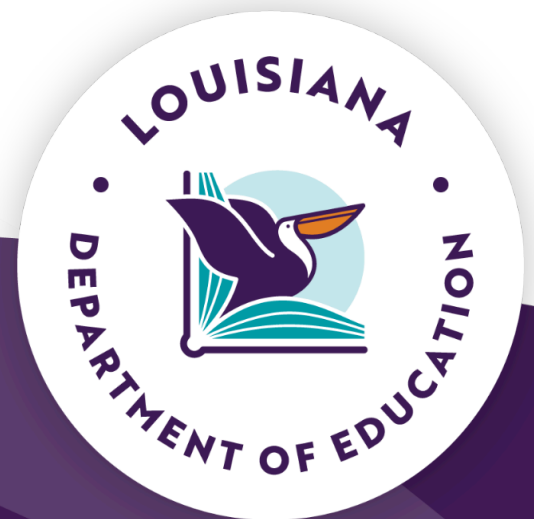


Louisiana Child Care Emergency Plan 2026





Louisiana Child Care Emergency Plan

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LOUISIANA CHILD CARE EMERGENCY PLAN

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

- Guidelines for continuing Child Care and 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 have procedures in place for evacuation, relocation, shelter-in-place, lock-down, communication, reunification with families, and continuity of operations, including accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.
- Requirements that child care providers have procedures in place for staff and volunteer emergency preparedness training and practice drills.

From a state agency’s perspective, 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 have to return to work.
3. Support providers in keeping their businesses open.

In order to support these goals and fulfill the federal requirement, the Department has developed the following Statewide Child Care Emergency Plan to identify and communicate the processes and support 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 and 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, §1721 and §1921
Child Care Assistance Program (CCAP)	Bulletin 139, §309 and §311
Early Head Start/ Head Start	Head Start Program Performance Standards (HSPPS) (§1302.47.b.4.ii) (Head Start Emergency Preparedness Manual)
Louisiana Pre-K Programs	Bulletin 741, §121 for non-public schools and Bulletin 741, §339 for public schools

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 further information, please visit <http://gohsep.la.gov/>.

ASSUMPTIONS

The following assumptions were considered in the development of the State Emergency Plan:

- Emergencies and disasters take many forms. While some, such as weather-related events, provide some advance warning, others may occur without warning. The best way to prepare for a disaster is through planning and practice.
- Child care is a necessary component for families and should resume as quickly as possible.
- All licensed child care providers are required to develop an emergency preparedness and evacuation plan, provide staff orientation to the plan, share the plan with parents, and follow the 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 the plan, share the plan with parents, and follow the plan in the event of a disaster.
- Unless specifically noted, the timeframes provided throughout this statewide plan serve as guidelines for activities and may vary depending on the circumstances 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.

OVERVIEW

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

1. **Preparedness:** Preparedness includes steps taken before an emergency, such as making plans to respond to an emergency before it happens; preparing, maintaining, and updating supply kits; and testing and reviewing readiness activities, including emergency drills.
2. **Response:** Response begins the moment it is determined that an emergency will 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 and Recovery webpage](#). Additionally, materials will be distributed through Louisiana's Child Care Resource and Referral agencies to all applicable child care sites.

The Early Childhood Care and Education Advisory Council, GOHSEP, the Louisiana Fire Marshal, DCFS Emergency Preparedness, Louisiana Child Care Resource and Referral agencies, the Louisiana Department of Health (LDH), the LDOE Division of Licensing and Child Care Assistance Program representatives review and have the opportunity to comment on and provide updates to this plan annually.

QUICK REFERENCE CHART

PREPAREDNESS	
Department Actions	Child Care Provider Actions
1. Advise child care providers and parents annually of the need for emergency preparedness and where to obtain more information regarding emergency preparedness. 2. Send notices of emergencies or impending emergency situations, as well as updates regarding affected areas. a. The notifications will be sent via i. Email ii. Website iii. KinderConnect portal devices used by CCAP to capture time and attendance b. Notices will include i. the procedure for providers to report closures and the condition of facilities to the Department ii. FAQs relative to disaster situations iii. the procedure for seeking to reopen following a disaster 3. Provide training for providers via the Child Care Resource and Referral agencies. See COMMUNICATIONS for more specific details.	1. Establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of an emergency (see the Child Care Facility Toolkit for templates and additional resources). The plan must include procedures for a. evacuation b. relocation c. shelter-in-place d. lockdown e. communication and reunification with families 2. Consider ways to engage families in disaster planning. 3. Test and review readiness activities, including conducting emergency drills (see plan established in Step 1): a. Documented emergency plan practice drills, including all children, shall occur at least twice a year b. Documented tornado drills, including all children, shall occur in March, April, May, and June 4. Annually orient staff to the plan a. Cross-train in multiple positions in case a staff member is absent or is unable to perform the emergency job. 5. Ensure important documents and information are stored electronically and/or in safe waterproof containers.

RESPONSE	
Department Actions	Child Care Provider Actions
1. Based on the severity of the disaster, determine whether it is necessary to suspend licenses and CCAP certifications. 2. Review and respond to submitted Early Learning Site Reopening Request Form 3. 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.	1. Execute the portions of the plan that best address the needs in the immediate circumstances. (See Early Learning Center Emergency Checklists, Family Child Care and In-Home Child Care Emergency Checklist) 2. Evaluate the emergency and determine whether the program should a. lock down b. immediately evacuate c. shelter in place or d. evacuate to a relocation facility 3. As soon as it is safe to do so, all affected providers should contact the Division of Licensing by email at ldelicensing@la.gov or by phone at 225-342-9905. See also Locating a Family After a Disaster.

RECOVERY	
Department Actions	Child Care Provider Actions
1. Collect data on the availability of child care in the impacted community. 2. Use email, newsletters, or the Louisiana Believes website to communicate information related to recovery efforts. 3. Provide temporary child care services after a disaster as needed (See Provision of Temporary Child Care Services After a Disaster and Child Care in Emergency Shelters for more information). 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. 5. Support families impacted by the event. 6. Conduct an after-action assessment to determine what factors should be considered for future events and modify the Statewide Child Care Emergency Plan accordingly.	1. Conduct a self-assessment a. Is the facility operational? b. What are the needs of the facility? 2. If reopening the original location: a. Follow the Reopening the Original Damaged Location directions. b. If the site has a kitchen, complete and return "Attachment 25: Retail Food-Disaster Survey Tool." 3. If unable to reopen but have identified alternative facilities a. Contact the Division of Licensing immediately to start the process of licensing the new facility. (Please see Moving to a Temporary Location for specific instructions.) b. Family Child Care and In-Home providers should contact Provider Certification at providercertification@la.gov, (225) 342-0694. 4. If staff are unable to return to work and additional staff are hired or volunteers utilized, ensure compliance with the Child Protective Service Law requirements for Child Abuse and Criminal Background Checks. 5. Before relocation of attendance tracking email SupportLa@KinderSystem.com or call 1-888-829-9258, Monday - Friday, 7:00 a.m. - 7:00 p.m., before relocating the tablet.

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, phone numbers and email addresses must be provided to the primary contact for each facility.

The Department annually advises child care providers and parents of the need for emergency preparedness and resources to obtain more information regarding emergency preparedness. Additionally, the Department sends notices of emergencies 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 the region(s) or parish(es) affected. Correspondence is sent out via email, websites, and broadcast messages on the KinderConnect Provider Portal used by the Child Care Assistance Program (CCAP) to capture time and attendance. The notice provides procedures for reporting closures and the condition of facilities to the Department following a disaster, as well as [License FAQs](#) and [CCAP FAQs](#) relative to disaster situations.

The public affairs manager or the designee will coordinate the Department's communications with the general public. During an emergency or disaster, the Department and/or its partners (such as Louisiana's Child Care Resource and Referral agencies, local Community Network Lead Agencies, etc.) will collect local information about the status of the event 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 to each CCDF provider on an ongoing basis through Louisiana's Child Care Resource and Referral agencies. Providers should, in turn, provide ongoing training throughout the year to ensure staff members understand their assigned roles in an emergency. It is vital for providers to cross-train in multiple positions in the event a staff member is absent or unable to perform the assigned emergency job.

Materials will be distributed to all applicable child care centers through Louisiana's Child Care Resource and Referral agencies and posted on the Department's [website](#).

PROVIDER EMERGENCY PLANS

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 that assists

programs in developing a plan. Child care providers must include in an individual site 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 vary 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

Share copies of the program's disaster plan and walk families through the various sections of your disaster plan, answering any questions that may come up.

- Consider distributing copies of the site's Communications Plan with parents/guardians and the Sample Relocation/Reunification Drill permission slip.
- Consider explaining the job actions assigned to staff during the disaster.
- Share a copy of the Child Emergency Information Form that is on file for each child to the family. Make sure the family reviews the information carefully and updates the form as needed. Include Special Health Care Plans as well and collect all the forms.
- Give each family Wallet Cards that contain information on relocation sites and contact information. 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 families can use. Find out which families use Facebook, Twitter, or other social media sites. Discuss setting up a group email chain or group text message (i.e. Remind App) 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, utility workers, or firefighters that may not be able to leave work to pick up their children during a disaster. Some families might have special communication needs or long commutes. Children in families with unique needs may require extra emotional support in disaster situations.
- Have parents create a comfort note for the children. Provide craft materials (paper, pens, crayons, colored pencils, magazines, newspapers, scissors, glue, glitter, etc.). Keep these notes in the 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: <https://www.ready.gov/sites/default/files/2020-03/family-emergency-communication-planning-document.pdf>
- The Center for Disease Control's website on preparing a home emergency kit: [https://www.cdc.gov/ childrenindisasters/checklists/kids-and-families.html](https://www.cdc.gov/childrenindisasters/checklists/kids-and-families.html)

RESPONSE

In the event of an emergency, providers should execute the portions of the plan that best address the needs in the immediate circumstances. Related to an emergency, a decision must be made to act on one of four paths: should the program go into lockdown, immediately evacuate, shelter-in-place, or evacuate to a relocation facility. For further information to understand the reasoning 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 will meet to determine whether 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 [Early Learning Site Reopening Request Forms](#) will be issued. As soon as it is safe to re-open, licensed providers should communicate with the Division of Licensing via email at ldelicensing@la.gov or by phone at 225-342-9905 and certified home providers should communicate with Provider Certification via email at providercertification@la.gov or by phone at 225-342-0694.

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 Community Network 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 if temporary services are needed. Families may contact the local Community Network 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

Louisiana Department of Health (LDH) is the primary Coordinating Agency, along with the 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).

LDH, in conjunction with local governments, the American Red Cross, and other entities as necessary, will provide Mass Care 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. The Louisiana Department of Health also 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. LDH supports critical transportation needs shelters; the American Red Cross and parishes support General Population Shelters and may request support when resources are limited to support the emergency. The Louisiana 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 on the unique needs of children in disasters.

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

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 an 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 that 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: Retail Food Disaster Survey Tool**](#) prior to reopening. For more information about Food Safety visit the 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 the facility if the intent is to reopen. If providers are unable to reopen the 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 personal impacts of the disaster 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, the provider must continue to fulfill the Child Protective Service Law requirements for Child Abuse and Child Care Criminal Background Checks. For more information about the requirements for mandated reporting and Child Care Criminal Background Checks, visit the Louisiana Believes website:

REOPENING THE ORIGINAL LICENSED 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 it is considered a priority.
- The provider will remain 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.
- 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 services may resume in the original location.
- Once it is confirmed the provider has current approvals and is in compliance with Bulletin 137, the provider will be notified by the Division of Licensing of the effective date the license is reinstated.
- Every effort will be made to review and reinstate providers as soon as possible. However, if the provider does not complete and return the [Early Learning Site Reopening Request Form](#) by the date requested, the 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.

REOPENING THE ORIGINAL CERTIFIED FAMILY CHILD CARE DAMAGED LOCATION

- The provider must inform Provider Certification prior to reopening the original facility location.
- The provider must contact the Department of Health at 225-342-7550 to schedule priority inspections. If the facility sustained any damage it is considered a priority.
- The provider will remain 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 139, and the home is safe for children.
- The Division of Licensing staff will conduct an inspection within 10 business days of notification that the site has received current approval and is deemed acceptable for child care purposes before child care may resume in the original location.
- Once it is confirmed the provider has current approvals and is in compliance with Bulletin 139, the provider is notified by Provider Certification of the effective date the certification is reinstated.
- Every effort will be made to review and reinstate providers as soon as possible. However, if the provider does not complete and return the [Early Learning Site Reopening Request Form](#) by the date requested, the 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 the children.

MOVING TO TEMPORARY LOCATION

If a licensed 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 the facility is a Type III site. 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.

KINDERCONNECT ATTENDANCE TRACKING

In the event of a disaster, the KinderConnect time and attendance tablet may not be relocated without the Department's approval. The tablet is programmed to function at a designated site with the authorized children. If assistance is needed in relocating the tablet to a different location, contact KinderConnect at 1-888-829-9258 prior to moving the tablet. The provider must make a formal request through the KinderSystems Support Desk explaining the necessity to relocate the tablet. The provider must email SupportLa@KinderSystem.com or call 1-888-829-9258, Monday - Friday, 7:00 a.m. - 7:00 p.m., before relocating the tablet. If a request to relocate the KinderConnect time and attendance tablet is denied, CCAP payments will not be honored.

The provider must also inform Kinder Systems Help Desk if the equipment was damaged due to a disaster. The equipment is provided by Kinder Systems 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 the need for child care or circumstances for eligibility of care have been impacted.

- Parents may request a change in CCAP provider and hours and days of care at any time, including requesting a provider who may be operating at an emergency location, approved by Licensing, and certified by Provider Certification.
- Families may choose to temporarily relocate a child due to a disaster, and this process is streamlined with an emergency change of location process.

- Parents may self-declare the need for additional days and hours of care for up to 30 days; after 30 days verification of the need is required.
 - If parents are having difficulty producing verification, the CCAP case worker must help parents verify the 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 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 does 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, the case becomes a priority, and may receive CCAP benefits for 90 days without providing documentation. The family will be connected with the respective Homeless Liaison in the domicile parish for any transportation, school-aged needs, or other resources necessary to address the needs.

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 the authority to take custody of children or provide direct care.

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

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

FEMA's National Emergency Family Registry and Locator System (NEFRLS) is activated following a Presidential-declared disaster to reunite families separated as a result of the disaster. Individuals and families can register online at www.fema.gov or by phone at 1-800-588-9822, 24 hours a day, once the NEFRLS is 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, an approved guardian, or another trusted individual with no success, 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 Child Protection Services Hotline. Providers should 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 Services worker arrives. The results of the DCFS investigation will determine whether DCFS needs to obtain temporary custody of the child. The child will remain in the state's custody until the child's parent or legal guardian has been located and is approved by the court.

RECOVERY RESOURCES

The following information are resources for helping children cope with disasters and trauma:

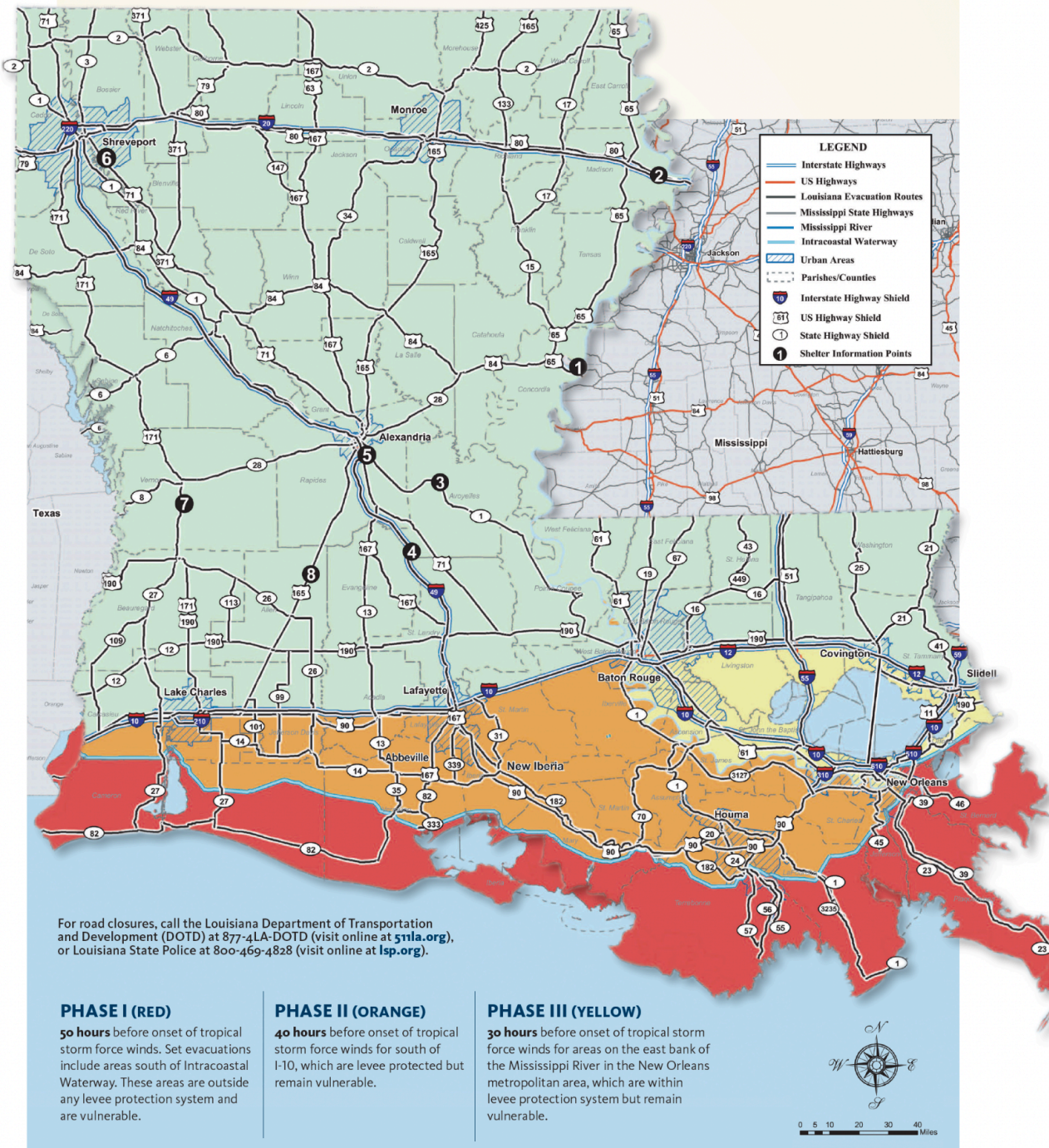
- Save the Children: www.savethechildren.org/cope
- After a Crisis: Helping Young Children Heal: http://www.nctsn.org/sites/default/files/assets/pdfs/helping_young_children_heal_crisis.pdf
- Children's Responses to Crises and Tragic Events: <https://headstart.gov/publication/how-children-respond-stress-trauma>
- Zero to Three's web page on Disaster Relief and Trauma: <https://www.zerotothree.org/?s=disaster%20relief%20and%20trauma>

LOUISIANA EMERGENCY EVACUATION CHART AND CONTRAFLOWS

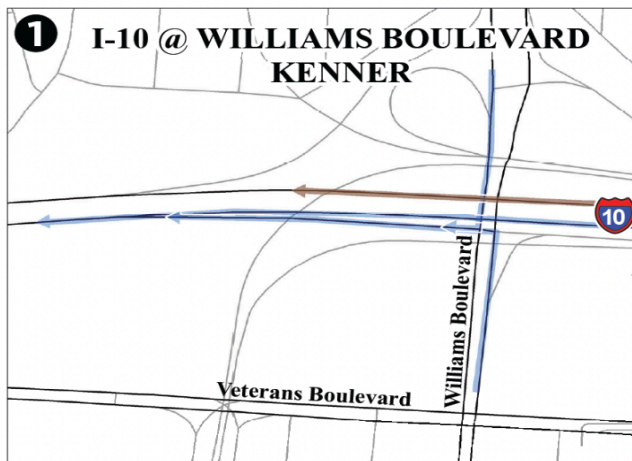
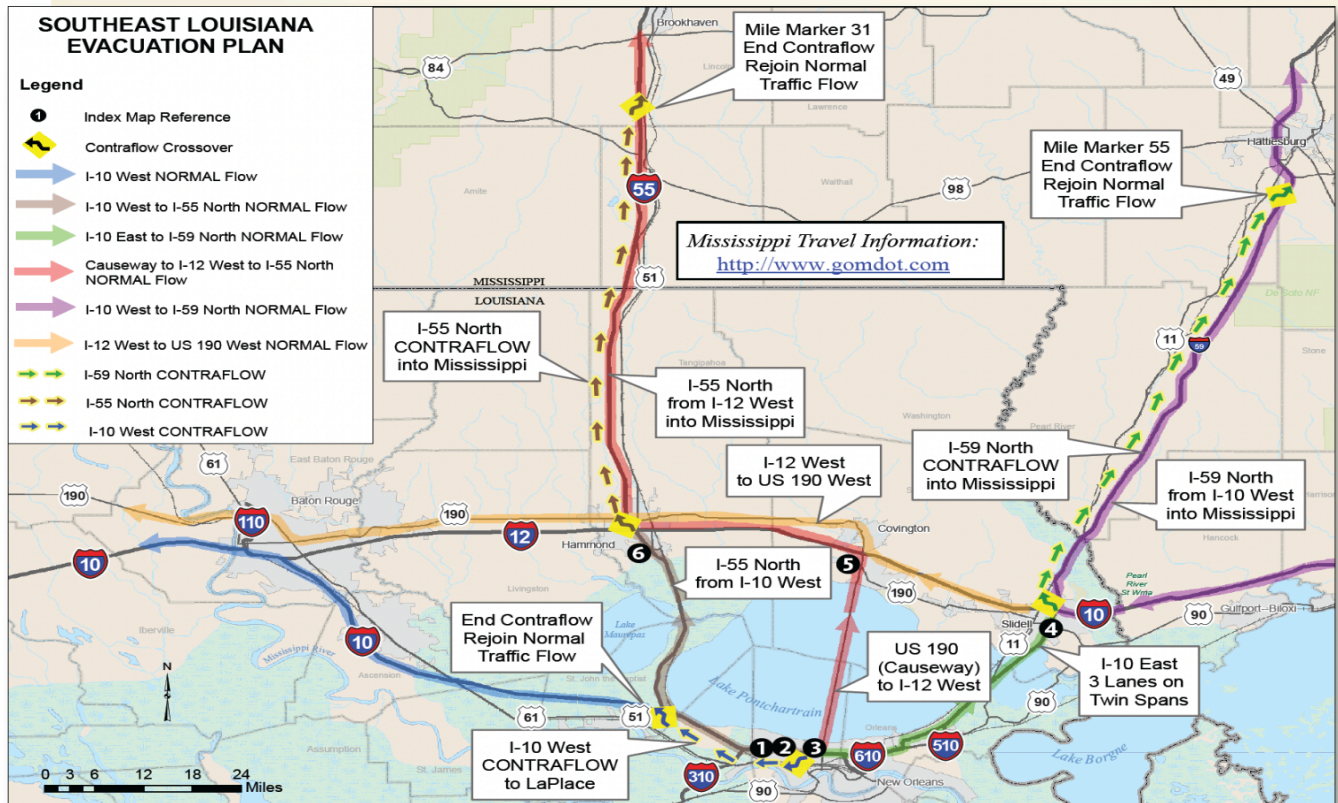
[15]

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

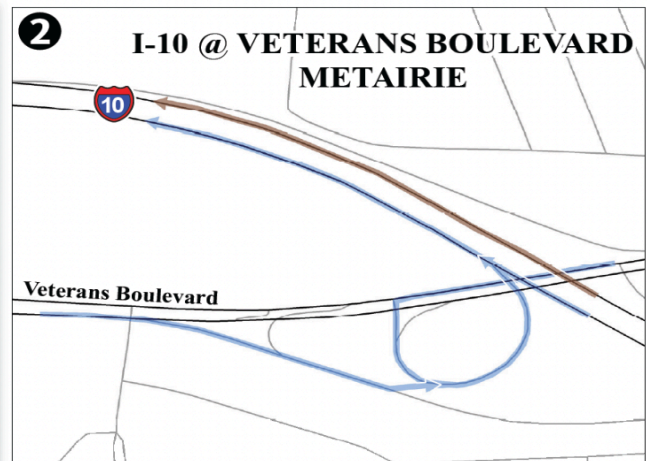
Louisiana Emergency Evacuation Map



Southeast Louisiana Contraflow



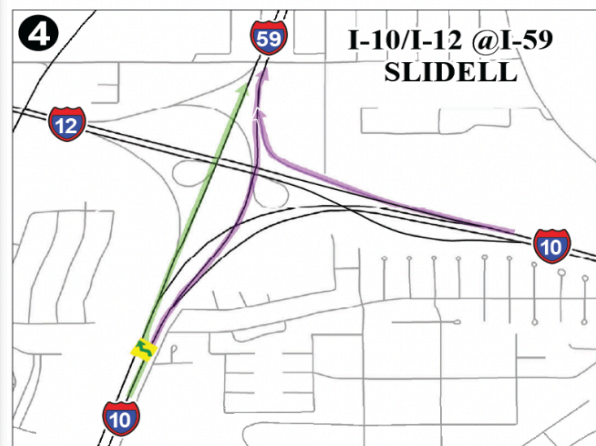
- ← Enter I-10 West Via the Normal Westbound Entrance Ramps.
- ← Enter I-10 CONTRAFLOW (From Northbound or Southbound Williams Blvd.) Via the I-10 East Exit Ramp at Williams Blvd.



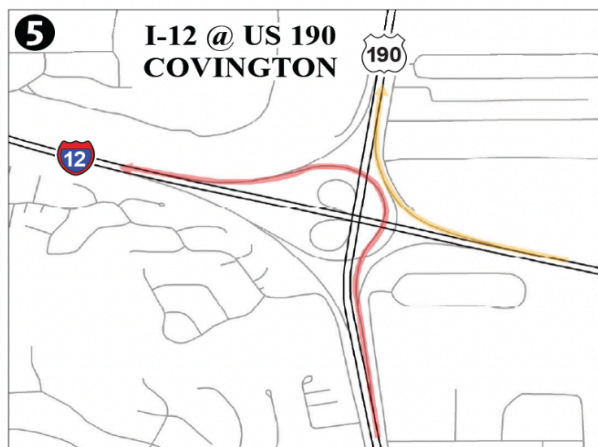
- ← Enter I-10 West Via the Normal Westbound Entrance Ramps.
- ← Enter I-10 CONTRAFLOW (From Eastbound or Westbound Veterans Blvd.) Via the I-10 East Exit Ramp at Veterans Blvd.



- ← 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 Clearviw Pkwy.
- ← Enter I-10 East Via the Normal Eastbound Entrance Ramp From Clearview Pkwy.



- ← 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.



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



- ← 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
Hostile Intruder	Is the intruder possibly violent? Is there time to move the children? Is there a safer place for children?	• Lockdown • Immediate Evacuation • Shelter-in-Place
Tornado/Severe Storm	Is this an imminent threat? Is there a recommended protective action? How much time do we have?	• Immediate Shelter • Deliberate Shelter
Winter Weather	Do we have time to send everyone home? Is it safe to go outside? Is it safe to travel outside?	• Early Dismissal • Shelter-in-Place
Hazardous Material/ Nuclear Power Plant Incident	Does it threaten us? Is there a recommended protective action? How much time do we have?	• Evacuation • Immediate Shelter • Deliberate Shelter
Fire	Where in the building is it? Does it threaten us?	• Evacuation
Utility Failure	Is the building safe? Do we have time to send everyone home? Is it safe to go outside?	• Immediate Evacuation • Early Dismissal • Shelter-in-Place
Flooding	Is the building in danger? Is it safe to go outside? Is it safe to travel outside?	• Early Dismissal • Evacuation • Shelter-in-Place
Building Damage	What parts of the building are damaged? Is it safe to continue operations in the building? Is it safe to move?	• Early Dismissal • Immediate Shelter • Evacuation
Civil Disturbance/ Violence Outside	Does it threaten us? Might it get worse? Is it safe to go outside?	• Lockdown • Immediate Evacuation • Deliberate Shelter
Hurricane	Do we have time to send everyone home? Is it safe to go outside? Is it safe to travel outside?	• Early Dismissal • Shelter-in-Place

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: _____

ATTACHMENT 3: FACILITY LAYOUT AND ASSEMBLY AREA

(Provide a sketch of the facility's 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.)

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:

Vehicle(s) 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.

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)

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 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 two sites available, and they are:
 - Emergency Relocation Facility A at **(insert name of relocation facility)**.
 - 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 have 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:** This 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 to 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 to responders. *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 return 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 not to attempt to make different arrangements if 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 for 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,

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.

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

Relocation Site Representative Printed Name:	
Signature: X	Date:
Child Care Program Representative Printed Name:	
Signature: X	Date:

ATTACHMENT 8:

CHILD PICK-UP AUTHORIZATION

I _____ authorize (facility name) to release my child(ren) to the person(s) designated. This is in agreement with the (facility name) Emergency Plan.

CHILD’S NAME	DESIGNATED CUSTODIAN(S) NAME & RELATIONSHIP

Custodian Signature: X	Relationship:	Date:
---------------------------	---------------	-------

Custodian Printed Name:		
Address:		
Home Phone:	Work Phone:	Cell Phone:

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/Reunifi 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 in 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 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.*

ATTACHMENT 10: NOTICE OF RELOCATION POSTING

**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.

You may wish to use an actual location to say where you have gone.

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 possible to the person requiring medical attention in the event you are given instructions to assist prior to the 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 the suspect, clothing description of the suspect, suspect vehicle description, and direction of travel if the suspect has departed the scene.

REMEMBER:

- Wait to hang up until instructed to do so (unless you are in danger).
- Stay calm, even though you are being questioned concerning the situation, because the incident has already been dispatched.
- Until someone from Public Safety arrives, have the most current and reliable information available to the First Responders.

ATTACHMENT 12: EMERGENCY EVACUATION PACK AND SUPPLIES

This list contains the **minimum** items that should be at the 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 watertight container to prevent loss.

Location of Evacuation Pack(s): _____

Locations of Additional Emergency Supplies: _____

Location of Cell Phone: _____

“EVACUATION PACK”

- ☐ Watertight container with copies of all emergency phone numbers and contact lists
 - For families **and** staff, include the name, phone number, e-mail, and list of area emergency phone numbers.
- ☐ Watertight 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, weatherband/TV band
- ☐ First Aid Supplies
 - 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 the following:

- ☐ 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 as well as can openers and special infant items, etc. – food items 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 to be 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? ☐ Yes ☐ No	If yes, when should it terminate?	
Does this individual have any allergies? ☐ Yes ☐ No	If yes, list allergies:	
Does this individual have any dietary restrictions? ☐ Yes ☐ No	If yes, list restrictions:	
Does this individual have any special medications or equipment? ☐ Yes ☐ 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? ☐ Yes ☐ No	If yes, when should it terminate?	
Does this individual have any allergies? ☐ Yes ☐ No	If yes, list allergies:	
Does this individual have any dietary restrictions? ☐ Yes ☐ No	If yes, list restrictions:	
Does this individual have any special medications or equipment? ☐ Yes ☐ 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? ☐ Yes ☐ No	If yes, when should it terminate?	
Does this individual have any allergies? ☐ Yes ☐ No	If yes, list allergies:	
Does this individual have any dietary restrictions? ☐ Yes ☐ No	If yes, list restrictions:	
Does this individual have any special medications or equipment? ☐ Yes ☐ 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 classroom with a clip to attach to the children in case of an emergency.

SAMPLE:

Emergency Medical Card		
Jessica Smith		
Emergency Contact: Mom Smith (888)888-8888 Dad Smith (888)888-8888		
D.O.B.: 11/01/2010	Allergies: Peanuts and Bees	
Medications: None	Blood Type: A+	

1122 Creator St.
Scottsdale, AZ 85259

TEMPLATE:

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 the 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					

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 that will be practiced.
- Keep documentation of the 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 firefighters visit your program.
- Provide for dress-up and dramatic play with costumes for firefighters, 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 of what will happen and what the children and staff should do.
- Download audio recordings to play during each drill to condition children for actual conditions.

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 the practice alarm sounds, it means there is a fire drill.
- Explain to the children that when the fire alarm or designated noise is heard, the children must get up quickly and leave everything behind.
- Point out all the exits to the children. Tell the children to leave the building through the closest exit. Test alternate escape routes and windows that can be used as exits. Practice with a ladder if it is part of the 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 onto during evacuation.
- Children with Special Needs: These children should be assisted by specific staff members who have been trained to evacuate children with special needs.
- On your way out, grab the daily attendance list and the “Ready-to-Go Kit” backpack, including the Ready-to-Go File.
- Check bathrooms and the classroom; once it is verified that children and staff have exited the area, shut the door on the way out.
- Gather outside at the agreed-upon place.
- Take attendance to ensure that all children and staff have 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 the children are evacuated.

CONCLUSION

- Continue the drill until the child care director or designee announces the end of the drill.
- Conduct a follow-up meeting to discuss areas of improvement.
- Tell the children that in a real event, the staff and children would be going to a relocation site.

ATTACHMENT 18:

SAMPLE ANNOUNCED FLOOD DRILL

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

NOTIFICATION

- Tell the children that an emergency drill is about to happen, and all children and staff 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 a practice alarm.
- Explain to the children to 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 onto during evacuation.
- Children with Special Needs: These children should be assisted by specific staff members that have been trained in evacuating children with special needs.
- On your way out, grab the daily attendance list and the “Ready-to-Go Kit” backpack, including the Ready-to-Go File.
- Check to ensure that all bathrooms and classrooms are empty; once it is verified that children and staff have exited the area, shut the door on the way out.
- 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 the children are evacuated.

CONCLUSION

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

ATTACHMENT 19:

SAMPLE ANNOUNCED LOCKDOWN DRILL

NOTIFICATION

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

ACTION

- If children are playing outside, bring all children inside.
- Go to the nearest room or the designated location away from danger.
- Tell staff and families outside the building not to 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. If tables, cabinets, or other heavy furniture are present, use them as a shield.
- 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 staff 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, 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.

ATTACHMENT 20: SAMPLE ANNOUNCED SHELTER-IN-PLACE DRILL

NOTIFICATION

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

ACTION

- Bring children and staff to the predetermined areas within the facility or home. Choose an interior room without windows or vents that have 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: 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 phones 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.

ATTACHMENT 21:

SAMPLE ANNOUNCED TORNADO DRILL

NOTIFICATION

- Tell the children that a tornado drill is about to happen.
- The director or 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.

ATTACHMENT 22:

SAMPLE STAFF TRAINING AGENDA

STAFF TRAINING ON EMERGENCY PREPAREDNESS

Sometimes, staff members react very strongly to a disaster or emergency. To ensure their personal safety and optimal child outcomes, include staff in emergency planning.

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 a personal emergency plan for home
5. Review the details in the child care program disaster plan
6. Review Job Action Sheets: ask for volunteers and make assignments
7. Review the 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. Discuss the unique needs of children and appropriate responses to children's physical and emotional needs during and after a disaster.

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

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

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
 - » Electrical power has been lost for four or more hours
 - » Flood waters have entered the food service operation
 - » The sewer system is not properly functioning
 - » A fire in the facility has occurred
- ✓ Health Department contact information may be found at: <https://ldh.la.gov/office-of-public-health>.
- ✓ Visit www.eatsafe.la.gov for updates and food safety information.
- ✓ When water pressure is lost, remember that water fountains, coffee machines, ice makers, as well as any other equipment with water piped in will need to be disinfected.
- ✓ If power is lost and foods are not maintained at proper cold holding (41 degrees Fahrenheit or lower), these items may require destruction.
- ✓ In the event flood waters enter the facility:
 - » Discard any food or single service items with water damage.
 - » Utensils and food contact surfaces (equipment and work surfaces) will require cleaning and sanitizing prior to use.
- ✓ Wash all food contact surfaces, rinse, and sanitize before being put back into service.

ATTACHMENT 25: RETAIL FOOD DISASTER SURVEY TOOL

Retail Food Disaster Survey Tool
LOUISIANA DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH
RETAIL FOOD- DISASTER (Incident Name : _____)
SURVEY TOOL Site Visit



Approved for Reopening

Pending Reinspection

Establishment: _____

Address: _____

City: _____ Zip Code: _____ Phone: _____

Email: _____

Did establishment lose electrical power? _____ Yes _____ No

Time off: _____ am/pm Time on: _____ am/pm
Day Hour Day Hour

II. Number of Refrigerators: _____ Number of Freezers: _____

Thermometers provided? _____ YES _____ NO Thermometers Provided? _____ YES _____ NO

Temperature of units: _____

Food Item	Temp	Food Item	Temp	Food Item	Temp

III. Evidence of flooding? _____ Height of flood line: _____ inches

IV. Physical damage to building: _____

Was any food destroyed prior to our visit? _____ Owner's estimate of poundage? _____

How disposed? _____

V. Additional food left to be destroyed? _____

Please be advised that it is unlawful for any person to remove or dispose of the detained or seized articles by sale or otherwise without permission of the Department or the court in such case. (R.S. 40:632-635, Acts 1936 No. 142, 23: Acts 1942, No.185, 3) Compile a list of the food left to be destroyed. Make arrangements with our office to have a Sanitarian witness the destruction. No Official Destruction Notice will be issued unless destruction is verified by a Sanitarian.

Owner/Representative _____ Title _____ Owner/ Rep Contact Number (Cell or Home) _____

Date: _____ Time: _____ Sanitarian's Name: _____

Sanitarian's Office Phone Number: _____ Sanitarian Reg # _____

ATTACHMENT 26:

PARENT/GUARDIAN ROSTER

PARENT/GUARDIAN NAME	CHILD NAME	TELEPHONE	E-MAIL