Emergency Preparedness and Response Planning

The Child Care and Development Block Grant (CCDBG) Act of 2014[1] and the Child Care and Development Fund (CCDF) Program final rule (2016)[2] require states and territories to have health and safety requirements in 11 different topic areas, as well as preservice and ongoing training on those topics, for all providers that receive payments from the CCDF subsidy program.[3] This brief provides an overview of requirements about **emergency preparedness and response planning** for emergencies resulting from a natural disaster, or an emergency situation such as violence at a child care facility.[4]

A series of briefs about CCDF health and safety requirements was first released in July 2016 by the National Center on Early Childhood Quality Assurance (ECQA Center) in response to the CCDBG Act of 2014. A summary of findings about the topic from the 2017 Child Care Licensing Study is a feature of this July 2020 update to those briefs. Data for the study were compiled from state child care licensing regulations in effect as of December 31, 2017 (ECQA Center, 2020a, 2020b, 2020c).

Licensing and CCDF Administrators may find the brief helpful as they consider revisions to state standards for both licensed and license-exempt providers about planning for emergencies, such as natural disasters, power outages, and acts of violence. This brief does not provide examples of emergency plans, but does include links to resources and tools that can assist states, early care and education providers, and out-of-school time programs with developing emergency preparedness and response plans as required by the CCDF Program final rule.

What Are the Basic Requirements?

Caring for Our Children Basics: Health and Safety Foundation for Early Care and Education (CFOCB) represents the minimum health and safety standards experts believe should be in place where children are cared for outside their homes. The following list contains CFOCB links to the basic requirements for emergency preparedness and response planning:

♦ Pre-Service Training/Orientation

♦ Emergency Procedures

♦ Written Plan and Training for Handling Urgent Medical Care or Threatening Incidents

♦ Disaster Planning, Training and Communication/Emergency and Evacuation Drills

Best practices, which exceed CCDF requirements, are found in *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs, CFOC Standards Online Database* (CFOC). You can learn more about best practice recommendations for emergency preparedness and response planning by exploring the following CFOC links:

♦ 1.4.1.1: Pre-Service Training

---

[1] 42 U.S.C. § 9858c(c)(2)(I) (2015).
[2] Child Care and Development Fund, 45 C.F.R. § 98.41 (2016).
[3] Child Care and Development Fund, 45 C.F.R. § 98.44 (2016).
[4] Child Care and Development Fund, 45 C.F.R. § 98.41(a)(1)(vii) (2016).

Why Is It Important to Children?

On average, children under age 6 spend 36 hours each week in some form of child care setting (National Center for Education Statistics, 2017). Early childhood caregivers must be prepared and constantly vigilant to ensure that children in their care are protected should an emergency or disaster occur (Office of Human Services Emergency Preparedness and Response, n.d.).

Natural disasters, medical health emergencies, terrorism, community violence, and technical hazards can occur suddenly and without warning, anywhere and at any time. Emergency preparedness and response planning is an ongoing process of planning and preparation, training, practicing, reviewing, and revising that will help early childhood caregivers be prepared for most circumstances that might arise (National Center on Early Childhood Health and Wellness, n.d.).

Center- and home-based providers must prepare written plans for responding to emergency situations or natural disasters that may require evacuation, lock-down of the facility or home, or sheltering in place. These plans should address how they will accommodate infants and toddlers, children with disabilities, and children with chronic medical conditions in each of these situations (National Center on Early Childhood Health and Wellness, n.d.).

Planning and preparation also entail gathering, maintaining, and keeping accessible the equipment, supplies, and materials needed during an emergency. Such equipment and supplies include those items that are essential for caring for children, items that staff or family members need, and items that providers use to communicate with parents and others (National Center on Early Childhood Health and Wellness, n.d.).

How Do States Establish Requirements?

Key Findings from the 2017 Child Care Licensing Study

Findings from the 2017 Child Care Licensing Study, a large-scale research study of child care licensing requirements for child care centers, family child care homes (FCCHs), and group child care homes (GCCHs), show commonly found requirements about emergency preparedness and response planning (ECQA Center, 2020a, 2020b, 2020c). "Percent of states" and "states" refer to data from all 50 states and the District of Columbia.

♦   Ninety percent of states have requirements for centers, FCCHs, and GCCHs about **emergency procedures.**

♦   Forty-one percent of states require centers to have an **emergency and evacuation plan**. More than half of states require FCCHs (57 percent) and GCCHs (58 percent) to have plans.

♦   More than two-thirds of states have requirements for emergencies during **natural disasters**, such as tornados, hurricanes, earthquakes, and other weather events for centers, FCCHs, and GCCHs.

♦   More than one-quarter of states have requirements for emergencies during **power outages** and **acts of violence or terrorism** for centers, FCCHs, and GCCHs.

♦   More than two-thirds of states require center staff to complete **training about emergency preparedness**, while 50 percent require this training for FCCH and GCCH providers.

Examples of State Licensed Child Care Requirements

The following tables provide links to state licensing requirements from **Oklahoma**, **Washington**, **Florida**, and **Utah** that support emergency preparedness and response planning. These examples do not include all states that have these requirements but are meant to represent a range of approaches states have taken in their regulations.

Links to the full text of state and territory licensing regulations for child care centers, FCCH settings, and GCCH settings are found in the National Database of Child Care Licensing Regulations.

Child Care Center Requirements
Oklahoma   *Licensing Requirements for Child Care Programs: Requirements for Child Care Centers, Day Camps, Drop-in Programs, Out-of-School Time Programs, Part-Day Programs and Programs for Sick Children* (December 2018)   http://www.okdhs.org/OKDHS%20Publication%20Library/14-05.pdf   340:110-3-279. Emergency preparedness
Washington   *Chapter 110-300. Washington Administrative Code (WAC) Foundational Quality Standards for Early Learning Programs* (November 2019)   https://apps.leg.wa.gov/WAC/default.aspx?cite=110-300   110-300-0166 Emergency preparation and exiting   110-300-0470 Emergency preparedness plan

Family Child Care Home Requirements
Florida   *Family Day Care Home and Large Family Child Care Home Handbook* (May 2019)   https://www.myflfamilies.com/service-programs/child-care/docs/FamilyChildCareHomeLicensingHandbook.pdf?d=2020-4-16   7.19 First Aid Kit   7.20 Emergency Procedures and Notification   7.21 Fire Drills

Family Child Care Home Requirements
Utah *R430-90 Licensed Family Child Care* (August 2018*)* http://health.utah.gov/licensing/rules/081018%20Nr430-090.pdf R430-90-14. Emergency Preparedness and Response

Examples of State License-Exempt Child Care Requirements

States have exemptions in law or regulation that define the types of center-based facilities and home-based providers that are not required to obtain a state license to operate legally. Most states allow some exempt providers to receive CCDF funding. And while exempt providers are not subject to the regulatory requirements set forth by the licensing agency, the CCDF Program final rule[5] requires states and territories to have health and safety requirements in 11 different topic areas for all providers participating in the CCDF subsidy program, as well as preservice and ongoing training on those topics.[6]

The following table provides examples from **Georgia** and **Hawaii** of requirements for license-exempt programs about emergency preparedness and response planning. These examples do not include all states that have these requirements but are meant to represent a range of approaches states have taken in establishing requirements for license-exempt programs.

License-Exempt Child Care Requirements
Georgia *Health & Safety Standards for License-Exempt Providers Receiving Subsidy* (April 2020) http://www.decal.ga.gov/documents/attachments/ExemptprogramsHealth&SafetyStandards.pdf J. Policies and Procedures – Emergency Preparedness and Response
Hawaii *Hawaii Administrative Rules, Title 17, Department of Human Services, Subtitle 6, Benefit, Employment and Support Services Division, Chapter 891.1 Registration of Family Child Care Homes* http://humanservices.hawaii.gov/wp-content/uploads/2013/01/17-891.1-1-FCCs.pdf 17-891.1-30 Disaster Plan for Emergencies

Where Can I Find More Information

2017 Child Care Licensing Study

The ECQA Center, in partnership with the National Association for Regulatory Administration, has conducted a large-scale research study of child care licensing provider and facility requirements and licensing agency policies every three years since 2005. The 2017 Child Care Licensing Study looks at licensing requirements for child care centers, family child care homes, and group child care homes and licensing agency policies in all 50 states and the District of Columbia for 2017. The ECQA Center (2020a, 2020b, 2020c) released three research briefs about

---

[5] Child Care and Development Fund, 45 C.F.R. § 98.41 (2016).
[6] Child Care and Development Fund, 45 C.F.R. § 98.44 (2016).

trends in child care licensing that describe changes in licensing requirements and policies by comparing the findings from the 2017 study with findings from previous child care licensing studies.

♦ [Trends in Child Care Center Licensing Requirements and Policies for 2017: Research Brief #1](#)

♦ [Trends in Family Child Care Home Licensing Requirements and Policies for 2017: Research Brief #2](#)

♦ [Trends in Group Child Care Home Licensing Requirements and Policies of 2017: Research Brief #3](#)

Emergency Preparedness, Response, and Recovery Resources

♦ [Emergency Preparedness Resources for Grantees and Child Care Providers](#), is a webpage compiled by the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services, that provides links to resources for CCDF grantees and child care providers including:

  ▪ *[Resource Guide: Emergency Preparedness, Response, and Recovery Resources for Child Care Programs](#)* (2020), by the Child Care State Capacity Building Center

  ▪ *[Collaboration with Key Partners Tool: Statewide Child Care Disaster Plan](#)* (2017)

  ▪ *[CCDF Agency Emergency Preparedness Planning Tool: Coordination with Key Partners](#)* (2015), by the Child Care State Systems Specialist Network

♦ *[Emergency Preparedness, Response, and Recovery (EPRR) Discussion Brief Series](#)* (2017), by the Child Care State Capacity Building Center, offers guidance regarding strategies and options for consideration in the development of state and territory child care disaster plans.

♦ *[Emergency Preparedness Manual for Early Childhood Programs](#)* (n.d.), by the National Center on Early Childhood Health and Wellness, assists early childhood education programs in making a plan that will help keep their program, center, or home safe during an emergency.

♦ *[Out-of-School Time Emergency Preparedness, Response, and Recovery Toolkit](#)* (2019), by the National Center on Afterschool and Summer Enrichment, assists out-of-school time (OST) programs (staff, volunteers, etc.) in developing emergency preparedness plans that address the distinct needs of OST programs.

Healthy States: Health and Safety Training Toolkit

The *[Healthy States: Health and Safety Training Toolkit](#),* by the National Center on Early Childhood Health and Wellness, provides up-to-date research and science-informed resources, including online modules, webinars, and other materials. Its purpose is to inform and train program-level staff in all early childhood education settings. The toolkit also gives a summary of the health and safety requirements in the CCDBG Act of 2014 and provides links to CFOCB and CFOC.

Additional Resources

♦ *[Caring for Our Children Basics Health and Safety Standards Alignment Tool for Child Care Centers and Family Child Care Homes](#)* (2016), by the National Center on Early Childhood Quality Assurance, provides a simple format for states and territories to compare their current early childhood program requirements and standards against the recommended health and safety standards in CFOCB.

♦ *[Developing and Revising Child Care Licensing Requirements](#)* (2017), by the National Center on Early Childhood Quality Assurance, presents steps for developing and revising child care licensing requirements based on several states' successful practices.

♦ Child Care Licensing Tools and Resources (n.d.), a page of the Early Childhood Training and Technical Assistance System website with tools and resources about child care licensing designed to help states and territories improve their practices, strengthen provider requirements, and develop the skills of licensing staff.

References

National Center for Education Statistics, U.S. Department of Education. (2017). Table 202.30. Number of children under 6 years old and not yet enrolled in kindergarten, percentage in center-based programs, average weekly hours in nonparental care, and percentage in various types of primary care arrangements, by selected child and family characteristics: 2016. *Early Childhood Program Participation Survey of the National Household Education Surveys Program (ECPP-NHES:2016).* https://nces.ed.gov/programs/digest/d18/tables/dt18_202.30.asp

National Center on Early Childhood Health and Wellness. (n.d.). *Emergency preparedness manual for early childhood programs.* https://eclkc.ohs.acf.hhs.gov/safety-practices/emergency-preparedness-manual-early-childhood-programs/emergency-preparedness

National Center on Early Childhood Quality Assurance. (2020a). *Trends in child care center licensing requirements and policies for 2017: Research brief #1.* https://childcareta.acf.hhs.gov/resource/trends-child-care-center-licensing-requirements-and-policies-2017-research-brief-1

National Center on Early Childhood Quality Assurance. (2020b). *Trends in family child care home licensing requirements and policies for 2017: Research brief #2.* https://childcareta.acf.hhs.gov/resource/trends-family-child-care-home-licensing-requirements-and-policies-2017-research-brief-2

National Center on Early Childhood Quality Assurance. (2020c). *Trends in group child care home licensing requirements and policies for 2017: Research brief #3.* https://childcareta.acf.hhs.gov/resource/trends-group-child-care-home-licensing-requirements-and-policies-2017-research-brief-3

Office of Human Services Emergency Preparedness and Response, Administration for Children and Families, U.S. Department of Health and Human Services. (n.d.). *Early childhood disaster-related resources for early childhood education providers.* Retrieved June 18, 2020, from http://www.acf.hhs.gov/programs/ohsepr/information-for-providers

The National Center on Early Childhood Quality Assurance (ECQA Center) supports state and community leaders and their partners in the planning and implementation of rigorous approaches to quality in all early care and education settings for children from birth through age 12. The ECQA Center is funded by the U.S. Department of Health and Human Services, Administration for Children and Families.

**National Center on
Early Childhood Quality Assurance**

9300 Lee Highway
Fairfax, VA 22031

Phone: 877-296-2250
Email: QualityAssuranceCenter@ecetta.info

Subscribe to Updates
http://www.occ-cmc.org/occannouncements_sign-up/

ADMINISTRATION FOR CHILDREN & FAMILIES