



LOUISIANA DEPARTMENT OF EDUCATION

August 26, 2015

To: Early Learning Center Providers, Family Child Care Providers and In-Home Providers

From: Lisa Brochard, Louisiana Department of Education
Child Care Development Fund Grant Administrator

Re: NOTICE – LEVEL 1 - Annual Notice - Be Prepared: Know What to do if a Hurricane or Other Disaster Occurs in Your Parish

The Louisiana Department of Education (LDE) would like to remind you to be prepared if a hurricane or other disaster occurs in your area or parish. This memo contains easy to use information to assist you with becoming prepared.

If an emergency covers a large geographical area such as a parish or region of the state, the LDE will closely monitor conditions out of concern for your safety and for the safety of the children and families you serve. Please know that should a disaster occur and your center or location is in a parish or area that the LDE determines as impacted by the disaster, your license/certification may be suspended until you obtain post disaster approvals and submit the required Re-Opening Request Form to the LDE.

In the event of a potential disaster, take the following steps to prepare:

- Stay up-to-date with the status of any storm or other potential natural disaster and its impact on your area.
- Ensure that LDE has your current cell phone number and email address.
- Review and update evacuation and safety plans.
- Practice evacuation and reunification plans.
- Let families know how you will communicate if you are unable to reopen following a disaster.
- Review the Frequently Asked Questions attached and be ready if a disaster declaration is made for your parish:
 - Child Care Assistance Program (CCAP) – Before, During and After a Disaster
 - Reinstatement of a Child Care Center License Following a Disaster
- Pay close attention to the messages from your local officials.
- Obtain your parish's Emergency Preparedness Contact phone number by clicking [here](http://gohsep.la.gov/ABOUT/PARISHPA). (<http://gohsep.la.gov/ABOUT/PARISHPA>).

Louisiana Believes

- Review the useful links below:
 - <http://www.getagameplan.org/>
 - <http://www.emergency.louisiana.gov/>

- Be Safe.