



Washington State

# Child Care in Disasters and Emergencies Plan

January 2015



Washington State Department of  
**Early Learning**



*Washington State*  
Department of Social  
& Health Services

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## ***Chapter 1: Approval and Implementation***

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### **STATE OF WASHINGTON**

#### **DEPARTMENT OF EARLY LEARNING**

*P.O. Box 40970, Olympia, Washington 98504-0970*

**TO:** Department of Early Learning (DEL) Licensing Staff, Department of Social and Health Services (DSHS) Customer Service Contact Center, Child Care Aware of Washington (CCA of WA) staff

**FROM:** The Department of Early Learning

**SUBJECT:** Letter of Promulgation, 2015 Washington State Child Care in Disasters and Emergencies Plan

With this notice, we are pleased to put into effect the 2015 Washington State Child Care in Disasters and Emergencies Plan. The plan provides the framework for preparedness and recovery activities for child care licensing and child care subsidy in the event of a significant emergency or disaster in Washington State. This plan provides a structure for DEL, DSHS and CCA of WA to work in a coordinated effort during disaster recovery, and provides guidance to licensed child care providers (hereafter, "providers"), parents, and stakeholders about what they can expect from DEL, DSHS, and CCA of WA.

This plan is complimentary to the departments' and CCA of WA Continuity of Operations Plans (COOP), and works with the overall statewide mitigation, preparedness, response and recovery activities provided by the Emergency Management Division of the Military Department. By coordinating between the departments and CCA of WA, the plan assists Washington State in minimizing the impact of disasters and emergencies on children, families, and providers.

The plan was developed by DEL, DSHS and CCA of WA with assistance from the federal Office of Child Care and the federal Emergency Management staff at the Administration for Children and Families, the EFS 6 staff, and the Emergency Management Division of the Washington State Military Department.

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## **Chapter 2: Background and Overview**

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### **Purpose**

The purpose of this document is to provide guidance and procedures for the Department of Early Learning (DEL) and the Department of Social and Health Services (DSHS) to respond to a disaster that significantly affects a community's child care infrastructure. The plan outlines the roles and responsibilities of DEL, DSHS, and partner organizations in providing support to providers and families affected by a disaster.

The key emergency response functions relating to child care in DEL and DSHS are:

- Support the safety and well-being of children in licensed child care through continued licensing efforts
- Provide technical assistance as requested to providers, licensors, staff, etc. for the provision of temporary or emergency child care
- Continue child care subsidy payments to providers
- Continue eligibility determinations and subsidy authorizations for parents
- Continue the approval of in-home/relative child care providers
- Disseminate information to providers and families regarding disaster assistance and recovery
- Participate in the disaster response as an Emergency Support Function (ESF) 6 supporting agency at the Washington State Emergency Operations Center (EOC), other location or virtually coordinate with partner organizations, including Child Care Aware of Washington (CCA of WA), the American Red Cross (ARC), and other non-governmental organizations that support the needs of children during disasters

### **Scope**

This document is prepared on behalf of DEL, the State of Washington Child Care and Development Fund (CCDF) lead agency. The document outlines the roles and responsibilities of DEL and DSHS, a key supporting agency, to respond to and recover from a disaster that significantly affects a community's child care infrastructure. While it includes suggested actions for partner organizations and nonprofit organizations often involved in disasters, these are only recommendations and are not binding on any of these agencies or organizations.

The plan focuses on:

- Licensed and certified child care providers
- Early Childhood Education and Assistance Programs (ECEAP), the state's preschool program for 3- and 4-year-old children
- The children in care in these programs
- Families who receive child care subsidies

License-exempt, in-home /relative providers are excluded from this plan. The locations where this care is provided frequently change, and the state's oversight of these providers is limited by statute.

This document only addresses DEL and DSHS functions related to licensed child care and ECEAP. It does not address the parts of DEL's or DSHS's Continuity of Operations Plans (COOP) required under the [Directive by the Governor 13-02](#) that outline the agencies' internal procedures regarding employee status, pay, alternate work site(s) or other requirements stipulated in the Directive.

DEL has statutory authority over the regulation of licensed child care homes, centers, school-age programs and ECEAP. DEL provides policy and oversight for Working Connections Child Care (WCCC) and Seasonal Child Care (SCC) subsidy programs while DSHS provides the eligibility determination, authorization of care and payment for services. DEL contracts with local agencies for the authorization and payment for the Homeless Child Care Program (HCCP). The Head Start Collaboration Office is also part of DEL and coordinates between child care, ECEAP and Head Start services.

DEL does not have statutory authority to take custody of children and cannot provide child care for children. It can provide resources and services to potential providers, but not the actual care of children.

This document takes a "worst most likely scenario" approach to planning and is not intended to address catastrophic incidents or human caused emergencies. An example of a "worst most likely scenario" in Washington is a severe winter storm such as that experienced statewide in January 2012 with cascading and sustained impacts to utilities, transportation, and critical infrastructure.

## **Assumptions**

This plan was created using the following assumptions:

- Child care is an integral and essential part of a community's economic viability and should be restored as soon as possible following an emergency event
- Licensed child care providers have their own emergency and disaster plans, train on and implement them, and disseminate them to parents. Providers have enough food, water and supplies to take care of children for up to three days
- The Washington State resource and referral network, CCA of WA, plays an integral role in providing timely information to providers, parents, and communities
- This document is consistent with other disaster planning documents prepared by the Washington State Emergency Management Division (EMD)
- DEL and DSHS will adhere to the principles of the National Incident Management System and the structures of the Incident Command System in response operations
- The disaster is not catastrophic, but "manageable," defined as basic communication services such as phone and internet are operational or will be operational within 3-7 days
- A separate annex may be developed at a later date to address a catastrophic scenario where these services are non-operational
- Time frames in this plan are approximate and may vary depending on the extent of the damage

## **Overview of Child Care and ECEAP in Washington State**

### **Administration**

DEL is responsible for the management and administration of licensed child care and ECEAP, as outlined below:

- Child care licensing
- Efforts to improve the quality of child care
- The promulgation of policy for child care licensing and the child care subsidy programs
- Policy, oversight and contracts for ECEAP
- Administering contracts for HCCP

DEL maintains an agreement with DSHS to:

- Determine eligibility for subsidized child care
- Authorize child care subsidies
- Ensure license-exempt in-home/relative providers meet the requirements to become eligible to care for subsidized children
- Make subsidy payments to providers

DEL maintains contracts with CCA of WA to:

- Provide child care consumers with referrals and information regarding licensed providers in their community, including rating status of providers participating in Early Achievers, and options for child care affordability
- Work with providers to improve the quality of their care
- Work with child care stakeholders to expand the availability of high quality child care
- Collect, analyze, and disseminate child care data to policymakers and advocate for effective policies

NOTE: CCA of WA consists of seven regional programs located throughout the state. The CCA Family Center (which provides statewide referrals and consumer information) is in Seattle, and the central network office is in Tacoma. (CCA of WA offices listed in Appendix 8, page 48).

## **Licensed Child Care**

The State of Washington requires facilities (with some exceptions) and individuals to be licensed pursuant to [RCW 43.215.010](#).

DEL licenses three types of child care<sup>1</sup>:

- Child Care Center: child care in a commercial facility (not a home)
- Family Home Child Care: child care for 12 or fewer children in a provider's home
- School-Age Child Care: child care in a commercial facility (not a home) for children 5 years of age (in school) to 12 years of age

Applicants interested in becoming licensed child care providers contact DEL, complete an orientation and apply for a license. A DEL licensor verifies licensing requirements are met and inspects the facility/home before issuing a license. DEL has 17 licensing offices throughout Washington to provide technical assistance, conduct inspections, respond to complaints, and disseminate information to providers (licensing offices listed in Appendix 11, page 51).

Licensed providers are required to complete State Training and Registry System (STARS) basic training. CCA of WA is the state's largest purveyor of community-based training for child care.

## **Certified Child Care**

Child care centers and homes located on military bases or federally recognized tribal reservations may choose to become certified by the state. This means that the facility meets state licensing requirements and is inspected and monitored by DEL. A facility that is certified is the same as licensed except that it is on a base or reservation.

## **Military and Tribally Licensed Child Care**

Tribes and the military can choose to manage their own licensing functions for child care centers and family home child cares located on their base or reservation. These programs are referred to as tribally or military licensed; they can participate in the state's child care subsidy program if they complete the necessary paperwork. Once they complete the process, they are considered certified for payment by the state.

## **License-exempt Care**

The State of Washington pays child care subsidies to qualified providers who are not licensed; these providers may care for children who are a relative of the provider or they may care for children in the child's home – in this case, the provider and children do not need to be related. These license-exempt in-home/relative providers must pass a background check and attest to meeting certain health and safety requirements. Sometimes, these providers are referred to as Family, Friend and Neighbor (FFN) care.

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<sup>1</sup> <http://www.del.wa.gov/laws/rules/licensing.aspx>

### **Early Childhood Education and Assistance Program (ECEAP)**

ECEAP is Washington's state-funded prekindergarten program that prepares some of the state's most vulnerable 3- and 4-year-old children for success in school and in life. DEL contracts with 40 local organizations including school districts, educational service districts, community and technical colleges, and nonprofit organizations to provide ECEAP services. Modeled on the federal Head Start program, ECEAP runs during the regular school year, providing a comprehensive child development program. Contract payments are made on a monthly basis from the Agency Financial Reporting System (AFRS).

### **Head Start**

There are 32 Head Start and Early Head Start grantees with multiple locations in Washington that receive funding from the Region X Office of Head Start. In addition, there are 26 Head Start and Early Head Start grantees, many with multiple locations, in Washington that receive funding from the Region XI Office of Head Start in Washington D.C. The Region X Head Start Office works with Head Start grantees located in the Region X area of Alaska, Idaho, Oregon and Washington. The Region XI Head Start Office works with programs run by Tribal organizations located anywhere in the country. Head Start provides a preschool program with comprehensive family and health services to low income families. Although this plan does not address Head Start programs, these programs will be mapped and tracked in the Emergency Management Geospatial Information System (EM-GIS).

## **Child Care Subsidies**

DEL administers three child care subsidy programs for families who need support:

- Working Connections Child Care (WCCC): Child care subsidies to help families pay for child care, allowing them to work, attend training, or enroll in educational programs.
- Seasonal Child Care (SCC): Child care subsidies for parents who participate in seasonal agricultural-related work.
- Homeless Child Care Program (HCCP): Short-term child care subsidy for families experiencing homelessness and not eligible for other child care subsidy programs.

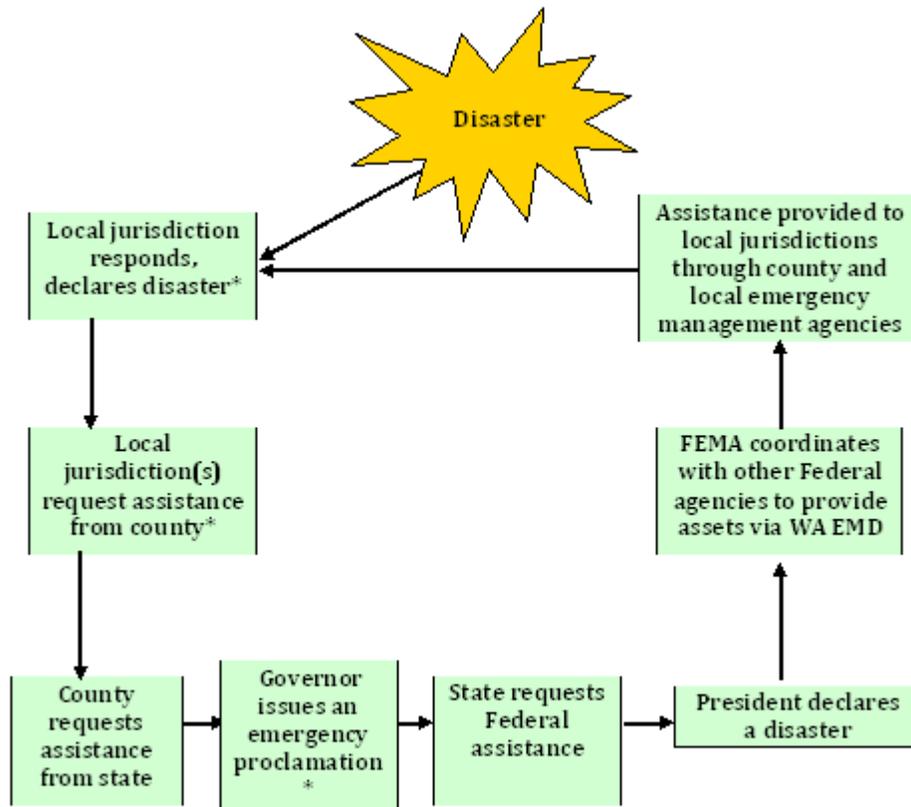
WCCC and SCC subsidy programs are implemented by DSHS, Economic Services Administration (ESD), and Community Services Division (CSD). Families can apply for WCCC or SCC assistance online, by paper application, or through a call center. Child care is authorized for eligible children so the family can engage in work or other approved activities. Families are authorized for up to 12 months of child care at a time. During this time, families are required to report changes in providers, work status, income, and contact information to DSHS in writing or by a phone call.

HCCP is administered by DEL and implemented through contracts with various agencies that determine eligibility, authorize child care, and pay child care providers. Contracts are renewed every two years and contractors are paid on a monthly basis from the state's general payment system (Contractors are listed in Appendix 9, page 49).

WCCC subsidies can be used for licensed child care and in-home/relative care. SCC and HCCP subsidies can only be used for licensed child care. WCCC and SCC subsidies are paid on a monthly basis upon receipt of a completed invoice or a phone call by the provider to the Social Services Payment System (SSPS) payment line (Invoice Express). HCCP subsidies are paid by local contractors.

## Disaster Proclamation and Response Process

Figure 1



\*if additional assistance is needed, the request is made to the larger jurisdiction

All disasters and all responses begin and end at the local level. When a local jurisdiction experiences an incident that exceeds its capacity to respond, the jurisdiction may request assistance from its county emergency management office. If the county believes that it needs additional resources to meet the need, it may request assistance from other counties under the Washington State Intrastate Mutual Aid System (IMAS) or from the state, through the state EOC. If the President declares a disaster in the state, the state may then request assistance from the Federal Emergency Management Agency (FEMA).

The Governor may proclaim a “State of Emergency” for a portion of the state or the entire state and invoke response and recovery actions. The Governor’s proclamation allows expeditious resource procurement and directs maximum use of state assets and capabilities.

## **Coordination with Emergency Support Function 6 (ESF 6)**

In the State of Washington, the Emergency Management Division (EMD) is the agency for state level emergency management housing within the Military Department. Their mission is to “minimize the impact of emergencies and disasters on the people, property, environment, and economy of Washington State.” EMD convenes state agencies to coordinate the state level emergency response at the EOC.

*During an emergency or disaster, the EOC is designated as the central location for information gathering, disaster analysis, and response coordination. Information gathered is used by executives to make decisions concerning emergency actions and to identify and prioritize the use of state resources needed to respond to the emergency. The EOC may issue emergency warnings or disseminate critical information and instructions to government personnel and the public who may need to take emergency protective actions.*

In keeping with federal guidance in the National Response Framework, state level emergency response is structured into support functions which provide a framework for activating capabilities best able to address the needs of a disaster impacted jurisdiction. There are 15 ESF annexes (Appendix 10, page 50). ESFs are activated as needed and on the basis of the size and complexity of the incident.

At the state EOC there are assigned desks based on the emergency support functions where the jurisdictional requests are coordinated. The ESF 6 desk is responsible for the coordination of the mass care, emergency assistance, short term housing, and human services response. The ESF 6 desk receives support requests from jurisdictions, tribes, or other state agencies and determines whether the state has capabilities or resources to fulfill that request.

Responding to the unique needs of children during disasters, including child care, is an ESF 6 coordination responsibility. DEL and DSHS are key response partners under the state level ESF 6 plan.

In preparing for and responding to a disaster, DEL and CCA of WA may be asked to participate with DSHS on an ESF 6 Kids in Disaster Services (KIDS) Task Force. The task force would only be activated as needed for response and recovery activities and to receive, validate, and coordinate a response to a jurisdiction’s support request. These actions are coordinated through the ESF 6 desk at the state EOC, other location, or virtually.

## The Emergency Management Preparedness, Response, and Recovery Cycle

*“When the river is rising and it’s 2:00 a.m., that’s not the time to start a relationship.”*

-Elizabeth Dole, former president of the American Red Cross, former U.S. Senator and Cabinet Secretary

Emergency management is best conceptualized as a cycle of planning and preparedness activities, response, and recovery. The more complete the preparedness, the shorter the response and recovery time for any emergency.

- **Preparedness** – Preparedness includes activities and planning that allows agencies to prepare for emergency and disaster situations during times of non-emergencies or disasters. The preparedness phase also involves training staff on emergency preparedness plans and developing relationships between agencies and people who are likely to be involved in response activities. Testing plans and exercises are also a critical part of being prepared. Preparedness activities to be completed by all of the agencies involved in this plan are included in the Preparedness Table (page 16).
- **Response** – The response is initiated immediately after the disaster incident occurs and sometimes may be initiated while the disaster is still occurring. During this phase the agencies implement the plans that have been created during the preparedness phase. The response requires agencies to participate in activities to assess the status of child care infrastructure and support the resumption of child care activities in the disaster affected area. Activities to be completed in the response phase by all of the agencies involved in this plan are included in the Response Table (page 20). Most disasters in Washington State begin to transition to recovery 72 hours after the disaster begins. Sometimes, however, disasters are sequential and compounding – as with the January 2012 severe weather – and the response is prolonged. The purpose of the response is to meet the immediate life-safety needs of those directly impacted.
- **Recovery** – As soon as the agencies and licensed child care infrastructure are no longer immediately responding or overwhelmed, the response phase ends. The recovery continues until child care infrastructure has resumed normal operations or all activities are complete and there is a new child care infrastructure. Recovery activities to be completed by all of the agencies involved in this plan are included in the Recovery Table (page 24). Recovery is intended to help providers get back on their feet and establish their “new normal” mode of operating, if possible. In many cases, disaster assistance will not make providers “whole” or restore them immediately to their previous level of operations.

## ***Chapter 3: Child Care Roles, Responsibilities, and Critical Activities***

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### **Plan Development and Maintenance**

The Director of DEL and senior management of the DSHS CSD, Information Support Systems, and Office of Emergency Management are responsible for approving and disseminating this plan. The state CCDF Administrator is responsible for the continued development and maintenance of the plan. Following plan approval, the plan will be reviewed on an annual basis by DEL in coordination with DSHS and CCA of WA representatives.

### **Communication**

Communication protocols are included throughout this plan and will be reviewed and updated as indicated above.

### **Child Care Emergency Preparedness Committee (CCEPC)**

CCEPC was formed in the fall of 2012 to develop an emergency preparedness plan for licensed child care infrastructure in Washington. The committee has been led by DEL with representatives from DEL licensing and policy, DSHS, and CCA of WA.

Following a disaster, a work group may be convened by the state CCDF Administrator in conjunction with the ACF Office of Child Care, ACF Office of the Regional Administrator or the ACF Office of Human Services Emergency Preparedness and Response (OHSEPR) to coordinate assessment, response and recovery efforts relating to licensed child care. Staff representing the CCEPC agencies, as well as Public Health, Voluntary Organizations Active in Disaster, ARC, Save the Children, and Head Start may be invited to participate.

In addition, an ESF 6 KIDS Task Force may be activated which will focus on children's issues broader than licensed child care.

### **Continuity of Operations Plans (COOP)**

The Governor's Directive 13-02 directed all departments to prepare a COOP for critical functions in the event of a disaster. Both DEL and DSHS have a COOP which details how the departments will continue vital operations including plans for staffing, computer systems, payments, etc. CCA of WA, even though not directed by the Governor, also has a COOP.

### **Designees for Joint Response**

- DEL Child Care Statewide Licensing Administrator: will work with DSHS and CCA of WA regarding licensed child care issues of common concern following a disaster
- DSHS Office of Emergency Management: Point of contact for issues related to the EM-GIS and related data sharing
- SSPS Program Manager: Point of contact for issues related to payment continuity
- CSD Child Care Subsidy Administrator and CSD Center Administrator: Point of contact for issues related to:
  - Continuity of subsidy eligibility determinations
  - Adjustments in subsidy authorizations
  - Determining eligibility for in-home/relative child care providers

If requested by one or more jurisdictions following a disaster, the state may activate ESF 6 to oversee responses related to licensed child care or other mass care or human services. Representatives from DEL and DSHS may be asked to participate in the ESF 6 response and if appropriate and if resources are available, they may be requested to staff the ESF 6 desk.

### **Emergency Management Geographic Information Systems (EM-GIS) and Child Care**

DEL permits DSHS to use its data to map the location of all licensed and certified child care facilities, Head Start programs and ECEAP programs. The system is updated on a monthly basis. DEL, CCA of WA, and ACF may access the system viewer at any time through Secure Access Washington (SAW). DSHS will provide orientations and training upon request. EM-GIS users can receive immediate information in mapped or tabular format regarding the location of child care, Head Start and ECEAP programs in relation to a particular disaster.

NOTE: Data regarding Tribal Head Start Programs and Tribally licensed child care centers may also be provided to DSHS by ACF (Regional Emergency Management Specialist or the Child Care Program Specialist) in the future.

### **Initial Assessment Tool for Child Care Providers Following a Disaster**

DEL has developed the Initial Assessment Tool for Child Care Providers Following a Disaster form. Child care licensors from around the state will be assigned to complete these forms, either by phone or in-person if needed. CCA of WA staff may assist if requested. The information collected from this form will be shared with stakeholders such as CCA of WA, ACF, and DSHS. Individual provider information from the form will be entered into the provider database as appropriate.

### **Identification of Revised Code of Washington (RCW) and Washington Administrative Code (WAC) to Consider for Change in the Event of a Disaster**

DEL will identify laws and regulations that may be considered for exception to or revision in the event of a disaster. If laws and/or regulations are revised, either through an Emergency Rule, as part of the Governor's Disaster Proclamation, the CCDF Administrator will review the changes and consult with the Region X Office of Child Care to determine whether an amendment to Washington's CCDF Plan is necessary.

## **Child Care Emergency Contact List**

The DEL CCDF Administrator is responsible for maintaining an updated contact list of people involved with operations to support families in accessing licensed child care and child care providers in offering safe, healthy and nurturing services. The list includes email, work phone, and cell phone numbers of the following positions:

### Department of Early Learning:

- CCDF Administrator
- Child Care Statewide Licensing Administrator
- HCCP Contract Manager
- Southwest Regional Licensing Administrator
- EMD/COOP Liaison

### Department of Social and Health Services:

- Director of Emergency Management
- Call Center Administrator
- SSPS Program Manager, Supervisor
- SSPS IT Manager
- Child Care Administrator
- CSD Director

### State Emergency Operations Center:

- ESF 6 Desk
- EOC Supervisor
- Emergency Management Division Duty Officer

### Child Care Aware of Washington:

- Executive Director
- Executive Policy and Program Manager
- Family Center Manager
- Regional Program Directors

### Administration for Children and Families:

- Region X Office of Child Care Manager
- Region X Office of Child Care Program Specialist assigned to WA

## **Disaster Preparedness Training for Child Care Providers**

At the present time, there are no resources dedicated to providing disaster preparedness training for licensed child care providers. Licensed providers must have emergency plans and enough food, water and supplies to care for children for 3 days. If resources become available, training for providers can be initiated (either through CCA of WA or on-line resources specific to Washington). The training will include actions providers can expect DEL and DSHS to take following a disaster.

## **Represent Needs of Child Care Providers to Federal, State, and Local Elected Officials**

As CCA of WA and DEL become aware of critical needs of child care providers following a disaster, they share a role in representing those needs to elected officials. Each will do so within the limitations of their agency's role and jurisdiction.

## Preparedness

Table 1

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>Plan Development &amp; Maintenance</b>	Develop an emergency preparedness plan for licensed child care in Washington. Review at least annually and revise as needed	Participate in the child care emergency preparedness planning cycle under DEL's lead	Participate in the child care emergency preparedness planning cycle under DEL's lead
	Train appropriate DEL staff on the Child Care in Disasters and Emergencies Plan	Train appropriate DSHS staff on the Child Care in Disasters and Emergencies Plan	Train appropriate CCA staff on the Child Care in Disasters and Emergencies Plan
	Design and implement a tabletop exercise to test this plan	Support DEL in designing and implementing a tabletop exercise to test this plan	Participate in the tabletop exercise
<b>Communication</b>	Lead the process for developing collaborative communication protocols for sharing information regarding child care following a disaster. Include in Child Care in Disasters and Emergencies Plan	Participate in the development of communication protocols for sharing information following a disaster	Participate in the development of communication protocols for sharing information following a disaster
<b>Child Care Emergency Preparedness Committee</b>	Convene the Child Care Emergency Preparedness Committee (CCEPC)	Participate on the CCEPC	Participate on the CCEPC

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>Continuity of Operations Plans</b>	Develop and maintain a COOP that addresses DEL vital child care services and interdependencies with DSHS	Develop and maintain a COOP that addresses DSHS vital child care services and interdependencies with DEL	Develop and maintain a COOP that addresses CCA of WA vital services and interdependencies with DEL
	<p>Develop continuity plans for licensing functions during a disaster</p> <p>Develop an appropriate backup of data systems and other vital records</p> <p>Crosswalk the Child Care in Disasters and Emergencies Plan with the agency COOP</p>	<p>Develop continuity plans for child care subsidy payments and authorizations, and approval of in-home/relative providers during a disaster</p> <p>Develop an appropriate backup of data systems and other vital records</p> <p>Crosswalk the Child Care in Disasters and Emergencies Plan with the agency COOP</p>	Develop an appropriate backup of data systems and other vital records
<b>Designees for Joint Response</b>	Designate one or more staff to work directly with DSHS and other state agencies to plan and respond to disasters that impact child care	The DSHS Office of Emergency Management will work directly with DEL to support joint planning for disaster responses related to child care	
	Designate a representative to consult and coordinate with the state ESF 6 desk, which is located at the state EOC, during a response	<p>Designate one or more staff who oversee DSHS critical child care functions to work directly with DEL to plan and respond to disasters that impact child care</p> <p>Designate a position to work at the state ESF 6 desk at the state EOC during a response</p>	

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>EM-GIS Mapping</b>	Provide information to DSHS for GIS mapping of early childhood programs; secure access to the EM-GIS viewer	Assist DEL, CCA, and other government entities and non-government organizations in accessing the EM-GIS viewer through SAW. Within existing capabilities, support DEL by providing relevant information related to same	Secure access to the EM-GIS viewer
<b>Initial Assessment</b>	Develop an Initial Assessment Tool to determine the status of providers post-disaster		
<b>Waiving RCWs and WACs</b>	Identify Washington Administrative Codes (WAC) and Revised Codes of Washington (RCW) regarding child care licensing and subsidies that may need to be waived, changed, or amended during a disaster	Provide input to DEL related to possible WAC and RCW changes during a disaster	Identify potential contract revisions needed to enable CCA of WA to assist with recovery efforts
<b>Emergency Contact List</b>	Maintain, update and distribute the Washington child care emergency response contact list on a quarterly basis	Keep the updated child care emergency response contact list accessible	Keep the updated child care emergency response contact list accessible
<b>Provider Preparedness</b>	Monitor licensed providers for compliance with licensing WACs related to emergency preparedness plans and supplies. Provide technical assistance and sample plan templates to providers		Promote and/or provide training and technical assistance to providers and parents around disaster preparedness, depending on the availability of funds

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>Represent Provider Needs Needs</b>	Represent the needs and concerns of child care providers and parents around emergency preparedness with elected officials		Represent the needs and concerns of child care providers and parents around emergency preparedness with elected officials

**Administration for Children and Families (ACF) Role:**

- Assist in Washington State’s emergency preparedness planning efforts for child care
- Provide Region XI Head Start information to DSHS for the EM-GIS

## Response

Table 2

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>Plan Development and Maintenance</b>	Activate the child care emergency preparedness plan when needed	Implement designated roles in the plan	Implement designated roles in the plan
<b>Communication</b>	Implement the communication protocols for collecting and disseminating information to partners, providers and families, and sharing information between agencies	Implement communication protocols as outlined in this plan	Implement communication protocols as outlined in this plan
<b>Child Care Emergency Preparedness Committee</b>	Activate the CCEPC as needed with support from ACF. Meetings may range from daily conference calls to in-person meetings. Participate on the ESF 6 KIDS Task Force if convened	Activate an ESF 6 KIDS Task Force response to receive, validate, and respond to support requests from jurisdictions, if appropriate. Participate on the CCEPC if convened	Participate on the CCEPC and the ESF 6 KIDS Task Force if convened

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>Continuity of Operations Plans</b>	<p>Implement the COOP to continue operations that address DEL vital child care services and interdependencies with DSHS</p> <p>Implement continuity plans for licensing functions during a disaster</p> <p>Keep data systems working and vital records secure. Use back-up systems as needed</p>	<p>Implement a COOP to continue vital child care services and interdependencies with DEL</p> <p>Implement continuity plans, when indicated, for child care subsidy payments and authorizations, and approval of in-home/relative providers during a disaster</p> <p>Keep data systems working and vital records secure. Use back-up systems as needed</p>	<p>Implement plan to continue child care referrals and provider support</p> <p>Keep data systems working and vital records secure. Use back-up systems as needed</p>
<b>Designees for Joint Response</b>	Designated staff will communicate to the state EOC the immediate response needs (food, shelter, relocation of children, etc.) related to child care from child care providers and local jurisdictions	Support DEL in communicating child care resource needs to the State EOC, as needed	Assist in the identification of provider, family, and community needs related to child care. Relay information to DEL point of contact. Advocate for resources needed to resume child care operations
<b>EM-GIS</b>	Use DSHS EM-GIS system to identify providers located in disaster area and to support response efforts	Continue to support DEL by incorporating their data in the EM-GIS system	Use EM-GIS to identify providers located in disaster area and provide support

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>Initial Assessment</b>	Gather information from providers using the agreed upon initial assessment form. Compile information from the assessments, share compiled provider information with the leadership of DEL and stakeholders, including CCA of WA, DSHS, EMD, ACF, and others as needed. Enter appropriate provider information into the provider database	Use the updated provider database to change existing child care authorizations and implement new ones	Support DEL in gathering information for the initial assessment tool, if requested
<b>Waiving RCWs and WACs</b>	<p>Determine whether DEL child care licensing and subsidy RCWs and/or WACs should be revised or exceptions granted. If appropriate, notify the State EOC so this information can be included in the Governor’s Proclamation</p> <p>Provide technical assistance to child care providers and families related to revised RCWs and WACs</p> <p>Communicate revised RCWs and WACs to DSHS and CCA of WA</p>	<p>Assist in the determination of whether RCWs and WACs should be waived</p> <p>Provide technical assistance to child care providers and families related to waived RCWs and WACs</p>	Provide technical assistance to child care providers and families related to waived RCWs and WACs
<b>Emergency Contact List</b>	Use the Washington child care emergency response contact list to support ongoing response efforts. Update information if needed	Continue to have an updated Washington child care emergency response contact list accessible	Continue to have an updated Washington child care emergency response contact list accessible

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>Provider Preparedness</b>	Disseminate information related to the disaster preparedness, response, and recovery process to child care providers and families, as appropriate	Provide technical assistance to state agencies and other partners on human services emergency preparedness, response and recovery	Disseminate information related to the disaster preparedness, response, and recovery process to child care providers and families, as appropriate
<b>Represent Provider Needs</b>	Represent the needs and concerns of child care providers and parents around emergency response and disaster impact on the child care infrastructure with elected officials		Represent the needs and concerns of child care providers and parents around emergency response and disaster impact on the child care infrastructure with elected officials

**ACF Role:**

- Provide support to the State of Washington, DEL, and DSHS in the implementation of the Child Care in Disasters and Emergencies Plan
- Receive child care status information from the state and forward to federal offices as appropriate
- Support and, if necessary, co-facilitate an ESF 6 KIDS Task Force in accordance with the ACF [Children and Youth in Disasters Task Force](#) document, if convened

## Recovery

Table 3

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>Plan Development and Maintenance</b>	Follow the Child Care in Disasters and Emergencies Plan to bring the child care infrastructure to recover. Coordinate a debriefing with partners and update plan, if needed, to include lessons learned	Participate in the debriefing to include relevant lessons learned	Participate in the debriefing to include relevant lessons learned
<b>Communication</b>	Continue to follow communication protocols established in the plan	Continue to follow communication protocols established in the plan	Continue to follow communication protocols established in the plan
<b>Child Care Emergency Preparedness Committee</b>	Continue leading meetings of the CCEPC. Conduct a debriefing of the event and review the Child Care in Disasters and Emergencies Plan for possible revisions. Participate in the ESF 6 KIDS Task Force	Activate or support the ESF6 KIDS Task Force when indicated, until recovery is complete. Participate in the CCEPC and the debrief	Continue to participate in the ESF 6 KIDS Task Force and the CCEPC. Participate in the child care committee debrief
<b>Continuity of Operations</b>	Restore DEL child care functions to pre-disruption levels of operation until the COOP is not needed	Bring operations back to pre-disruption levels until the COOP is not needed	Bring operations back to pre-disruption levels until the COOP is not needed
<b>Designee for Joint Response</b>	Designated staff will continue to communicate to the state EOC on the resumption of the child care infrastructure	Support DEL in communicating child care resource needs to resume the child care infrastructure	Assist in the identification of provider, family, and community needs related to child care. Relay information to DEL point of contact. Advocate for resources needed to resume child care operations

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>EM-GIS</b>	Share the most up to date information with DSHS to update the EM-GIS mapping system to indicate operating facilities in the disaster area	Update EM-GIS, based on information from DEL, to show the new or resumed licensed child care providers in relationship to a particular disaster	Update referral database so referrals are not made to providers who are closed
<b>Initial Assessment</b>	Continue to share updated results from the initial assessment form with stakeholders (DSHS, ACF, and CCA of WA)  Review the initial assessment form and revise as needed	Use results of the initial assessment form to support resource requests to jurisdictions	If CCA of WA used the initial assessment form during the disaster, provide feedback to DEL on suggested revisions
<b>Revising RCWs and WACs</b>	Review child care RCWs and WACs that were revised during a disaster. Determine if these were most appropriate and what else may be required to support the resumption of the child care infrastructure  Review the changes that were made and consult with the Region X Office of Child Care to determine whether an amendment to Washington's CCDF Plan is necessary. If warranted, submit an amendment	Review RCWs and WACs regarding child care that were revised during a disaster. Determine if these were most appropriate and what else may be required to support the resumption of the child care infrastructure	
<b>Emergency Contact List</b>	Maintain, update, and distribute the Washington State child care emergency response contact list on a quarterly basis	Keep the updated child care emergency response contact list accessible	Keep the updated child care emergency response contact list accessible

	<b>Department of Early Learning</b>	<b>Department of Social &amp; Health Services</b>	<b>Child Care Aware of WA</b>
<b>Provider Preparedness</b>	Continue to disseminate information related to disaster preparedness to providers and parents. Determine if provider preparedness WACs are appropriate		Promote and/or provide training and technical assistance to providers and parents around disaster preparedness, depending on the availability of funds
<b>Represent Provider Needs</b>	Represent the needs and concerns of child care providers and parents around emergency preparedness with elected official		Represent the needs and concerns of child care providers and parents around emergency preparedness with elected officials

**ACF Role:**

- Support the ESF 6 KIDS task force, if convened. If not, follow up with the State Child Care Administrator or CCEPC (if convened)
- Share information collected from the Office of Child Care Data Collection form with appropriate Federal partners
- Share potential disaster related resources for families with DEL to disseminate
- Participate in the CCEPC debrief of the event

## Licensing Critical Activities

### Assess Operating Status of Providers

In the event of a disaster, DEL licensors will assess the operating status of providers. If requested by DEL, CCA of WA may assist in the assessment process. DEL licensors will provide CCA of WA with information related to providers' status. CCA of WA will use this information to provide child care referrals.

### Steps to Implement Response

The DEL Child Care Statewide Licensing Administrator will:

- Direct DEL licensing staff to attempt to contact providers in the affected area (those who are licensed or certified, but not those certified for payment only)
- Reassign licensing staff as needed to assist with the assessment
- Direct DEL licensing staff to use the Initial Assessment of Child Care Providers Following a Disaster form (Appendix 5, page 45) to:
  - Gather basic information about whether a facility is operational
  - Determine the amount of existing open child care slots in the facility
  - Project any child care gaps
  - Categorize providers into one of the following categories:
    - Open
    - Temporarily Closed, Damaged, or Status Unknown
    - Closed
- Provide the individual provider assessment data to the licensing office responsible for the region of the disaster if completed by licensors from other regions; update provider database as appropriate
- Compile the assessment data and share compiled provider information with the leadership of DEL and stakeholders, including CCA of WA, DSHS, EMD, ACF, and others as needed
- Work with DEL Communications to provide disaster information on the DEL website

DEL licensors will work with providers to determine:

- If an inspection is needed using the Initial Assessment of Child Care Providers Following a Disaster form to further determine whether damaged facilities can continue operating, must temporarily close, must reduce enrollment, or must relocate
- Which child care providers are open and if they can take additional children (within their licensed capacity)
- Which child care providers may need additional child care staff to continue or expand operations

Table 4 indicates who is responsible for conducting preliminary impact assessments of the child care system.

**Table 4**

Licensed Providers	Certified Providers	ECEAP	Tribally Licensed Child Care and Tribal Head Start	Head Start
DEL Licensing Staff	DEL Licensing Staff	DEL ECEAP staff via contractors	ACF Region X Office of Child Care and Region XI Office of Head Start	ACF Region XI Office of Head Start

**Determine if there is a Need for More Child Care Capacity in the Disaster Area**

Partners outside DEL to help with function:

- CCA of WA based on child care referral requests in disaster area

Steps to implement response:

- DEL will work with providers and CCA of WA to determine if there are child care capacity needs in the disaster area beyond operational facilities' licensed capacity

**Remove Permanently-Closed Providers from Licensing, Subsidy and Referral Data Bases**

Partners outside DEL to help with function:

- CCA of WA
- DSHS

Steps to implement response:

- When child care providers report they are permanently closed:
  - DEL will close their license in the provider database
  - CCA of WA will remove them from referral lists
  - DSHS will close all child care subsidy authorizations for those providers

### **Inspect New and Existing Sites**

Partners outside DEL to help with function:

- Local building and fire inspectors
- State and local public health departments
- State Fire Marshal

Steps to implement response:

- DEL licensors will use the Disaster Health and Safety Review (Appendix 12, page 53) to conduct a site visit of:
  - Facilities that have been damaged and temporarily closed
  - Facilities that have been damaged and there is a question whether the facility continues to meet health and safety standards

New facility applications:

- DEL will make every effort to expedite licensing requests and approvals for new applications
- DEL will not make exceptions to licensing WACs for new applicants

### **Determine if a Change to Existing Child Care Licensing WACs or RCWs is Needed**

Steps to implement response:

- DEL will determine if there is a need to change or grant exceptions to WACs based on:
  - Assessment of child care infrastructure in the disaster area
  - Child care capacity needs
- CCDF Administrator will determine which process to use to change WACs or RCWs (Appendix 3, page 43)

### **Share Information with Partner Agencies**

Steps to implement response:

- Share information with CCA of WA, DSHS, ACF, and/or the EOC regarding:
  - The status of individual child care providers
  - The status of the child care infrastructure
  - The need for increased child care capacity
  - The need for qualified child care staff to work in licensed facilities affected by the disaster
  - Changes to RCWs and WACs

## **Subsidy Critical Activities**

### **Policies Related to Continuing Child Care Subsidies**

Some of these policies contradict current state regulations and/or statutes. In the event of a disaster, regulation and statute changes relating to the disaster can be implemented as discussed in Appendix 3, page 43. Depending on the impact of the disaster there may be a disruption of communication and support services, these functions may be delayed until backup systems are running or communication and support services resume.

### **Provide Timely and Uninterrupted WCCC and SCC Subsidy Payments to Child Care Providers**

Systems/Information Technology needed to continue function:

- SSPS – to make actual payments; if down, SSPS will make every effort to come back online as soon as possible
- SSPS Back-up System in Westminister, Pennsylvania – to pay providers using a back-up system
- SSPS connection with the AFRS (the State Treasury) – to release the funds
- Invoice Express: Interactive Voice Response (IVR) – to accept billings by phone
- SSPS office – to accept paper invoices and input them for payment
- Direct deposit system and/or mail – to pay providers

Steps to reestablish function/policies:

- Determine that SSPS and Invoice Express are working:
  - System administrators anticipate that, in most cases, the two systems will be returned to operating status within 72 hours after a disaster. This plan will not address a more catastrophic scenario of a complete system and system-backup failure that lasts longer than 72 hours.
- When systems are in place to continue reimbursement:
  - Expired certification periods and authorizations can be backdated, within a 30-day period, to the date of the disaster to prevent a gap or disruption in payment.
  - Invoices submitted at the end of the 12-month period allowed for invoice submission can be accepted for one month following the disaster.
- When/if a child care facility is unable to provide child care due to damage to the facility or lack of staff or children, the provider's authorization for payment will be closed effective the day the facility stops providing child care. The family's case may remain open.

## **Provide Uninterrupted WCCC and SCC Subsidy Certification Periods and Authorizations**

Systems needed to continue function:

- Barcode and Working Connections Automated Program (WCAP)
- SSPS

Steps to Reestablish Function:

- If an authorization for a family living in the disaster area is expiring and their provider is operational and:
  - Licensed – the family’s certification period and authorization may be extended for two months
  - Exempt (in-home/relative providers) – the parent must contact DSHS to initiate a two-month extension. The extension can start when the authorization expired if care was provided during that time. Note: Extensions do not require new background checks for license exempt in-home/relative providers
- The certification and authorization period can be extended whether the family is participating in the previously approved eligible activity. If the family non-working, they may qualify under job search.
- The families who receive a two-month extension will be notified of their continued subsidy eligibility.
- If a provider is non-operational, the authorization can be changed to another provider at the request of the family without needing to go through an eligibility redetermination. A family choosing an in-home/relative provider will need to follow the current procedures for license-exempt in-home/relative provider approval.
- If a provider is non-operational, the provider will be sent an authorization termination notice.

## **Continue the Determination of Initial and Pending Eligibility Requests for the WCCC and SCC Subsidy Programs**

Systems needed to continue function:

- Call Center staff, phones, FamLink computer system, Barcode/WCAP, and SSPS
- Child care licensing staff to input operational status of facilities, into FamLink

Steps to reestablish function:

- DSHS call centers somewhere in state will continue to operate
- If necessary and if possible, DSHS will send the mobile Community Service Office (CSO) to disaster area
- Eligibility workers will accept applications and available documentation from families in the affected area. If verification is not available, workers will advise the families that they will determine eligibility and authorize care based on verbal information. A request will be made for the actual verification to be provided within 60 days. (If the verification varies from the reported information or is not provided, the department may not establish an overpayment for the 60 days of child care provided.)
- DSHS will follow current procedures for reporting possible fraudulent activities/actions
- Certification periods and authorizations for families without documentation will be approved for up to 60 consecutive days
- Parents will be informed that if the verification differs from the verbal information provided, the family's copayment and/or eligibility may change at recertification
- If parents cannot provide the needed verification within the timeframe requested, the child care authorization will be closed on a case-by-case basis
- If parents provide the requested verification within the timeframe requested, the child care will be authorized for a full 12 months, not including the 60 consecutive days that were approved
- Eligibility workers will refer families who are newly homeless because of the disaster to the HCCP (see next section)

NOTE: Disaster relief provided to families is considered a compensatory award and will not be considered countable income

## **Continue the Homeless Child Care Program and Expand as Needed Within Available Funds**

Partners to help with function:

- HCCP contractors

Steps to implement response:

- Determine if the HCCP contractor serving the disaster area can still function. If not, determine if another HCCP contractor can cover the disaster area
- Expand HCCP if there is a need for child care and if funds are available
- If the need exists and funding is available, revise the contract of the HCCP contractor serving the affected area
- As appropriate, notify partner agencies and WCCC/SCC eligibility workers of the program expansion in the disaster area

NOTE: CCDF rules allow for the use of child care subsidies for children in need of “protective services.” States must define “protective services” if they choose to provide these subsidies. The State of Washington CCDF definition of “protective services” is: “Those needing protective services include homeless children, including children homeless because of a disaster, and children in need of child welfare services. DEL does not include children involved in the child welfare system with a dependency or court order in their definition of protective services.” Children who qualify for these services can receive child care subsidies without regard to income or the parent(s) being in a work or training activity on a case-by-case basis.

## **Continue the Processing of In-home/Relative Providers**

Systems needed to continue function:

- Background Check Central Unit (BCCU)

Steps to reestablish function:

- Accept and process applications for new in-home/relative providers following the normal process. If the BCCU is non-functional, new in-home/relative providers’ applications cannot be processed.

## **Determine if Changes to Existing Child Care Licensing WACs or RCWs are Needed**

Steps to implement response:

- DEL staff, with input from DSHS, will determine whether to make reconditions to change child care subsidy WACs or RCWs
- The Child Care Statewide Licensing Administrator will determine which process to use to change WACs or RCWs (Options to Change WACs or RCWs in the Event of a Disaster – Appendix 3, page 43)

Regulations that may be considered for change following a disaster:

- Declaring families affected by the disaster a priority population. This would only make a difference if the state has a child care subsidy wait list for services at the time of a disaster
- Extending allowable work search periods
- Suspending background check requirements specific to State of Washington clearances

## Child Care Subsidies and Families in Disasters

Table 5

Family Subsidy Status	Work Status	Homeless?	Subsidy Action
Currently using WCCC or SCC subsidies. Authorizations NOT expiring within two months	Work place is destroyed; cannot work	N/A	Continue under work search
	Working	N/A	Continue as is
Currently using WCCC or SCC subsidies. Authorization is expiring within two months	Working or looking for work	N/A	Extend authorization for two months
	Work place is destroyed; cannot work	N/A	Extend authorization for two months
New families applying for subsidies	Working	No	Authorize WCCC
		Yes	Authorize WCCC. May need to waive documentation WACs for two months (or more on a case by case basis)
	Looking for work	No	Do not qualify
		Yes	Apply for the Homeless Child Care Program (HCCP)
	Not working or looking for work but working towards getting stable housing	Yes	Apply for HCCP

## ***Chapter 4: Temporary, Respite, and Emergency Child Care***

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Child Care may be needed in a variety of settings, post-disaster:

- Temporary shelter sites, such as ARC shelters, for children accompanied by parents or legal guardians only
- Service centers offering assistance to survivors, such as the Washington Disaster Assistance Center
- New child care locations outside of the disaster zone, both center and family home child care

DEL has limited authority over temporary, respite, and emergency child care based on the governing statutory and legislative authorities. However, in an emergency DEL can provide technical assistance to agencies that may be brought in to augment needed child care and if necessary, can expedite helping them through the licensing process.

### **Child Care in Shelters and Disaster Recovery Centers**

- State law differentiates between child care agencies or homes that provide formal child care and those that do not. For example, informal care may involve neighbors and friends who are not paid, the care lasts less than 24 hours and does not occur on a regularly scheduled basis ([RCW 43.215.010](#)). Or it may involve a situation where the parent or legal guardian of the child remains on the premises where the care is taking place for periods of less than 24 hours, such as in a disaster shelter. Informal care does not require that the provider be licensed.
- In a disaster, ARC may provide a mass care response, including temporary sheltering, mass feeding, water, and emergency supplies. ARC does not generally allow formal child care in its shelters, but does allow informal or “respite” care, where the parents are either on the premises or have given consent to another shelter member to look after their child.
- Non-profit voluntary organizations including the Church of the Brethren’s Children’s Disaster Services and Save the Children may be called upon to provide respite care for children in shelters, where a section of the shelter facility is designated for children only and supervised by volunteers who have had background checks.
- Washington State ARC has developed a Memorandum of Understanding (MOU) with Children’s Disaster Services and Save the Children to provide informal respite child care in its shelters when needed. In this instance, the parents must remain onsite but are free to pursue essential recovery activities. Save the Children has developed a shelter checklist for infant, toddler, and children’s supplies.

## **Chapter 5: Communication**

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### **Communication Protocols**

Critical points for communication:

- DEL is the official disseminator of state level information about child care following a disaster. This includes information distributed via social media.
- Disseminated information, including revised child care rules and policies, should flow from DEL to the stakeholder agencies, especially CCA of WA who can forward the information to providers and families, as appropriate.
- It is recognized that child care providers are one of the best purveyors of emergency related information to families after a disaster.
- DEL is responsible for consolidating provider and family information for release to ACF, the EOC, etc. This information will be collected using the Initial Assessment of Child Care Providers Following a Disaster form (Appendix 5, page 45). At DEL's discretion, and/or at the request of the state EOC, DEL staff will add information about the child care infrastructure such as: the disaster impact to DEL offices, impact to the child care facilities, resources needed to resume services, anticipated date of a fully operational child care infrastructure post-disaster, or any other related information.
- Final recommendations about RCW revisions are made by DEL.
- Relationships are essential for communication following a disaster. One of the critical outcomes of the preparedness phase is the establishment of relationships with partner agencies and within departments, including regular distribution of the contact list.
- After a disaster, a review of the communication protocols will be included in the after-action report to determine what can be improved.

## Communication with Families Utilizing Child Care and Child Care Providers During a Disaster

Table 6

Issue	Department of Early Learning	Department of Social and Health Services	Child Care Aware of WA
Status of child care providers and referrals to providers	Update provider database; may issue press/web updates for public about status of child care providers in impacted area	Update call-center staff and CSO staff regarding operating status of child care providers in impacted area	Update database for child care referrals based on DEL assessment of providers
Subsidy Authorizations: New and Continued	May issue press/web updates to public and partner agencies regarding subsidy availability and/or changes in policies	Update call-center staff and appropriate CSO staff with DEL information. Call-center staff share DEL information with families	State office and local CCAs provide information to families on updated policies and subsidy information
Homeless Child Care Program Expansion	If applicable, share information about the expansion of the HCCP with DSHS call center staff and partner agencies	If applicable, share information about the expansion of the HCCP with newly homeless families needing child care assistance	If applicable, share information about the expansion of HCCP with newly homeless families needing child care assistance
Emergency/Temporary Child Care	May issue press/web updates to public	May issue joint press updates with DEL and/or EMD	Provide information to families regarding emergency and temporary child care resources
Public Health and Environmental Issues	Receive key information from Public Health or Department of Health; post on web; disseminate info to partner agencies and providers via email	May post health information on the web and make available for call center and CSO staff	Distribute health information to providers and families (using providers as the conduit)

Issue	Department of Early Learning	Department of Social and Health Services	Child Care Aware of WA
Disaster Assistance Available to Families and Providers	Receive information from FEMA and other federal agencies providing assistance. Post on the web; disseminate information to partner agencies and providers via email	May post disaster assistance information on the web and make available for call center and CSO staff	Distribute disaster assistance information to providers and families (using providers as the conduit)
Mental Health Issues	Receive information from ACF and Substance Abuse and Mental Health Administration. Post on web; disseminate information to partner agencies and providers via email	May post mental health information resources on the web and make available for call center and CSO staff	Distribute mental health information to providers and families (using providers as the conduit)
Reunification of Children	Share information with partner agencies and providers related to the reunification of children and families. The information may be from the Nat'l Center for Missing and Exploited Children, Red Cross, etc.	Distribute information regarding the reunification of children and families via the web, call centers and CSOs	Distribute information regarding the reunification of children and families with providers

## **Chapter 6: Training and Exercise, Document Maintenance, and After-Action Reports**

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### **Training and Exercise**

It is helpful if the ESF6 liaison is knowledgeable in the National Incident Management System (NIMS), which is used by emergency management to coordinate resources during an emergency. NIMS compliance requires the following FEMA Emergency Management Institute independent study (IS) courses, which can be accessed online at: <http://training.fema.gov/is/>

- IS-100 (Introduction to Incident Command System)
- IS-200 (Basic Incident Command System (ICS))
- IS-700 (Introduction to the National Incident Management System)
- IS-800 (Introduction to the National Response Framework)

In addition, the following courses are encouraged for agency identified staff who may be involved in a disaster response:

- IS-806 (ESF #6: Mass Care, Emergency Assistance, Housing, and Human Services)
- IS-36: Multihazard Planning for Childcare
- IS-366: Planning for the Needs of Children in Disasters

To test and evaluate this plan exercises will be conducted by DEL management so the plan is understood and works as intended. A specific exercise plan will be developed separately but will include at least one tabletop exercise each year testing understanding of roles and responsibilities.

### **Document Maintenance**

DSHS and DEL will designate appropriate staff to conduct a review of the plan on an annual basis and after a disaster, with vetting and input from parties involved with its implementation. The DEL CCDF Administrator or designee ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed. The DEL CCDF Administrator will establish a schedule for annual review and updating of the plan. The plan may undergo an earlier revision based upon improvements identified during actual emergency situations or exercises or when changes in threat hazards, resources and capabilities, or government structure occur.

### **After-Action Reports (AAR) and Lessons Learned**

Within 30 days of the end of the response phase, the Emergency Coordinator for DSHS will request an AAR from DEL and other partner agencies. The AAR comprises both written and verbal input from all appropriate participants and is designed to capture best practices and areas for improvement. Where areas for improvement are identified, an individual, department, or agency is assigned responsibility for correcting the issue and a due date shall be established for that action.

## Appendix 1: Acronyms

Acronym	Abbreviation for:
AAR	After-Action Report
ACF	Administration for Children and Families (federal)
AFRS	Agency Financial Reporting System (state)
ARC	American Red Cross
CCA of WA	Child Care Aware of Washington
CCDF	Child Care and Development Fund
CCEPG	Child Care Emergency Preparedness Group
COOP	Continuity of Operations Plan
CSD	Community Services Division
CSO	Community Service Office (state)
DEL	Department of Early Learning (state)
DOH	Department of Health (state)
DSHS	Department of Social & Health Services (state)
ECEAP	Early Childhood Education and Assistance Program (state)
EMD	Emergency Management Division (state)
EM-GIS	Emergency Management Geospatial Information System
EOC	Emergency Operations Center
ESA	Economic Services Administration (state)
ESF	Emergency Support Function
FAMLINK	FamLink is the data system shared by DSHS and DEL. DEL uses the system to store, record and access information about licensed child care providers and to acquire Child Protective Services (CPS) information about individuals working in licensed child care or living on the licensed child care premises.
FEMA	Department of Homeland Security Federal Emergency Management Agency
HCCP	Homeless Child Care Program
HHS	Department of Health and Human Services (federal)
HIPAA	Health Insurance Portability and Accountability Act
ICS	Incident Command System
IVR	Interactive Voice Response
KIDS Task Force	Kids in Disaster Services (state)
MOU	Memorandum of Understanding
NIMS	National Incident Management System (federal)
OHSEPR	Office of Human Services Emergency Preparedness and Response (ACF)
RCW	Revised Code of Washington
SCC	Seasonal Child Care
SSPS	Social Services Payment System (state)
TANF	Temporary Assistance for Needy Families
WAC	Washington Administrative Code
WCAP	Working Connections Automated Program (state)
WCCC	Working Connections Child Care

## Appendix 2: Legal Authorities

### Child Care and Development Block Grant Act of 1990

- Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193)
- Consolidated Appropriations Act of 2004 (Public Law 108-199)
- 45 CFR, Parts 98 and 99 (Child Care and Development Fund Final Rule)

### Revised Code of Washington (RCW)

[RCW Chapter 43.06.010](#) Governor's Emergency Powers

[RCW Chapter 43.215](#) Department of Early Learning

- 43.215.010 Definitions
- 43.215.135 Working connections child care program - Subsidy authorization
- 43.215.1352 Working connections child care program - Requirements for applicants and recipients
- 43.215.136 Working connections child care program - Standards and guidelines - Duties of the department - Duties of the department of social and health services
- 43.215.200 Director's licensing duties
- 43.215.205 Minimum requirements for licensure
- 43.215.210 Fire protection - Powers and duties of chief of the Washington state patrol
- 43.215.215 Character, suitability and competence to provide child care. Background check clearance card
- 43.215.217 Fee for developing and administering individual-based/portable background check clearance registry
- 43.215.240 Access to agencies - Records inspection
- 43.215.260 License application - Nonexpiring licenses - Issuance, renewal, duration
- 43.215.270 License renewal
- 43.215.280 Initial licenses
- 43.215.290 Probationary licenses
- 43.215.300 Licenses - Denial, suspension, revocation, modification, nonrenewal - Proceedings - Penalties
- 43.215.305 Licenses -Denial, revocation, suspension, or modification - Notice - Effective date of action - Adjudicative proceeding
- 43.215.335 Unlicensed providers - Notification to agency - Penalty - Posting on web site
- 43.215.340 Operating without a license - Penalty

## **Washington Administrative Code (WAC)**

<a href="#">Title 170 WAC</a>	Department of Early Learning
Chapter 170-06	DEL Background Check Rules
Chapter 170-100	Early Childhood Education and Assistance Program
Chapter 170-290	Working Connections and Seasonal Child Care Subsidy Programs
Chapter 170-295	Minimum Licensing Requirements for Child Care Centers
Chapter 170-296A	Licensing Family Home Child Care Standards
Chapter 170-297	Licensed School Age Child Care Standards

## **Privacy Rule Promulgated Under the Health Insurance Portability and Accountability Act of 1996**

The Standards for Privacy of Individually Identifiable Health Information (“Privacy Rule”) establishes, for the first time, a set of national standards for the protection of certain health information. The department of Health and Human Services (HHS) issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The Privacy Rule standards address the use and disclosure of individuals’ health information called “protected health information” by organizations subject to the Privacy Rule, called “covered entities,” as well as standards for individuals’ privacy rights to understand and control how their health information is used.

## **Appendix 3: Options to Change WACs or RCWs in the Event of a Disaster**

### **Exception to Rule**

- An exception to rule allows DEL to adapt a rule for a specific purpose, child or family situation. It is time limited and may not exceed the specific time period approved by DEL. For licensed providers, the provider must post notice of the approved exception with other notices for parent and public view, unless the exception is for a specific child.
- An exception to rule must be provided in writing or electronically and follow the department procedure for submitting an exception to rule. For licensing, it is submitted by the licensee and is granted on a case-by-case basis. Subsidy exceptions to rule are on a case-by-case basis, and approved by the DEL Director or Director's designee.
- For emergency or disaster purposes, an exception to rule can be initiated to provide a temporary solution so a facility can still provide child care, or families can continue to receive child care subsidies. It assumes that the emergency or disaster has impacted the normal processes for the provider and/or staff that is monitoring licensed facilities or approving child care authorizations.

### **Emergency Rule**

- An emergency rule suspends the normal rule making process in the case that a rule is needed for implementation of the budget or to protect the safety and well-being of children and families.
- Emergency rules can only be initiated by the DEL Director or designee.
- Emergency rules could be initiated to temporarily address an emergency or disaster situation and are only valid for 120 days.

### **Governor's Proclamation of a State of Emergency**

Under state statute, the Governor may proclaim a state of emergency when a public disorder, disaster, emergency, or riot exists in the state that affects life, health, property, or public peace. Typically, such proclamation follows the declaration of emergency by one or more county jurisdictions and/or tribes.

The Governor's proclamation is one method that state agencies have to revise state statute or rules during emergencies. Typically, the proclamation is drafted by the Military Department for the Governor; state agencies communicate their requests for statutory or rule modifications to the Military Department for inclusion in the proclamation. The proclamation may also include:

- A brief description of the factual basis for the Governor's proclamation
- The geographic area affected by the emergency
- The beginning date of the emergency proclamation
- Specific instructions to state agencies

An example of a Proclamation by the Governor in response to a state of emergency may be found at <http://www.governor.wa.gov/office/proclamations/13-08.pdf>

## **Appendix 4: DEL Licensing Background Check**

All employees and volunteers sixteen years of age or older, working in licensed or certified child care settings and who have unsupervised access to children in child care must get a DEL background check. In addition, members of the household thirteen years of age or older living in a licensed family child care home must get DEL background checks.

These background checks include:

- FBI fingerprint check
- A check against child protection services records
- A check against the sex offender registry
- A check against all licensing data-bases in Washington for adverse licensing actions
- A check against the Washington State Patrol records

## Appendix 5: Initial Assessment of Child Care Providers Following a Disaster



# Washington State Department of Early Learning

For use by DEL staff when a licensed\* facility has experienced an incident resulting in a disruption of operations due to a natural disaster. (\*Includes certified, but not certified for payment only)

CONTACT INFORMATION			
Date	Time	Name of DEL Staff Member	Communication Type (check one): Phone ___ Email ___ In person ___ Closed ___
FACILITY INFORMATION (auto fill information from licensing database)			
PROVIDER NAME		PROVIDER ID	SSPS NUMBER
DOING BUSINESS AS		E-MAIL ADDRESS	
FACILITY TYPE		TELEPHONE NUMBER	LICENSED CAPACITY
FACILITY ADDRESS		CITY	STATE   ZIP CODE
PRIMARY CONTACT PERSON		AGE RANGE OF CHILDREN IN CARE From:                      To:	
INCIDENT DETAILS			
Name & Title of Person Contacted		Date of Disaster	Nature of Disaster
Facility Status			
Y / N	Was the facility affected?		
	How?		
Y / N	Can you continue to provide care?		
	If yes, do you have any openings to accept new children within your licensed capacity?		If yes, how many?
	If no, cannot continue care because		
	If no, cannot provide care now, but <b>expect to reopen.</b>		Estimated date to reopen?
Do you have staff who are willing to work in another facility? Y / N If yes, how many?			
Do you need more staff in order to continue operations? Y / N If yes, how many?			
Are you willing to accept children whose care is subsidized by the state? Y / N			
During the disaster, were children or staff injured at your child care facility?			
Additional Comments: (e.g., what is your biggest need?)			
Facility not Affected Open		Temporary Closed Uncertain Status Minor Damage	Permanently Closed

## Appendix 6: Federal Guidance Emergency Preparedness and Response for Child Care Services

Title	Subject
CCDF-ACF-IM-2011-01	Guidance to assist CCDF Lead Agencies in developing, exercising, and maintaining written child care emergency preparedness and response plans pursuant to submission of the CCDF Plan <a href="http://www.acf.hhs.gov/sites/default/files/occ/im2011_01.pdf">http://www.acf.hhs.gov/sites/default/files/occ/im2011_01.pdf</a>
CCDF-ACF-IM-2010-01	FEMA Disaster Assistance Fact Sheet 9580.107 – Public Assistance to Child Care Services <a href="http://www.acf.hhs.gov/sites/default/files/occ/im2010_01.pdf">http://www.acf.hhs.gov/sites/default/files/occ/im2010_01.pdf</a>
ACYF-IM-CC-05-03	Flexibility in Spending CCDF Funds in Response to Federal or State Declared Emergency Situation <a href="http://www.acf.hhs.gov/programs/occ/resource/im-cc-05-03">http://www.acf.hhs.gov/programs/occ/resource/im-cc-05-03</a>
FEMA Recovery Policy 9461.1	Disaster Assistance for Child Care, released January 17, 2014

## Appendix 7: Resources

### Emergency Preparedness

- FEMA: [www.fema.gov](http://www.fema.gov) / [www.ready.gov](http://www.ready.gov)
- American Red Cross: [www.americanredcross.org](http://www.americanredcross.org)
- Washington State Emergency Management Division: [www.emd.wa.gov](http://www.emd.wa.gov)
- American Academy of Pediatrics Family Readiness Kit: [www.aap.org/family/frk/frkit.htm](http://www.aap.org/family/frk/frkit.htm)

### Child Care Providers

- Child Care Aware: [www.childcareaware.org](http://www.childcareaware.org)
- Free disaster planning toolkit for nonprofits and small businesses: [www.drbt toolkit.org/wa-business/](http://www.drbt toolkit.org/wa-business/)

### Nongovernmental Organizations Supporting Children in Disasters

- American Red Cross: [www.redcross.org](http://www.redcross.org)
- Save the Children: [www.savethechildren.org](http://www.savethechildren.org)
- Church of the Brethren Children Disaster Services: [www.brethern.org/cds](http://www.brethern.org/cds)

### Environmental Health and Child Care

- Environmental Protection Agency: [www2.epa.gov/childcare](http://www2.epa.gov/childcare)
- Centers for Disease Control and Prevention: [www.emergency.cdc.gov/children/](http://www.emergency.cdc.gov/children/)

### Children's Mental Health and Disasters

- Substance Abuse and Mental Health Services Administration: [www.samhsa.gov](http://www.samhsa.gov)

### FEMA Child Care Services Reimbursement Policy

- Child Care Services: [www.fema.gov/9500-series-policy-publications/child-care-services](http://www.fema.gov/9500-series-policy-publications/child-care-services)
- Other Needs Assistance Child Care Assistance, released January 17, 2014, [Recovery Policy 9461.1](#)

### Office of Human Services Emergency Preparedness and Response (OHSEPR) Resource Lists

- Early Childhood Related Resources: [www.acf.hhs.gov/programs/ohsepr/early-childhood](http://www.acf.hhs.gov/programs/ohsepr/early-childhood)
- [Children and Youth Task Force](#)
- [Family Preparedness Booklet](#)

## Appendix 8: Child Care Aware Regional Program Offices in Washington State

<p><b>Child Care Aware of Northwest Washington</b> Serves: Island/San Juan/Whatcom/Skagit/ Snohomish Counties <b>Opportunity Council</b> 1111 Cornwall Ave, Suite 200 Bellingham, WA 98225 360.734.8396 website: <a href="http://www.oppco.org/ccrr">www.oppco.org/ccrr</a> email: <a href="mailto:childcare@oppco.org">childcare@oppco.org</a></p>	<p><b>Child Care Aware of Eastern Washington</b> Serves: Asotin/Benton/Franklin/Columbia/ Garfield/ Lincoln/Pend Oreille/Spokane/ Stevens/Walla Walla/Whitman Counties <b>Community-Minded Enterprises</b> 25 W Main Suite 310 Spokane, WA 99201 800.446.2229 website: <a href="http://www.community-minded.org/child-care">www.community-minded.org/child-care</a> email: <a href="mailto:parentline@community-minded.org">parentline@community-minded.org</a></p>
<p><b>Child Care Aware of King County</b> <b>Houses the Family Center which provides statewide referrals for parents looking for child care</b> Serves: King County <b>Child Care Resources</b> 1225 S Weller St Seattle, WA 98144 206.329.1011 800-446-1114 (child care referral line) website: <a href="http://www.childcare.org">www.childcare.org</a> email: <a href="mailto:ccr@childcare.org">ccr@childcare.org</a></p>	<p><b>Child Care Aware of Southwest Washington</b> Serves: Pacific/Lewis/Clark/Cowlitz/ Klickitat/ Skamania/Wahkiakum Counties <b>Educational Service District 112</b> 2500 NE 65th Ave Vancouver, WA 98661 (360) 750-7429 website: <a href="http://www.esd112earlylearning.org">www.esd112earlylearning.org</a> email: <a href="mailto:ccrproviders@esd112.org">ccrproviders@esd112.org</a></p>
<p><b>Child Care Aware of Tacoma/Pierce County</b> Serves: Pierce County <b>City of Tacoma Human Services Dept.</b> 1501 Pacific Ave., Suite 305 Tacoma, WA 98402 253.591.5471 website: <a href="http://www.cityoftacoma.org/childcare">www.cityoftacoma.org/childcare</a> email: <a href="mailto:childcare@cityoftacoma.org">childcare@cityoftacoma.org</a></p>	<p><b>Child Care Aware of Central Washington</b> Serves: Adams/Chelan/Douglas/Ferry/ Okanogan/ Grant/Kittitas/Yakima Counties <b>Catholic Family and Child Service</b> 5301 Tieton Dr. Suite C Yakima, WA 98908-3478 877.965.7109 website: <a href="http://ccrcentralwa.org/">http://ccrcentralwa.org/</a> email: <a href="mailto:ddarnell@ccyakima.org">ddarnell@ccyakima.org</a></p>
<p><b>Child Care Aware of the Olympic Peninsula</b> Serves: Clallam/Jefferson/Kitsap/ Grays Harbor/Mason/Thurston Counties <b>Child Care Action Council</b> PO Box 446 Olympia, WA 98507 360.786.8907 website: <a href="http://www.ccacwa.org/">http://www.ccacwa.org/</a> email: <a href="mailto:rnr@ccacwa.org">rnr@ccacwa.org</a></p>	<p><b>Child Care Aware of WA Network Office</b> 1551 Broadway, Suite 300 Tacoma, WA 98402 (253) 383-1735 or 1-866-416-4321 <a href="http://www.wa.childcareaware.org">www.wa.childcareaware.org</a></p>

## Appendix 9: Washington State Homeless Child Care Program Contractors

Organization	Address	City	Phone	Counties Served
Blue Mountain Action Council	534 S. Third Ave	Walla Walla	509-529-5681	Walla Walla, Columbia, Garfield
Chelan Douglas Community Action Council	620 Lewis St	Wenatchee	509-662-6156	Chelan, Douglas
Child Care Action Council	3729 Griffin Lane SE	Olympia	360-786-8907 ext. 100	Thurston, Mason, Lewis, Pacific, Grays Harbor
Child Care Resources	1225 S Weller Suite 300	Seattle	206-329-5842 1-877-543-0060	King
Community Action Connections	720 W Court Street	Pasco	509-545-4042	Benton, Franklin
Community Action of Skagit County	330 Pacific Place	Mount Vernon	360-416-7585 ext. 1267	Skagit
Housing Hope	5830 Evergreen Way	Everett	425-347-6556 ext. 227	Snohomish
Kitsap County Resources	1201 Park Ave	Bremerton	360-473-2023	Kitsap
Lutheran Community Services	301 Lopez	Port Angeles	360-452-5437	Clallam, Jefferson
Metropolitan Development Council	721 Fawcett, Room 201	Tacoma	253-284-7824	Pierce
The Opportunity Council	1111 Cornwall	Bellingham	360-734-8396	Whatcom, Island, San Juan
Spokane Neighborhood Action Program	212 S Wall	Spokane	509-624-2482	Spokane
YWCA Clark County	3609 Main Street	Vancouver	360-906-9128	Clark, Cowlitz, Wahkiakum

## Appendix 10: Emergency Support Functions

### National Response Framework Emergency Support Function (ESF) Annexes<sup>2</sup>

- ESF 1 Transportation
- ESF 2 Communications
- ESF 3 Public Works and Engineering
- ESF 4 Firefighting
- ESF 5 Information And Planning
- ESF 6 Mass Care, Emergency Assistance, Temporary Housing and Human Services
- ESF 7 Logistics
- ESF 8 Public Health and Medical Services
- ESF 9 Search and Rescue
- ESF 10 Oil and Hazardous Materials
- ESF 11 Agriculture and Natural Resources
- ESF 12 Energy
- ESF 13 Public Safety and Security
- ESF 14 Long-Term Community Recovery
- ESF 15 External Affairs

### The Washington State Emergency Support Functions as Defined in Their Comprehensive Emergency Management Plan<sup>3</sup>

- ESF 1 Transportation
- ESF 2 Communications
- ESF 3 Public Works and Engineering
- ESF 4 Firefighting
- ESF5 Emergency Management
- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services
- ESF 7 Logistics Management and Resource Support
- ESF 8 Public Health and Medical Services
- ESF 9 Search and Rescue
- ESF 10 Hazardous Materials
- ESF 11 Agriculture and Natural Resources
- ESF 12 Energy
- ESF 13 Public Safety, Law Enforcement and Security
- ESF 15 External Affairs
- ESF 20 Defense Support to Civil Authorities

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<sup>2</sup> <http://www.fema.gov/national-response-framework>

<sup>3</sup> <http://mil.wa.gov/uploads/pdf/PLANS/>

## Appendix 11: DEL Licensing Offices

Office Location	Address	Phone Numbers
Dept. of Early Learning State Office Mail Stop: 40970	<b>Physical Address:</b> <a href="#">1110 Jefferson St. S.E.</a> <a href="#">Olympia, WA 98501</a>  <b>Mailing Address:</b> P.O. Box 40970 Olympia, WA 98504-0970	360.725.4665 Toll-free: 1.866.482.4325 360.586.0052 (fax: first floor) 360.725.4925 (fax: second floor)
Aberdeen DEL Office Mail Stop: W14-4	<a href="#">415 W. Wishkah, Suite A3</a> <a href="#">Aberdeen, WA 98520</a>	360.537.4312 (phone) Toll-free: 1.800.451.9994 x3 360.533.9236 (fax)
Bellevue DEL Office Mail Stop: NB-80	<a href="#">805 156th Ave. NE</a> <a href="#">Bellevue, WA 98007-4614</a>	425.590.3100 (phone) 425.649.4066 (fax)
Bellingham DEL Office Mail Stop: N/A	<a href="#">4101 Meridian St.</a> <a href="#">Bellingham, WA 98226</a>	360.714.4118 (phone) Toll-free: 1.800.735.7040 360.714.4205 (fax)
Bremerton DEL Office Mail Stop: N/A	<a href="#">105 National Ave N.</a> <a href="#">Bremerton, WA 98312</a>	360.405.5822 (phone) 360.782.5069 (fax)
Everett DEL Office Mail Stop: TB-98	<a href="#">840 North Broadway Bldg. B, Suite 510</a> <a href="#">Everett, WA 98201</a>	425.339.1768 (phone) 425.339.1900 (fax)
Kelso DEL Office Mail Stop: S8-9	<a href="#">711 Vine St.</a> <a href="#">Kelso, WA 98626</a>  <b>Mailing Address:</b> P.O. Box 330 Kelso, WA 98626	360.501.2645 (phone) 360.577.2382 (fax)
Mount Vernon DEL Office Mail Stop: N/A	<a href="#">900 E College Way, Suite 100</a> <a href="#">Mount Vernon, WA 98273</a>  <b>Mailing Address:</b> 4101 Meridian St. Bellingham, WA 98226	360.714.4118 (phone) Toll-free: 1.800.344.8219 360.714.4205 (fax)

Office Location	Address	Phone Numbers
Olympia DEL Office Mail Stop: 40972	<a href="#">Republic Building</a> <a href="#">505 Union Ave. SE</a> <a href="#">Olympia, WA 98501</a>  <u>Mailing Address:</u> P.O. Box 40972 Olympia, WA 98504-0972	360.407.1992 (phone) Toll-free: 1.877.487.4866 360.407.1990 (fax)
Port Angeles DEL Office Mail Stop: N/A	<a href="#">201 W 1st St., Suite 2</a> <a href="#">Port Angeles, WA 98362</a>	360.405.5822 (phone) 360.782.5069 (fax)
Renton Seattle/Kent DEL Office Mail Stop: TB-99	<a href="#">800 Oakesdale Ave. SW</a> <a href="#">Renton, WA 98057</a>	425.917.7941 (phone) 425.228.6057 (fax)
Spokane DEL Office Mail Stop: N/A	<a href="#">4202 S. Regal St.</a> <a href="#">Spokane, WA 99223</a>	509.789.3820 (phone) 509.789.3821 (fax)
Tacoma DEL Office Mail Stop: WT-14	<a href="#">1949 S. State St.</a> <a href="#">Tacoma, WA 98405</a>	253.983.6400 (phone) Toll-free: 1.888.583.7254 253.597.3640 (fax)
Tri-Cities DEL Office Mail Stop: N/A	<a href="#">3924 W. Court St.</a> <a href="#">Pasco, WA 99301</a>	509.544.5705 (phone) 509.544.5792 (fax)
Vancouver DEL Office Mail Stop: S6-9	<a href="#">907 Harney St.</a> <a href="#">Vancouver, WA 98660</a>  <u>Mailing Address:</u> P.O. Box 9809 Vancouver, WA 98666	360.418.6118 (fax) 360.993.7946 (phone)
Wenatchee DEL Office Mail Stop: N/A	<a href="#">805 S. Mission St.</a> <a href="#">Wenatchee, WA 98801</a>	509.665.5289 (phone) 509.664.3182 (fax)
Yakima DEL Office Mail Stop: N/A	<a href="#">111 S. 2nd Ave.</a> <a href="#">Yakima, WA 98902</a>  <u>Mailing Address:</u> 33 S. 2nd Ave. Yakima, WA 98902	509.834.6847 (phone) 509.834.6850 (fax)

## Appendix 12: Disaster Health and Safety Review Forms

### Family Home Child Care Disaster Health and Safety Review

FAMILY CHILD CARE HOMES WAC 170-296A			Compliance (Y/N)
1375	Private septic system – inspection and maintenance	Septic system inspection and maintenance records – if applicable	
1400	Private well and water system	Water testing and system repair records – if applicable	
2125	Child attendance records	Daily attendance records kept for each child with required signature, dates, and times. Staff names counted to meet staff to child ratio	
2575	Flammable materials	Combustible material stored in closed metal container or removed from building. Flammable materials stored inaccessible to children	
2600	Furnaces	Inaccessible to children. Rubbish, combustible materials at least 3 feet away	
2675	Open flame devices, candles, matches and lighters	Inaccessible to children and not used during operating hours	
2700	Emergency flashlight	Working flashlight available—extra batteries if applicable	
2725	Portable Heaters and Generators	Portable heaters and fuel powered generators prohibited inside the home or building during operating hours	
2775	Telephone	Must have a working telephone with sufficient power backup for at least five hours	
2950	Smoke and carbon monoxide detectors	Maintained and working with extra battery for each	
3000	Fire extinguisher	Maintained, working, and readily available	
3325	Medication storage	Storage of prescription, nonprescription and rescue medications in a locked cabinet or container	
3375	Medication permission	Written permission from parent	
3625	Hand washing	Staff must follow and teach children proper hand-washing procedures—warm water, soap and single-use towels are available	
3725	Where children may sleep	A mat, cot or other sleeping equipment is provided for each child	
3925	Cleaning, sanitizing and disinfecting licensed space	Child care equipment and environment must be cleaned; sanitized and disinfected according to the table in WAC	

<b>FAMILY CHILD CARE HOMES WAC 170-296A</b>			<b>Compliance (Y/N)</b>
4000	Lead, asbestos, arsenic and other hazards	Take action to prevent child exposure to lead paint, plumbing containing lead, asbestos, arsenic or lead in soil or drinking water, toxic mold, or other identified toxins or hazardous materials	
4025	Drugs and alcohol	Must not allow or allow others to: Have or use illegal drugs on the premises Consume alcohol during operating hours; or Be under the influence of alcohol, illegal drugs or misused prescription drugs when working with or in the presence of children in care All alcohol is inaccessible to children	
4050	No smoking	Smoking prohibited during operating hours; in the home, in outdoor or indoor licensed space, within 25 feet from entrance, exit window or ventilation or in vehicle when transporting children Tobacco products and containers holding cigarette butts, cigar butts, or ashes are inaccessible to children.	
4075	First aid kit	Must have a first aid kit in licensed space with contents described in WAC	
4100	Poisons, chemicals and other substances	Stored inaccessible to children	
4250	Indoor temperature	Must be no less than: 60° Fahrenheit when children are sleeping 65° when the majority of children are awake	
4300	Window coverings	With pull cords or inner cords capable of forming a loop are prohibited as provided by RCW 43.215.360 May not be secured to the frame of an emergency window or door if it would prevent the window or door from opening easily	
4350	Electrical outlets, cords and power strips	Electrical cords must be secured, in good working order and plugged directly into an outlet or a surge protector. Outlets must be tamper resistant	
4360	Area lighting	Must be bright in the children's activity areas, eating areas and the bathroom. All other areas in the licensed space must have lighting so children are safe.	

<b>FAMILY CHILD CARE HOMES WAC 170-296A</b>			<b>Compliance (Y/N)</b>
4400	Exit doors	Must have a method to alert when an exit door is opened (a chime, bell, alarm, or other device) An exit door not used as an emergency exit may be locked during operating hours. The door knob or handle must automatically unlock when the door knob or handle is turned	
4475	Emergency exit pathways	Pathways to emergency exits are free from clutter and obstructions.	
4500	Emergency exits-general	Each level of licensed space must have at least two emergency exits that open directly to the exterior Every room, except bathrooms, must have two separate ways to exit Any basement approved for licensed child care must have two means of emergency exit	
4525	Emergency exit doors	Must open to the exterior of the home; remain unlocked and be able to open to the full open position If the emergency exit door opens to a landing that is 4 feet (48 inches) or more above grade, the landing must lead to a stairway or ramp to get to ground level	
4550	Emergency exit windows	Must remain unlocked during operating hours, except a manufacturer-installed latch may be latched; Be designed to open from the inside of the room without the use of keys, tools or special knowledge Be easy to open to the full open position	
4575	Emergency exits from areas used only for sleeping/napping	One exit must be an emergency exit door or emergency exit window leading directly to the exterior of the building; the other exit may be an interior door leading to an emergency exit pathway	
4625	Bathrooms	At least one indoor bathroom in the licensed space with a working flush-type toilet, mounted toilet paper dispenser, toilet paper for each toilet; and appropriate height and size for children, or platform that is safe, easily cleanable and resistant to moisture Ventilated by opened window or an exhaust fan	
4675	Bathroom sinks	Must have warm running water is an appropriate height and size for children or platform that is safe, easily cleanable and resistant to moisture	
4700	Water temperature	Not less than 80° and not more than 120° Fahrenheit	
4725	Guns and other weapons	Stored inaccessible in locked gun safe or locked room If in locked room, each gun must be stored unloaded with a trigger lock or other disabling feature	

FAMILY CHILD CARE HOMES WAC 170-296A			Compliance (Y/N)
4900	Pet waste	Litter boxes inaccessible to children Immediately clean and disinfect areas soiled with pet feces, urine, blood, or vomit in the indoor licensed space	
4925	Licensed outdoor space	Must be safe	
5000	Play equipment	Must be safe	
5075	Ground cover fall zones	Climbing play equipment must not be placed on grass, concrete, asphalt, packed soil, lumber, or similar hard surfaces Swings and play equipment intended for climbing must have acceptable ground cover which includes: Pea gravel – at least 9 inches deep; Playground wood chips – at least 9 inches deep; Shredded recycled rubber – at least 6 inches deep; or Other department approved materials A 6-foot fall zone must surround all equipment that has a platform over 48 inches tall that is intended to be climbed The fall zone to the front and rear of the swing set must be equal to or greater than twice the height of the top bar from which the swing is suspended	
5225	Bodies of water or water hazards on the licensed premises	“Body of water” does not include a wading pool as defined in WAC 170-296A-5175, a water activity table, small bird baths or rain puddles with a water depth of two inches or less Make hot tubs, spas, or jet tubs inaccessible with a tub cover that is locked	
5600	Staff-to-child ratio	Provide qualified staff to fulfill the staffing requirements and ratios at all times during all operating hours, including off-site trips or when transporting children in care	
5625	Capacity	All children on the premises or being transported by the licensee or staff are counted in capacity Any child within the age range on the license count in ratio, including the licensee’s own children, children of staff, or visiting children who are not accompanied by an adult	
5700	Capacity and ratio table	Staff to child ratio consistent with WAC-see table for details	
5750	Supervision	Provide required staffing levels, staff to child ratios, and supervision for the number of children in attendance	
6275	Abuse and neglect— protection and training	Licensee and staff must protect the children, report suspected or actual abuse or neglect and train staff on prevention and mandatory reporting requirements of child abuse and neglect as defined in RCW 26.44.020; and RCW 26.44.030	

<b>FAMILY CHILD CARE HOMES WAC 170-296A</b>			<b>Compliance (Y/N)</b>
7125	Infant bottles	Clean bottles and nipples before each use, only with warm soapy water and a bottlebrush or in a dishwasher	
7250	Diapering and toileting	Have a sink close to the diaper changing area with hot and cold running water. The sink must not be used for food preparation and clean up. Diapering area cleaned and disinfected between uses.	
7500	Food must meet USDA guidelines	Meals and snack foods served according to the current edition of the U.S. Department of Agriculture – child and adult care food program (CACFP) charts	
7575	Drinking water	Must supply safe drinking water for the children	
7700	Washing dishes	Hand washing method, emersion in hot soapy water, rinse, sanitize and air dry or automatic dishwasher	

## Child Care Center Disaster Health and Safety Review

CHILD CARE CENTERS WAC 170-295			Compliance (Y/N)
2090	Child Ratio/Group Size	Ensure children are within continual visual and auditory range Maintain required staff-to-child ratios indoors and outdoors Conduct group activities within the group size according to the age of the children	
2110	Children and Food Preparation	Ensure kitchen is safe for children Children must be supervised in kitchen	
2130	Outdoor play area	A safe outdoor area is provided Equipment and ground cover arranged to prevent child injury	
3020	Hand-Washing procedures for staff	Warm water and soap Hands washed at required times	
3030	Ill child or staff member	Must have a plan	
3040	Hand washing procedures for children	Warm water and soap Hands washed at required times	
3050	Medication	Make reasonable accommodation for child with ADA condition and give medication	
3060	Consent and Medication Management	Written consent from parent Written directions from a health care provider with prescriptive authority, if applicable	
3070	Medication	Original container/labeling requirements met Medication stored inaccessible to children Internal and external medication stored separately Medication stored according to specific manufacturers' or pharmacists' directions All controlled substances in locked container	
3080	Bulk Medications	Written consent from parent Use no longer than 6 months Notify parents of product name, active ingredients and SPF in sunscreen Apply ointments in manner to prevent contaminating the bulk container	
3090	Leftover Medications	Return to parents or dispose by flushing	
3100	Self-Administering of Medications	Written consent from parent/health care provider with prescriptive authority Staff must observe and document	

<b>CHILD CARE CENTERS WAC 170-295</b>			<b>Compliance (Y/N)</b>
3120	Medication documentation	Maintain confidential written record to include: child's name, date, time, type and amount of medication Record validated by staff Provide written explanation why medication that should have been given was not given	
3130	Medication Administration	Only staff with documented orientation to center's medication policies and procedures may administer medication	
3160	Food and Menus	Meals and snacks served meet nutritional requirements	
3190	Food Safety	A system to monitor the temperature of foods is implemented Refrigerator/freezer unit has a thermometer in or near the door Follow guidelines in food worker's manual	
3200	Food Storage	Food stored in a sanitary manner	
4030	Bottle Preparation	Bottles prepared in a sanitary manner Heat bottles using appropriate method	
4060	Cleaning and Sanitizing Bottles/ Nipples	Clean and sanitize by washing in dishwasher or washing, rinsing, and boiling for one minute	
4120	Diaper Changing	Diaper changing area adjacent to a hand washing sink	
5010	First aid supplies	Must have a first aid kit with contents described in WAC	
5020	Safe Environment	Entrance/exit doors monitored Flashlight/emergency lighting device Maintain building, equipment, and premises in a safe manner that protects children from injury hazards Portable heaters may not be used One or more working telephones on the premises	
RCW 43.215.360	Window Blind Pull Cords	Window blinds with pull cords or inner cords capable of forming a loop are prohibited	
5040	Clean and Sanitized Environment	Building, equipment and premises maintained in a clean and sanitary manner Premises free from rodents, insects and other pests	
5050	Safe and Sanitary Water Activities	Hot tub, spa, small wading pools, whirlpools prohibited Swimming pools inaccessible when not in use	
5060	Storage of Maintenance and Janitorial Supplies	Toxic materials and cleaning supplies appropriately stored and inaccessible to children Stored to comply with fire safety regulations	

<b>CHILD CARE CENTERS WAC 170-295</b>			<b>Compliance (Y/N)</b>
5070	Safe Water	Running cold and hot (85° to 120°F) water available Water supply approved by health authorities	
5080	Sewage and Liquid Waste Disposal	Sewage system approved by health authorities	
5100	Toilets, Hand-washing Sinks and Bathroom	Soap and toilet paper dispenser with constant supply of toilet paper available Paper towels or drying device Mounted toilet pater dispenser Toileting privacy for children of opposite genders who are 6 years of age and older	
5150	Facility Temperature	Room temperature at least 68° Fahrenheit to 75° Fahrenheit in the winter and 68° Fahrenheit to 82° Fahrenheit in the summer	
6040	Child Abuse and Neglect Requirements	Must protect children from abuse, neglect and exploitation as required under RCW 26.44 Report any suspect child abuse and/or neglect to Children's Administration intake	
6050	Prohibited Substances	Consumption of alcohol or illegal drugs prohibited on premises during operating hours Smoking only allowed outdoors, off premises, and out of view of children	
7030	Attendance Records	Daily attendance records kept for each child with required signature, dates, and times.	
7060	Reporting Injuries and Illnesses or Child Abuse and/or Neglect	Must report immediately: Death or serious injury illness requiring medical attention Any suspect child abuse and/or neglect Food poisoning or reportable contagious disease as required by local health authorities	

## School-Age Center Disaster Health and Safety Review

SCHOOL-AGE PROGRAMS WAC 170-297			Compliance (Y/N)
1375	Private septic system – inspection and maintenance	Septic system inspection and maintenance records – if applicable	
1400	Private well and water system	Water testing and system repair records – if applicable	
2125	Child attendance records	Daily attendance records kept for each child with required signature, dates, and times	
2575	Flammable materials	Combustible material stored in closed metal container or removed from building. Flammable materials inaccessible to children	
2600	Furnaces	Inaccessible to children	
2675	Open flame devices, candles, matches and lighters	Inaccessible to children and not used during operating hours	
2700	Emergency flashlight	Working flashlight available—extra batteries if applicable	
2725	Portable Heaters and Generators	Portable heaters and fuel powered generators prohibited inside any licensed area during operating hours	
2775	Telephone	Must have a working telephone	
3000	Fire extinguisher	Maintained, working, and readily available	
3325	Medication storage	Storage of prescription, nonprescription and rescue medications in locked container or cabinet and inaccessible to children	
3375	Medication permission	Written permission from parent	
3625	Hand washing	Staff must follow and teach children proper hand-washing procedures—warm water, soap and single-use towels are available	
3925	Cleaning, sanitizing and disinfecting licensed space	Child care equipment and environment must be cleaned; sanitized and disinfected according to the table in WAC	
4000	Lead, asbestos, arsenic and other hazards	Take action to prevent child exposure to lead paint, plumbing containing lead, asbestos, arsenic or lead in soil or drinking water, toxic mold, or other identified toxins or hazardous materials	
4025	Drugs and alcohol	Must not allow or allow others to: Have or use illegal drugs on the premises Consume alcohol during operating hours; or Be under the influence of alcohol, illegal drugs or misused prescription drugs when working with or in the presence of children in care	

<b>SCHOOL-AGE PROGRAMS WAC 170-297</b>			<b>Compliance (Y/N)</b>
4050	No smoking	Smoking prohibited during operating hours; in outdoor or indoor licensed space, within 25 feet from entrance, exit window or ventilation or in vehicle when transporting children Tobacco products and containers holding cigarette butts, cigar butts, or ashes are inaccessible to children.	
4075	First aid kit	Must have a complete first aid kit at all times with contents described in WAC	
4100	Poisons, chemicals and other substances	Stored inaccessible to children	
4250	Indoor temperature	Must be no less than: 65° Fahrenheit and no higher than 75° in the winter or 82° during the summer	
4300	Window coverings	With pull cords or inner cords capable of forming a loop are prohibited as provided by RCW 43.215.360 May not be secured to the frame of an emergency window or door if it would prevent the window or door from opening easily	
4350	Electrical outlets, cords and power strips	Electrical cords must be secured, in good working order and plugged directly into an outlet or a surge protector. Outlets must be tamper resistant	
4360	Area lighting	All areas of the facility must have natural or artificial lighting that provides adequate illumination	
4475	Emergency exit pathways	Pathways to all emergency exits must be kept free from clutter and obstructions and pathways to emergency exits are in licensed space	
4550	Emergency exit windows	If a protective guard is used, it must not block outdoor light and the window and guard, if provided, must be equipped to enable staff to release the guard and open the window fully when emergency exit is required	
4625	Toileting Facility	At least one working flush-type toilet for 30 children, mounted toilet paper dispenser, toilet paper for each toilet; and privacy for toileting for children of the opposite sex Ventilated by opened window or an exhaust fan	
4635	Hand washing sinks	Must be located in or immediately outside of rooms used for toileting; areas for food prep; must have soap, warm water and paper towels or heated-air hand drying device	
4700	Water temperature	Temperature must be at least sixty degrees Fahrenheit and not more than one hundred twenty degrees Fahrenheit	
4725	Guns and other weapons	Guns or other weapons are prohibited on the premises	

<b>SCHOOL-AGE PROGRAMS WAC 170-297</b>			<b>Compliance (Y/N)</b>
4900	Pet waste	All animal wastes and litter must be disposed of immediately in a way where children cannot come into contact with the material. Fish tank water and animal waste must not be disposed in sinks used by children or staff	
4925	Licensed outdoor space	Must be safe	
5000	Play equipment	Must be safe	
5225	Bodies of water or water hazards on the licensed premises	“Body of water” does not include a wading pool as defined in WAC 170-297-5150 through 170-296A-5250, a water activity table, small bird baths or rain puddles with a water depth of two inches or less Body of water must be made inaccessible to children with a physical barrier	
5600	Staff-to-child ratio	Provide qualified staff to fulfill the staffing requirements and ratios at all times during all operating hours, including off-site trips or when transporting children in care Staff to child ratio is 1:15 at all times	
5625	Capacity	Program must not exceed the total number or ages of children in attendance as stated on license	
5750	Supervising children	Provide required staffing levels, staff to child ratios, and supervision for the number of children in attendance	
6275	Abuse and neglect—protection and training	Licensee and staff must protect the children, report suspected or actual abuse or neglect and train staff on prevention and mandatory reporting requirements of child abuse and neglect as defined in RCW 26.44.020; and RCW 26.44.030	
7500	Food must meet USDA guidelines	Meals and snack foods served according to the current edition of the U.S. Department of Agriculture – child and adult care food program (CACFP) charts	
7575	Drinking water	Must supply safe drinking water for the children	
7700	Washing dishes	Hand washing method, emersion in hot soapy water, rinse, sanitize and air dry or automatic dishwasher	