_\_ EARLY LEARNING CENTER  
FACILITY,  
(address) \_\_\_\_\_, \_\_\_\_\_ PARISH  
TO (address) \_\_\_\_\_, \_\_\_\_\_ PARISH

*(Provide sketch or map from Early Learning Center to relocation center)*



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## ATTACHMENT 6: COMMUNICATIONS WITH PARENTS/GUARDIANS

Parents and guardians need to be informed of provisions in the Emergency Plan. This letter will provide the information that they need. A copy of this letter should be given to parents of newly enrolled children, and at least once per year to all parents.

*(Insert your own wording here or use this suggested script)*

To the Parent (s)/Guardian (s) of **(child's name)**:

This letter is to assure you of our concern for the safety and welfare of children attending **(insert name of Early Learning Center)**. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **Immediate evacuation:** Children are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors at a neighbor's.
- **In-place sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation:** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. We currently have 2 available, they are:
  - Emergency Relocation Facility A at **(insert name of relocation facility)**.
  - And Emergency Relocation Facility B at **(insert name of relocation facility)**.
- If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to (A or B). If you're not sure how to get there, please ask for directions before there is an emergency.
- **Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to **(list your local radio/television stations here)** for announcements relating any of the emergency actions listed above. You can also monitor our website and **(Social Media page)** for important updates.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. *The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.*

The form designating persons to pick up your child is included with this letter for you to complete and have returned to the Early Learning Center facility no later than **(insert reasonable response time here)**. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact **(name of individual designated to handle inquiries and their telephone number/extension)**.

Sincerely,

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## ATTACHMENT 7: LETTER OF AGREEMENT WITH RELOCATION SITE

I hereby give permission for \_\_\_\_\_ child care provider to use the below listed site as an emergency relocation site for child care staff and children during a drill or actual emergency event.

<b>This agreement will remain in effect until:</b> (Month, Date, Year)
<b>The agreement may be terminated before this date by either party, but only with written notification.</b>
<b>Relocation Site Name:</b>
<b>Relocation Site Address:</b>
<b>Relocation Site Contact Number:</b>
<b>Is site accessible at all times the child care program is open?</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Include any information needed to access and enter the site:</b>    
<b>Maximum Number of Children and Staff/Capacity:</b>
<b>Check off items that the relocation site will provide in an emergency:</b> <input type="radio"/> Water <input type="radio"/> Food <input type="radio"/> Transportation <input type="radio"/> Telephone <input type="radio"/> People to assist <input type="radio"/> Other: _____
<b>Include any special considerations</b> (storage room, restrooms, wheelchair accessible, back-up equipment, supplies, etc.):         

<b>Relocation Site Representative Printed Name:</b>	
<b>Signature:</b> X	<b>Date:</b>
<b>Child Care Program Representative Printed Name:</b>	
<b>Signature:</b> X	<b>Date:</b>

## ATTACHMENT 8: CHILD PICK-UP AUTHORIZATION

I, \_\_\_\_\_, authorize (facility name) to release my child(ren) to the person(s) designated. This is in consonance with the (facility name) Emergency Plan.

CHILD'S NAME	DESIGNATED CUSTODIAN (S), NAME, & RELATIONSHIP

<b>Your Signature:</b> X	<b>Relationship:</b>	<b>Date:</b>
-----------------------------	----------------------	--------------

<b>Print Name:</b>		
<b>Address:</b>		
<b>Address:</b>		
<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Cell Phone:</b>

*NOTE: Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.*

**PLEASE PRINT CLEARLY.**

## ATTACHMENT 9: SAMPLE RELOCATION/REUNIFICATION DRILL PERMISSION SLIP\*

Child Care Program Name:	
Address:	
Phone Number:	Cell Phone Number:

We will be practicing emergency relocation drills at various times throughout the year. This Relocation/Reunification Drill provides a release stating that you as the parent/guardian authorize:

---

(NAME OF CHILD CARE PROVIDER)

to take your child off the child care site for the purpose of participating a relocation and/or reunification drill.

The relocation drill may require walking your child to primary and alternative relocation sites. This permission slip covers your child's participation in emergency relocation drills throughout the year. This will involve leaving the child care facility site with child care staff.

You will be notified in advance when a relocation and/or reunification drill will take place and where to pick up your child. All possible care and safety will be provided for your child.

Child Name:
Parent/Guardian Name:
Parent/Guardian Signature:
Date: Relocation Site Name (Primary):
Relocation Site Address (Primary):
Relocation Site Name (Secondary):
Relocation Site Address (Secondary):

*\*This is a SAMPLE permission slip. Check with your administration and/or legal counsel about parent permission requirements for your program.*



**EARLY LEARNING CENTER  
CHILDREN AND STAFF  
HAVE RELOCATED TO  
EMERGENCY RELOCATION FACILITY AT**

Use of this form is optional, but it is recommended.

Using a code for the actual site of the relocation facility is recommended for security reasons, but is optional, too.  
You may wish to use plain English to say where you've gone.

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## ATTACHMENT 11: IMPORTANT INFORMATION TO PROVIDE TO 9-1-1

### WHAT IS THE EMERGENCY?

- Police
- Fire
- Medical

### WHAT IS THE LOCATION?

We are in \_\_\_\_\_ (City/Township)

Street Address is \_\_\_\_\_

Our Call-Back Phone Number is \_\_\_\_\_

### DETAILED INFORMATION ABOUT THE CALL:

- **If Medical:** Is the person conscious, breathing, bleeding, or trapped?
- Try to get you and the telephone as close as is possible to the person requiring Medical Attention in the event you are given instructions to assist prior to arrival of EMS personnel.
- **If Fire:** What is on fire? Is anyone still inside a building? Is an evacuation in progress? Is anyone injured or ill
- **If Law Enforcement:** Why are the Police needed? Is the suspect still there; are there any weapons involved or visible? Try to provide the following information: Physical Description of suspect, Clothing description of suspect, suspect vehicle description, and direction of travel if the suspect has departed the scene.

### REMEMBER:

- Don't hang up until instructed to do so (unless you are in danger).
- Don't become frustrated, even though you are being questioned concerning the situation you called about, the incident has already been dispatched.
- Until someone from Public Safety arrives, you are the most current and reliable information available to the First Responders coming to help you.

---

## ATTACHMENT 12: EMERGENCY EVACUATION PACK AND SUPPLIES

This list contains the **minimum** items you should have in your center in case of an emergency. (*“Evacuation Pack” items should be packed in a backpack or other container that is mobile in the event of an evacuation and be located in a central and easily accessible location.*) Items such as records should be in a water tight container to prevent loss.

Location of Evacuation Pack(s): \_\_\_\_\_

Locations of Additional Emergency Supplies: \_\_\_\_\_

Location of Cell Phone: \_\_\_\_\_

### “EVACUATION PACK”

- ☐ Water tight container with copies of all emergency phone numbers and contact lists
  - » For families **and** staff, include the name, phone number, and e-mail
- ☐ Water tight container with copies of child records, staff records, attendance records, etc.
- ☐ A copy of the Emergency plan
- ☐ Emergency contact information and pick up form on all children
- ☐ Special medical needs instructions for children and staff
- ☐ Flashlights with extra batteries
- ☐ Battery-operated radio and extra batteries
  - » AM/FM, weather band/TV band
- ☐ First Aid Supplies
  - » Add gloves, Kleenex, and toilet paper
- ☐ Hand-sanitizer and cleansing agent/disinfectant
- ☐ Wet wipes
- ☐ Diapers
- ☐ Trash bags
- ☐ Bottled water and disposable cups (one gallon of water for every four children and staff)
- ☐ Charged cell phone and car charger
- ☐ Extra supplies of critical medication such as insulin, epi-pens, etc. for children and staff
- ☐ Cash

### Each Child Should Have:

- ☐ A change of seasonally appropriate clothing
- ☐ A blanket
- ☐ Extra diapers (one-day supply as space allows)
- ☐ Extra formula (one-day supply as space allows)
- ☐ Non-perishable food items like soft granola bars, cereal, cheese and crackers, canned fruit, can opener, and special infant items, etc. – should be nut-free in case of allergies

## ATTACHMENT 13: PERSONS WITH SPECIAL NEEDS

The following is a list of persons (children or staff) who may need help in evacuating, or who may have special medical needs that need addressed at a host facility, or while in transit.

PERSON WITH SPECIAL NEEDS 1		
Name:	Age:	Type of special need:
Is this a temporary situation? <input type="radio"/> Yes <input type="radio"/> No	If yes, when should it terminate?	
Does this individual have any allergies? <input type="radio"/> Yes <input type="radio"/> No	If yes, list allergies:	
Does this individual have any dietary restrictions? <input type="radio"/> Yes <input type="radio"/> No	If yes, list restrictions:	
Does this individual have any special medications or equipment? <input type="radio"/> Yes <input type="radio"/> No		
If yes, does this equipment require supplies or batteries that should be taken along in case of evacuation? Describe:		
How is the need accommodated during normal child-care operations?		
Will this accommodation be available during a shelter-in-place or evacuation?		

PERSON WITH SPECIAL NEEDS 2		
Name:	Age:	Type of special need:
Is this a temporary situation? <input type="radio"/> Yes <input type="radio"/> No	If yes, when should it terminate?	
Does this individual have any allergies? <input type="radio"/> Yes <input type="radio"/> No	If yes, list allergies:	
Does this individual have any dietary restrictions? <input type="radio"/> Yes <input type="radio"/> No	If yes, list restrictions:	
Does this individual have any special medications or equipment? <input type="radio"/> Yes <input type="radio"/> No		
If yes, does this equipment require supplies or batteries that should be taken along in case of evacuation? Describe:		
How is the need accommodated during normal child-care operations?		
Will this accommodation be available during a shelter-in-place or evacuation?		

PERSON WITH SPECIAL NEEDS 3		
Name:	Age:	Type of special need:
Is this a temporary situation? <input type="radio"/> Yes <input type="radio"/> No	If yes, when should it terminate?	
Does this individual have any allergies? <input type="radio"/> Yes <input type="radio"/> No	If yes, list allergies:	
Does this individual have any dietary restrictions? <input type="radio"/> Yes <input type="radio"/> No	If yes, list restrictions:	
Does this individual have any special medications or equipment? <input type="radio"/> Yes <input type="radio"/> No		
If yes, does this equipment require supplies or batteries that should be taken along in case of evacuation? Describe:		
How is the need accommodated during normal child-care operations?		
Will this accommodation be available during a shelter-in-place or evacuation?		

## ATTACHMENT 14: EMERGENCY CHILD ID CARDS

The following is a template to create Emergency Child ID cards for all children who attend your center. These can be kept in your evacuation pack in each class room with a clip to attach to the children in case of an emergency.

SAMPLE:

Emergency Medical Card	
<b>Jessica Smith</b>	
Emergency Contact: <b>Mom Smith (888)888-8888</b> <b>Dad Smith (888)888-8888</b>	
D.O.B.: <b>11/01/2010</b>	Allergies: <b>Peanuts and Bees</b> 1122 Creator St. Scottsdale, AZ 85259
Medications: <b>None</b>	Blood Type: <b>A+</b>

TEMPLATE:

EMERGENCY MEDICAL CARD	
Name:	(Picture)
Emergency Contact:	
D.O.B.:      Blood Type:	
Allergies/Dietary Restrictions:	Address:
Medications/Special Needs:	

EMERGENCY MEDICAL CARD	
Name:	(Picture)
Emergency Contact:	
D.O.B.:      Blood Type:	
Allergies/Dietary Restrictions:	Address:
Medications/Special Needs:	

EMERGENCY MEDICAL CARD	
Name:	(Picture)
Emergency Contact:	
D.O.B.:      Blood Type:	
Allergies/Dietary Restrictions:	Address:
Medications/Special Needs:	

EMERGENCY MEDICAL CARD	
Name:	(Picture)
Emergency Contact:	
D.O.B.:      Blood Type:	
Allergies/Dietary Restrictions:	Address:
Medications/Special Needs:	

EMERGENCY MEDICAL CARD	
Name:	(Picture)
Emergency Contact:	
D.O.B.:      Blood Type:	
Allergies/Dietary Restrictions:	Address:
Medications/Special Needs:	

EMERGENCY MEDICAL CARD	
Name:	(Picture)
Emergency Contact:	
D.O.B.:      Blood Type:	
Allergies/Dietary Restrictions:	Address:
Medications/Special Needs:	

# ATTACHMENT 15: EMERGENCY DISASTER DRILL LOG

## LOUISIANA EARLY LEARNING CENTER LICENSING REQUIREMENTS

Licensed child care programs must conduct emergency drills at least once every 6 months. Programs are required to keep written documentation with the date and time of the drills at your facility.

### TYPES OF DRILLS

Schedule drills based on your hazard analysis. In Louisiana, the five most common natural disasters are hurricanes, floods, tornadoes, hazardous material exposure, and fires. It is also helpful to conduct drills for human-caused emergencies such as a gas leak or an active shooter.

MONTH	TYPE OF DRILL	DATE HELD	TIME OF DRILL	NOTES FOR IMPROVEMENT	SIGNATURE/ INITIALS
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					



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## ATTACHMENT 16: SAMPLE EMERGENCY DISASTER DRILLS

Conduct emergency disaster drills at least every six months. Include different types of drills, in a variety of locations, at different times of the day. Log the date, time, and type of drill. Make a yearly schedule for the different drills you will practice. Keep documentation of your drills on site for at least one year.

### FUN IDEAS TO BUILD SKILLS AND KNOWLEDGE

- Play games like follow-the-leader so that children can learn to move together in an orderly way.
- Plan a field trip to the fire station or have your local fire fighters visit your program.
- Provide for dress up and dramatic play with costumes for fire fighters, first responders and emergency workers.
- Develop a science theme with books and activities about earthquakes, tornadoes, floods, blizzards, etc.
- Play “turtle” and have children pretend to be turtles by crouching down, covering their heads, and holding still.
- Play “lizards under rocks” and have children pretend to be lizards seeking shelter under a sturdy table.
- Practice using a walking rope for children to hold onto when walking as a group.
- Pop Quiz! Every good emergency drill should have a review on what will happen and what everyone should do.
- Download audio recordings to play during each drill to condition children for real conditions.

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## ATTACHMENT 17: SAMPLE ANNOUNCED FIRE/EVACUATION DRILL

### NOTIFICATION

- Tell the children that a fire drill is about to happen. A smoke detector test button or other designated noise, such as a recording of the fire alarm, may be used as your practice alarm.
- Tell children that when they hear that sound it means there is a fire drill.
- Explain to the children that when they hear the fire alarm or designated noise, they must get up quickly and leave everything behind.
- Point out all the exits to the children. Tell the children that you will leave the building through the closest exit. Test alternate escape routes and windows that can be used as exits. Practice with ladders if they are part of your evacuation plan.

### ACTION

Evacuate children as follows:

- Infants and Toddlers: Practice using evacuation equipment for infants and toddlers. For example, use an evacuation crib, a stroller with multiple seats, a wagon, or an infant rescue vest/apron/carrier.
- Preschoolers: Gather children in a group and supervise an orderly evacuation to the designated assembly area. Practice using a walking rope for children to hold on to during evacuation.
- Children with Special Needs: These children will be assisted by specific staff members who have been trained in their role to evacuate children with special needs.
- Grab the daily attendance list and the "Ready-to-Go Kit" backpack, including the Ready-to-Go File on the way out.
- Check bathrooms and the classroom, and shut the door behind you after you are sure everyone has exited.
- Gather outside at the agreed upon place.
- Take attendance to ensure everyone has made it out safely.

### COMMUNICATION

- Practice using a portable battery or hand-assisted radio to listen for announcements from local officials.

### CARE AND SUPERVISION

- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.
- Follow established procedures for addressing children's (especially infants and toddlers) nutrition and hygiene needs during the period of time they are evacuated.

### CONCLUSION

- Practice using a portable battery or hand-assisted radio to listen for announcements from local officials.

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## ATTACHMENT 18: SAMPLE ANNOUNCED FLOOD DRILL

- Flood drills are the same as an evacuation drill, except that you will need to seek higher ground.
- For most floods, you will have time to follow flood updates and call families to pick up their children before evacuating. Flash Floods can come on quickly and you will have to leave the building right away.

### NOTIFICATION

- Tell the children that an emergency drill is about to happen and they will leave the building. A smoke detector test button or other designated noise, such as a recording of the fire alarm, may be used as your practice alarm.
- Explain to the children that they must get up quickly and leave everything behind, just like in a fire drill.
- Point out all the exits to the children. Tell the children that you will leave the building through the closest exit.

### ACTION

Evacuate children as follows:

- Infants and Toddlers: Practice using evacuation equipment for infants and toddlers. For example, use an evacuation crib, a stroller with multiple seats, a wagon, or an infant rescue vest/apron/carrier.
- Preschoolers: Gather children in a group and supervise an orderly evacuation to the designated assembly area. Practice using a walking rope for children to hold on to during evacuation.
- Children with Special Needs: These children will be assisted by specific staff members who have been trained in their role to evacuate children with special needs.
- Grab the daily attendance list and the "Ready-to-Go Kit" backpack, including the Ready-to-Go File on the way out.
- Check bathrooms and the classroom, and shut the door behind you after you are sure everyone has exited.
- Gather outside at the agreed upon place.
- Take attendance to ensure everyone has made it out safely.

### COMMUNICATION

- Practice using a portable battery or hand-assisted radio to listen for announcements from local officials.

### CARE AND SUPERVISION

- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.
- Follow established procedures for addressing children's (especially infants and toddlers) nutrition and hygiene needs during the period of time they are evacuated.

### CONCLUSION

- Tell the children that in a real event you would be going to a relocation site at higher ground. You may want to practice walking on the sidewalk through the neighborhood as if you were actually going to this location. If appropriate, tell the children the name or location of the higher ground relocation site.

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## ATTACHMENT 19: SAMPLE ANNOUNCED LOCKDOWN DRILL

### NOTIFICATION

- Tell the children that a lockdown drill is about to happen.
- Director or designee will announce “Lockdown” or other code word.

### ACTION

- If children are playing outside, bring them inside.
- Go to the nearest room or the designated location away from danger.
- Tell staff and families outside the building that they cannot enter the building and to find a safe location.
- Lock the classroom doors and windows, cover the windows, and turn off lights and audio equipment.
- Keep all children sitting on the floor, away from doors and windows. Use tables, cabinets, or other heavy furniture as a shield if present.
- Ignore any fire alarm activation.

### COMMUNICATION

- Turn cell phones on silent or vibrate.
- Role Play: “Call 9-1-1 (just pretend!) and explain the situation.”

\*Note: in a real emergency it might not be safe to talk on the phone, but you can still call 9-1-1 and leave the phone on. Do not make phone calls unless there is an emergency situation (for example, an injured child or adult in need of immediate medical attention).

### CARE AND SUPERVISION

- Follow established procedures to help children stay quiet, for example, holding hands, gently rocking back and forth, and making eye contact with each child, or offering pacifiers to infants.
- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.
- Follow established procedures for addressing children’s (especially infants and toddlers) nutrition and hygiene needs during the period of time they are in lockdown.

### CONCLUSION

- Remain in the room until the child care director or designee announces the end of the lockdown.

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## ATTACHMENT 20: SAMPLE ANNOUNCED SHELTER-IN-PLACE DRILL

### NOTIFICATION

- Tell the children that a shelter-in-place drill is about to happen.
- Director to designee will announce “shelter-in-place” or other code word.

### ACTION

- Bring children and staff to the pre-determined areas within the facility or home. Choose an interior room without windows or vents that has adequate space to accommodate children and staff.
- Close and lock all windows and doors.
- Shut off the building’s heating systems, air conditioners, exhaust fans, and switch intakes to the closed position.
- Seal all cracks around the doors and any vents into the room with duct tape or plastic sheeting.
- Conduct a roll call to ensure everyone is present and accounted for in the area.
- No outside access is permitted, but activity within the facility may continue.

### COMMUNICATION

- Role play: providing status updates for families (just pretend!).
- Practice using a portable battery or hand-assisted radio to listen for announcements from local officials.
- Keep cell phone within reach at all times.

### CARE AND SUPERVISION

- Bring disaster supplies to the designated safe place location.
- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, special health care plans, and assistive devices for communication and mobility.
- Follow established procedures for addressing children’s (especially infants and toddlers) nutrition and hygiene needs.
- Provide developmentally appropriate activities.

### CONCLUSION

- Continue the shelter-in-place drill until the child care director or designee announces the end of the shelter-in-place drill.

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## ATTACHMENT 21: SAMPLE ANNOUNCED TORNADO DRILL

### NOTIFICATION

- Tell the children that a tornado drill is about to happen.
- Director to designee will announce "Tornado" or other code word.

### ACTION

- If children are playing outside, bring them inside.
- Secure or store outdoor toys, furniture, and equipment that may act as missiles.
- Seek Shelter in an interior, protected area of the building on the lowest level possible or in a designated tornado shelter
- Keep children away from windows.
- Take attendance
- Bring disaster supplies to the designated safe location

### COMMUNICATION

- Role play: Provide status updates for families (just pretend!)
- Practice using a portable battery or hand-assisted radio to listen for announcements from local officials
- Keep cell phone within reach at all times

### CARE AND SUPERVISION

- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.
- Follow established procedures for addressing children's (especially infants and toddlers) nutrition and hygiene needs during the period of time they are evacuated.
- Provide developmentally appropriate activities

### CONCLUSION

- Continue the tornado drill until the child care director or designee announces the end of the drill.
- Conduct a follow up meeting to discuss areas of improvement



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## ATTACHMENT 22: SAMPLE STAFF TRAINING AGENDA

### STAFF TRAINING ON EMERGENCY PREPAREDNESS

Sometimes staff members react very strongly to a disaster or emergency. Include staff in emergency planning for their own safety and for optimal child outcomes.

**Goal:** Staff members will be engaged in disaster preparedness activities and committed to minimizing injury, loss, and destruction before, during, and after a disaster or emergency.

**Objective 1:** All staff will know their assignments, roles, and responsibilities in a disaster.

**Objective 2:** Staff will know how to access emergency services; the location of the emergency exits; and how to use emergency equipment.

**Objective 3:** Staff will be prepared to run an emergency drill with children.

**Objective 4:** Staff will be familiar with typical emotions following a disaster or emergency.

### SAMPLE AGENDA

1. Welcome and introductions
2. Why it is important for child care facilities to prepare for disasters and to have a plan.
3. Update staff emergency contact information.
4. Encourage staff to make an emergency plan for their families.
5. Review the details in your child care program disaster plan.
6. Review Job Action Sheets: ask for volunteers and make assignments.
7. Review drill schedule for the year, and the drill log.
8. Conduct a walk-through of disaster drills to prepare staff for conducting drills with children.
9. Check that CPR and first aid certifications have been updated within the last two years.
10. Introduce the After Action Report form to document and evaluate each training exercise, emergency event, or drill.
11. Introduce the Young Children and Disasters Health and Safety Note and discuss the unique needs of children and appropriate response to children's physical and emotional needs during and after a disaster.

## ATTACHMENT 23: SELF-ASSESSMENT TOOL/AFTER ACTION REPORT

<b>Name of Facility:</b>		
<b>Name/Title of Person Completing Report:</b>		
<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Drills/Exercises or Incident response:</b> <input type="radio"/> Fire <input type="radio"/> Power Outage <input type="radio"/> Evacuation <input type="radio"/> Flood <input type="radio"/> Lockdown <input type="radio"/> Extreme Weather <input type="radio"/> Other (specify): _____		
<b>Participation:</b> Provide a list of individuals and agencies participating in the event:          		
<b>Timeline of events:</b> Provide description of events and activities          		
<b>Lessons learned:</b> Provide an overview of lessons learned related to personnel, training, coordination, logistics, etc.          		
<b>Discussion and recommendations:</b> Provide any recommendations for improvements or changes to the emergency plan and procedures and how they will be addressed.          		



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## ATTACHMENT 24: SANITARIAN SERVICES

### GUIDELINES FOR RETAIL FOOD ESTABLISHMENTS IN EMERGENCIES AND DURING RECOVERY

- ✓ **Contact the local health department for approval to reopen/operate in any of the following events:**
  - » A sufficient quantity of potable water is not provided to all fixtures that require water.
  - » When electrical power has been lost for 4 or more hours.
  - » When flood waters have entered the food service operation.
  - » When the sewer system is not properly functioning.
  - » A fire in the facility has occurred.
- ✓ **Health Department contact information may be found at: <http://new.dhh.louisiana.gov/index.cfm/page/394>.**
- ✓ **Visit [www.eatsafe.la.gov](http://www.eatsafe.la.gov) for updates and food safety information.**
- ✓ **When water pressure has been lost, remember water fountains, coffee machines, ice makers, as well as any equipment with water piped in will need to be disinfected.**
- ✓ **If power has been lost and foods were not maintained at proper cold holding (41 degrees F or lower), these items may require destruction.**
- ✓ **In the event flood waters entered the facility:**
  - » Discard any food or single service items with water damage.
  - » Utensils, food contact surfaces (equipment and work surfaces) will require cleaning and sanitizing prior to use.
- ✓ **Any food contact surfaces should be washed, rinsed and sanitized before being put back into service.**

## ATTACHMENT 25: SANITATION CHILD CARE FACILITY RE-OPENING REQUEST

For Office Use Only:

License Number:	Parish:
Facility Name:	
Physical Address:	
Mailing Address:	
Contact Name:	Contact Telephone Number(s):

### PLEASE CHECK ONE OF THE FOLLOWING STATEMENTS BELOW:

☐ This facility did not sustain damage and was able to continue operation.

☐ This facility did sustain damage and has been repaired.

Anticipated re-opening date:	Does your facility have utilities operating? <input type="radio"/> Yes <input type="radio"/> No
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### PLEASE COMPLETE THE FOLLOWING QUESTIONS FOR THE OFFICE OF PUBLIC HEALTH:

Did your facility lose electric power for more than 48 hours as a result of Hurricane? ☐ Yes ☐ No

*If yes, it is your responsibility to destroy and properly dispose of any food or food items that may have been in storage for longer than 48 hours without proper refrigeration.*

Did any flood water enter your facility as a result of Hurricane? ☐ Yes ☐ No

*If yes, it is your responsibility to destroy and properly dispose of any items that came into contact with flood waters.*

Did your facility sustain any major structural damage as a result of Hurricane? ☐ Yes ☐ No

I certify that my facility has sufficient staff to meet client/staff ratio for all hours of operation; the facility has means to feed the clients; the facility is free of any hazards both inside and out; and that the information above is true and correct.

I do not anticipate re-opening, please close my facility effective: \_\_\_\_\_.

Signature: X	Date:
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Fax form to the following number: (225) 342-7552 Email: <a href="mailto:albert.mancuso@la.gov">albert.mancuso@la.gov</a>	If unable to fax form, please mail to: LDH/OPH Sanitarian Services ATTN: Al Mancuso P. O. Box 4489 Bin #10 Box 17 Baton Rouge, LA 70821
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Note: You may not re-open your facility without approval from LDE/Child Care Licensing Section

**ATTACHMENT 26: PARENT/GUARDIAN ROSTER**

PARENT/GUARDIAN NAME	CHILD NAME	TELEPHONE	E-MAIL