

**NEW JERSEY CHILD CARE SUBSIDY PROGRAM  
 STATEWIDE EMERGENCY, DISASTER AND RECOVERY PLAN**

**I. BACKGROUND**

The Child Care Development Block Grant (CCDBG) Act of 2014 requires States to have a Statewide Child Care Disaster Plan. As the Lead Agency for the Child Care Development Fund (CCDF), the New Jersey Department of Human Services’ Division of Family Development (DHS/DFD) has prepared this Statewide Emergency, Disaster and Recover Plan (the Plan) specific to subsidized child care services and programs.

The Plan adopts the four key topic areas recommended by the Administration for Children and Families (ACF) as a framework to support child care providers, children in their care, and their families before, during, and after an emergency or disaster:

- Requirements and Technical Assistance for Child Care Providers;
- Coordinating with Emergency Management Agencies and Key Partners;
- Planning for Continuation of Services to CCDF Families; and
- Rebuilding Child Care after a Disaster

As detailed below, the State of New Jersey has reviewed policies and procedures, in order to demonstrate that New Jersey is in compliance. The Plan formally outlines key agencies, roles, responsibilities, policies, and procedures.

Disasters can be divided into three different types: (1) natural, such as hurricanes, tornadoes, and snowstorms; (2) technological, including power outages, fires, exposure to hazardous materials; and (3) attacks, resulting from terrorism and other acts of violence. These categories are further expanded as follows:

<b>Natural</b>	<b>Technology</b>	<b>Attack</b>
Severe weather	Electrical outages	Bomb threats
Snow and ice storms	Loss of water	Biological attacks
Tornadoes	Flooding from broken pipes	Chemical attacks
Hurricanes	Gas outages	Explosions
Earthquakes	Fires	Nuclear attacks
Floods	Exposure to hazardous materials	Radiological
Wildfires and forest fires	Aviation accidents	Lock Down
High winds	Oil spills	
Volcanic eruptions	Dam failures	
Landslides		
Tsunamis and tidal waves		

After Hurricane Sandy in 2012, DHS/DFD and the Department of Children and Families, Office of Licensing (DCF/OOL), along with the Child Care Resource and Referral Agencies (CCR&Rs), collaborated to gather information on child care providers impacted by the storm. This was done to evaluate the circumstances and respond to disaster-related needs. Under appropriate circumstances, the state will continue to utilize this approach applied during and after Hurricane Sandy.

## **II. COORDINATING WITH EMERGENCY MANAGEMENT AND KEY PARTNERS**

### **A. Main Partners**

In situations where a major disaster may be imminent, the Governor or his designee may declare a State of Emergency. The following entities are the Division's main partners that will coordinate in the event of an emergency.

#### **1. Office of Emergency Management**

State and local offices of emergency management (OEMs) play a critical role in the child care world, both in emergency situations as well as in more routine areas such as training child care providers. There is a Statewide OEM, as well as OEMs for each separate State department. Each of New Jersey's 21 counties has an OEM, as do many municipalities. The relevant OEMs work with all county and local agencies during emergencies and disasters.

#### **2. Child Care Resource and Referral Agencies (CCR&R's)**

In New Jersey, the delivery of child care services funded by CCDF are supervised at the State level by DHS/DFD and are administered at the local level by 14 regional Child Care Resource & Referral Agencies.

#### **3. Department of Children and Families' Office of Licensing (DCF/OOL)**

DCF/OOL regulates child care providers, including licensed centers, Head Start Programs and registered Family Child Care Providers. DCF/OOL requires regulated centers to notify local law enforcement or OEM of their written emergency plan and procedures through N.J.A.C. 3A:52, for licensed child care centers, including Head Start programs, and N.J.A.C. 3A:54 for family child care providers.

#### **4. Department of Education**

CCDF funds serve many children in before and after school programs on-site in New Jersey public and private schools. The Department of Education's Office of School

Preparedness & Emergency Planning (OSPEP) provides support to district and school leaders to assist with the establishment and maintenance of a school safety and security plan that addresses all hazards and follows the phases of crisis management planning – mitigation, preparedness, response, and recovery.

### **5. Department of Health**

The New Jersey Department of Health (DOH) serves as a partner with DHS/DFD as it licenses summer camps. Some summer camps are operated by child care centers that operate all year long. These camps receive a license through DCF/OOL; however, most summer camps that operate only during the summer months are licensed by DOH. DOH is a key partner because they provide guidance for these summer camps in the event of an Emergency. Of equal importance is the role that the DOH would play in the event of some chemical related disaster or some other health epidemic.

### **6. The New Jersey Council for Young Children**

The Early Childhood Advisory Council in New Jersey is known as the New Jersey Council for Young Children (NJCYC). NJCYC offers expertise and connections in the child care world and was consulted as this plan was developed.

## **III. REQUIREMENTS FOR PROVIDERS and TECHNICAL ASSISTANCE**

### **A. DCF/OOL Regulated Providers**

#### **1. Licensed Centers**

The licensing and inspection of child care centers (homes or facilities with six or more children under the age of 13) is under the authority of DCF/OOL.

Licensed child care centers are required to prepare and prominently post emergency procedures which include, among other things: relocation to an alternate indoor location with the same operating hours and procedures for obtaining emergency transportation to the alternate site; a diagram showing how the center will be evacuated in an emergency; procedures for ensuring the safety of children and communicating with parents in the event of evacuation, lockdown, disaster or other emergency; and requirements to ensure safe and timely evacuation of infants and toddlers. Moreover, licensed child care centers must conduct two lockdown drills per year, and maintain on file a record of each lockdown drill. (Monthly fire drills are also required, as is recordkeeping of these

drills.) These requirements appear in the New Jersey Administrative Code at N.J.A.C. 3A:52-5.23(-n). Lastly, as part of mandatory training, all staff are required to take a course on emergency preparedness that includes, among other things, details about “shelter in place” protocol.

Licensed child care centers also required to notify appropriate local law enforcement agency or emergency management office of pertinent information such as the name and location of the center, the number of children and adults onsite, the need for emergency transportation, the location to which children will be evacuated and other information. The particular local law enforcement agency or emergency management office receiving such notice must be identified in the posted emergency plan. These requirements among others are contained in the New Jersey Administrative Code at N.J.A.C. 3A:52-5.3.

Moreover, the New Jersey Administrative Code requires licensed child care centers to maintain on file documentation of required staff training. N.J.A.C. 3A:52-4.8(g).

OOL ensures compliance with the regulations by conducting yearly inspections of all licensed child care programs in the State.

## **2. Registered and Approved Providers**

Registration of family child care providers (who care for five or fewer children) is also under the authority of DCF/OOL. DCF/OOL approves DHS contracted CCR&Rs, who then handle the voluntary registration of family child care providers.

Registered family child care providers likewise are required by state regulation to maintain and prominently post a written plan for emergency evacuation, relocation, shelter-in-place, or lockdown. The plans must address, among other items, the following: an anticipated relocation site; procedures for communicating with parents and ensuring family reunification after the emergency; emergency transportation; and the unique needs of infants, toddlers, and children with special needs or chronic medical conditions.

Moreover, providers are required to practice fire, shelter-in-place, lockdown, and evacuation drills with each child from all exit locations at varied times of the day and during varied activities, including naptime. Detailed documentation of the drills is required. Two shelter-in-place and two lockdown drills per year must be implemented and documented. Monthly evacuation and relocation drills must be implemented and documented. N.J.A.C. 3A:54-6.4.

Furthermore, in the event of an evacuation, shelter-in-place, or lockdown, registered family child care providers must have a plan for notifying the local law enforcement agency or emergency management office of pertinent information such as the location of the home, the number of children and adults there, the need for emergency transportation, the location to which children will be evacuated, and other information. The particular local law enforcement agency or emergency management office to be notified must be identified in the posted emergency plan. N.J.A.C 3A:54-6.4.

Approved Homes are regulated by the CCR&Rs and must undergo many of the same inspection requirements that Registered Homes endure.

Compliance with requirements is enforced by the CCR&Rs.

## **B. Programs in Public School Facilities**

Child care programs housed in public school facilities fall under the purview of Department of Education (DOE) disaster preparedness guidelines. The DOE's, Office of School Preparedness & Emergency Planning (OSPEP) provides support to district and school leaders in assisting with the establishment and maintenance of a school safety and security plan that addresses all hazards and follows the phases of crisis management planning, mitigation, preparedness, response and recovery.

Each school district is required to develop and implement comprehensive plans, procedures, and mechanisms that provide for safety and security in the school district's public elementary and secondary schools. The related rules are contained in N.J.A.C. 6A:16-5.1 through 5.7 (School Safety and Security). Additional rules are found in N.J.A.C. 6A:16-6.1 through 6.5 (Law Enforcement Operations for Alcohol, Other Drugs, Weapons, and Safety).

## **C. Summer Camps**

Summer camps are required to meet specified health and safety requirements under State statute and regulations (N.J.S.A. 26:12, N.J.A.C. 8:25), with monitoring and enforcement falling under the purview of the New Jersey Department of Health (DOH). Among other requirements, camps are required by State regulation to establish written emergency procedures that address, at a minimum, evacuation, fires, natural disasters, serious accidents, illness or injury and lost campers. N.J.A.C. 8:25-6.1. Camp directors are required to train personnel on these emergency procedures. N.J.A.C. 8:25-3.2.

#### **D. License-exempt Providers**

Historically, a small number of license–exempt providers, approved providers, and other private child care providers were not subject to DCF/OOL or any formal emergency preparedness regulatory requirements. Providers are now required to be licensed by DCF/OOL in order to serve CCDF families.

#### **E. Technical Assistance and Training Requirements for Providers**

State regulations require licensed child care centers and registered family child care providers to receive emergency preparedness training. These requirements appear in the New Jersey Administrative Code at N.J.A.C. 3A:52-4.7 and N.J.A.C. 3A:54-4.2. A variety of training resources are available to providers to assist them in satisfying these training requirements.

DHS/DFD offers a free online pre-service emergency preparedness, as well as other, health and safety training to all providers statewide at <http://www.childcarenj.gov/Providers/Training>.

OOL provides various resources to providers to assist with emergency preparedness. OOL offers training workshops to licensed child care centers. It also trains CCR&Rs so that they in turn can provide training to registered and approved family child care providers.

Furthermore, OOL has a number of resources that providers can use to establish the individualized emergency preparedness plans. For family child care providers, there is a “Family Child Care Provider Emergency Preparedness Plan” template and a “Technical Assistance Checklist to Assist with Developing an Emergency Preparedness Plan” available for providers. For child care centers, there is an “Emergency Procedure Requirement Checklist,” and an “Emergency Procedures” template that can be completed with center-specific emergency information such as location of first aid kit, name and address of hospital where ill children will be taken, etc., and then posted at the center. (See Appendix for copies of these templates and forms.)

Pursuant to their contracts with the State, CCR&Rs must offer providers emergency preparedness and response training. They are directed by their contract with DFD to use the National Association of Child Care Resource and Referral Agency (NACCRRA) Disaster Planning Guide. At a minimum trainings must meet Caring for Our Children standards and involve a toolkit that contains a Child Care Program Emergency Plan template, as well as other sample forms (emergency contact list, records and documents form, evacuation requirements form, and others), so that providers have help structuring their own emergency preparedness plans.

Furthermore, CCR&Rs are required to coordinate with local OEM offices on emergency preparedness training so that CCR&Rs will be in a position to assist their local providers. Some county CCR&Rs have already had training with either a local city official or with their County Emergency Management official.

Training related to disaster preparedness for DOE providers is contained in N.J.A.C. 6A:16-5.1et seq. and for DOH providers in NJAC 8:25.

### **III. PLANNING FOR CONTINUATION OF SERVICES TO CCDF FAMILIES**

#### **A. OEM FUNCTIONS**

The New Jersey Office of Emergency Management (OEM) is the Lead Agency responsible for planning, directing and coordinating emergency operations within the State of New Jersey beyond local control. OEM coordinates the emergency response efforts of state agencies, allied agencies, county Offices of Emergency Management, and the private sector.

OEM works closely with federal, state and local partners to prepare for all hazards, natural or manmade, that could affect New Jersey's families, communities and businesses. Because there are numerous types of hazards, OEM works with many key partners and coordinates services at the state, county and local levels. Within each county, there are coordinators to assist local government, non-for-profit, and for-profit agencies, including the child care community, to prepare and plan for emergencies and disasters.

In addition, OEM quickly triages and addresses emergencies and helps entities easily access the various resources and services needed, such as transportation, resource support, search and rescue, and human services.

The State OEM typically begins a traditional media and/or social media campaign to keep the public, including the child care community, informed. It would send out an alert to all of the State departmental OEMs, which in turn would notify all of the departmental divisions, and each division would take appropriate action. Communication flows from the State OEM to the other state agencies, while county specific emergencies are handled at the local level by the county and municipal OEMs.

OEM is the leader in disaster management. All State entities adhere to their guidance and utilize their established partnerships as needed.

## **B. OOL FUNCTIONS**

### **1. All Hazards Department of Children and Families Disaster Preparedness Plan**

DCF maintains a Statewide plan known as the “All Hazards Department of Children and Families Disaster Preparedness Plan” (DPP) that addresses all entities under its purview, including licensed centers and registered homes. The DPP is based on the National Response Framework model and emphasizes a comprehensive and collaborative response following a disaster. The plan is geared towards ensuring the coordination and on-going provision of all DCF services throughout the State and the continuity of business operations. The DCF Office of Emergency Management (DCF/OEM) has initiated and established connections with DHS, the NJ Office of Homeland Security and Preparedness (OHS&P), OEM and the DOH. The plan is distributed to the American Red Cross, Salvation Army and the United Way. According to the DPP, each DCF functional component has a designated order of succession. The DPP supports the ongoing 24 hour operation of the State Centralized Registry and a call center. The plan generally contemplates all hazards from Hurricanes and Nor Easterns to active shooters, the release of hazardous materials and terrorism.

Generally the plan breaks disaster response into three specific phases (1) the Planning and Preparedness Phase, (2) the Response and Mobilization Phase and (3) the Recovery Phase.

Despite the DHS/DFD role in providing a subsidy on behalf of children that attend the child care facilities, DCF/OOL is the regulatory entity; therefore, the bulk of the response efforts are under the purview of DCF/OOL and the other State partners mentioned in this Plan.

### **2. General Practices**

Immediately following a disaster, DCF/OOL reaches out to licensed child care centers in affected areas to assess conditions and needs. Licensed centers are required to notify OOL if they are impacted in an emergency. N.J.A.C. 3A:52-3.2. Licensed centers are provided with contact numbers for OOL which include a toll-free number, the direct office number, and the inspector’s contact information. They can also contact their local CCR&R, which in turn can contact OOL on the center’s behalf. After-hours emergency contact procedures would be implemented; for instance, during Hurricane Sandy, centers could call the State Central Registry (a child protection hotline) to connect with OOL for help. Various



mechanisms including social media would be used to direct the providers to the State Central Registry.

After connecting with an impacted licensed center, OOL would then inspect the center and assess the situation, determining whether the center was completely unusable, whether part of the center can safely be used, etc. OOL would then issue an inspection report with its findings. In cases where a center is damaged, OOL determines a plan of action on a case-by-case basis to assist the center in attaining compliance with state licensing regulations. OOL works closely with local enforcing agencies to ensure the safety of the child care facility.

If a center is deemed unsafe, OOL assists with emergency relocation so that the children will not be without care. Once an alternate temporary location is found by the local CCR&R, the OOL inspector, or through other entities, OOL works with local enforcing officials to ensure that the alternate location is safe.

DFD and OOL will communicate regularly to ensure that CCDF and other providers receive the assistance they need from the appropriate agencies.

Forthcoming regulatory changes to encompass providers not currently under OOLs purview could expand OOL's role after a disaster.

### **C. CCR&R Functions**

Pursuant to the contracts between the State and each local CCR&R agency, CCR&Rs must meet various performance standards relating to emergency planning and preparedness. The contract provides that CCR&Rs are to utilize the disaster planning guide published by the NACCRRRA or a comparable document, as guidance in fulfilling their obligations under the contract when an emergency arises.

More specifically, the contract requires each CCR&R to submit to the State, annually, a disaster plan. CCR&Rs are directed to a template in the NACCRRRA guide as guidance to prepare their own disaster plans. Under the contract with the State, the CCR&R disaster plan must include the following:

1. A contingency plan for continuation of services to families and providers;
2. Coordination efforts with the local emergency management agency and key partners;
3. Outreach efforts to assess need and provide technical assistance to child care providers;
4. Assistance to families and providers with rebuilding efforts after a disaster; and
5. An emergency contact person and team, and a relocation and evacuation plan.

The contract further requires CCR&Rs to get alternative contact information (alternate phone numbers, email addresses, etc.) from providers; to use various methods of communication (emails blasts, group phone calls, websites, etc.) to inform providers and parents of emergencies and continuum service policies; and to provide information and resources and coordinate with key partners to help families and providers expedite recovery efforts.

The NACCRRA planning guide, incorporated by reference into the State contract with CCR&Rs, contains an extensive disaster preparedness checklist for CCR&Rs, so that CCR&R agencies will be prepared in case of a disaster, as well as detailed narrative guidance on CCR&R disaster preparedness. The guide also provides guidance to CCR&Rs on providing temporary child care after a disaster and restoring child care after a disaster. Finally, the NACCRRA guide provides detailed guidance to CCR&Rs on how to help providers prepare for disasters.

Among other functions, CCR&Rs maintain lists of licensed child care providers as well as registered family care providers in their areas. After a disaster, if certain child care providers are unable to immediately resume services, the local CCR&R will provide referrals to such other approved providers.

CCR&Rs will distribute information to victims about available help, such as FEMA public assistance grants, state and local foundation grants, as well as information related to small business loans and emergency preparedness training.

#### **D. Department of Health**

For general emergencies, DOH regulations instruct camps to follow OEM guidance in the event of an emergency. NJAC 8:26-6.1

In the event of a public health emergency, DOH in conjunction with OEM is the leads. Within the DOH sits the Division of Public Health Infrastructure, Laboratories and Emergency Preparedness (PHILEP). PHILEP works to coordinate New Jersey's local public health agencies, laboratory services and preparedness for responses to emergencies.

PHILEP oversees the Emergency Preparedness and Operations Section, Office of Emergency Medical Services, Office of Local Public Health and the Public Health and Environmental Laboratories.

PHILEP interacts with other government agencies on the federal, state, county and local levels, as well as private and non-for-profit sector organizations.

PHILEP has developed a strategic plan that details how the Division will prepare for and respond to public health emergencies.

## **E. Department of Education**

The Department of Education (DOE) has a guidance document entitled the *School Administrator Procedures: Responding to Critical Incidents*. The document provides complementary procedures. The procedures focus on the topics of bomb threats, active shooter response, lockdowns, evacuations and public information. These procedures serve to strengthen the emergency response system in all schools and enhance collaboration, communication and coordination.

Each school has a school safety and security plan. The plan must be reviewed at least once a year. The DOE recommended that the review occur by the third week in October. Additionally, the safety and security plan must be reviewed and updated anytime weaknesses are identified during a drill or actual emergency.

## **F. New Jersey Council for Young Children**

The NJCYC was formed in order to develop high-quality, comprehensive systems of early childhood development and care for children, birth to school entry. The NJCYC brings together critical decision makers for discussion on how to better coordinate and enhance services to young children so they have the support that they need to thrive.

## **G. DFD Role**

Core functions that are handled by DFD in the case of a disaster include: (1) establishing policy on any temporary eligibility criteria for CCDF subsidies, and (2) ensuring that there are mechanisms in place for continued subsidy payments to child care providers after a disaster. Local CCR&Rs then implement DFD policy and procedures. In the event of a disaster, DFD provides guidance on how to address temporary, disaster-related needs of impacted CCDF families and impacted child care providers. This typically is accomplished by issuing a program instruction to CCR&Rs or via other routes. Based upon the facts of the particular situation and to the extent resources allow DFD could establish a variety of services.

### **1. Modified Eligibility Criteria for Families**

In recent instances and in the future DFD may:

1. Temporarily relax documentation requirements, if documentation was destroyed due to a disaster;
2. Temporarily relax employment/school/training requirements, if a disaster has disrupted the ability to comply with these requirements;
3. Temporarily eliminate the means test, in order to assist all disaster-impacted families;

4. Temporarily extend assistance beyond scheduled redetermination dates, to allow disaster-impacted families additional time to come into compliance with documentation or other program requirements; and
5. Temporarily provide full-time care to school-age children, if schools are closed due to a disaster.

## **2. Modified Guidelines for Providers**

In recent instances and in the future DFD may:

1. Temporarily increase in allowable paid program closure days, if re-opening of a program is delayed due to a disaster;
2. Temporarily increase the allowable number of absence days per cycle, if warranted by extended absenteeism after a disaster;
3. Temporarily pay the full state subsidy, including the copayment, for providers experiencing financial hardship due to extended absenteeism after a disaster.

After DFD issues policy guidance, local CCR&R agencies in each county are usually partially responsible for implementing the guidance. Guidance from DFD after a disaster would be publicized by all available communication modes, including emails to those affected, website posts, broadcasts, etc.

## **3. Continuing the Subsidy**

Payments to child care providers through the electronic E-Child Care (ECC) system is managed by a private vendor, which contracts with DFD. It directs the deposit of funds into provider-designated bank accounts on a bi-weekly basis.

The State's vendor is required to have its own disaster plan, to ensure that payments can continue if a disaster occurs in the vendor's state or in a state where equipment is located.

In the event that a disaster disables the ECC system in a particular area of New Jersey for a prolonged period of time, relevant information would be obtained manually, and entered into the system in a different geographic part of the State not impacted by the disaster. Either the State, or non-impacted CCR&Rs, could input manual attendance records provided to them, and payments could be processed accordingly. Prior to ECC, DHS/DFD used a voucher payment system. In the event of an extended outage, DFD has experience issuing manual payments.

Furthermore, the ECC system can be programmed to promptly implement temporary, disaster-related modifications of program requirements. For instance, if after a disaster, the State allows a number of additional paid program closure days, this temporary policy change can be programmed into the ECC system so that providers can be electronically paid for the extra days.

The CARES system also has the capacity to set up wait lists, and it contains priority criteria that would apply to wait-listed applicants. Although presently, there is no wait list in New Jersey, should a disaster strike and the demand for child care exceed the supply, the CARES wait-list system could be used to manage child care applications. The system could be modified to include a disaster-related priority category, and the system could then manage this group of applicants for assistance.

System data security information and system capacity/backup procedures in the event of a disaster are currently being analyzed for updates or publication.

#### **IV. RESTORING AND REBUILDING CHILD CARE INFRASTRUCTURE**

Child care providers in New Jersey should have a variety of resources to assist with business continuity should a disaster occur. Providers receive training through the CCR&Rs, via a training module, in all key components of emergency preparedness, including adequate insurance coverage and protection of records and assets. The CCR&Rs also provide consumer education to providers on engaging business associations, community development financial institutions, and other organizations that could help allow providers to reopen.

Furthermore, providers can obtain information through the CCR&Rs and through the State's website about financial assistance available for rebuilding. The New Jersey 211 website also would have updated information on available financial assistance after a disaster. New Jersey has FEMA contacts to consult with regarding child care services that may be eligible for reimbursement under the Public Assistance Grant Program.

In the aftermath of a disaster, FEMA and other federal agencies, and State OEMs along with other State and local agencies, work together to facilitate recovery. OEMs coordinate with FEMA and other agencies to direct available FEMA funds where they are needed. For instance, if a child care center is destroyed in a disaster, FEMA, State OEMs, and other agencies are expected to work together to direct available FEMA funds (like small business loans) to eligible needy child care providers.

## **A. Additional Procedures and Standards**

DFD is working with the ECC Provider Web Portal vendor to provide DFD with access to the “landing page” (home page) of the Provider Web Portal, so that if an emergency arises, DFD can place an immediate alert on the landing page so that providers can be notified instantly, without the usual posting delays.

Also, DFD has the capacity to alert both CCR&Rs and individual child care providers of an imminent disaster. The ECC system, in addition to tracking attendance and directing provider payments, has the capacity to broadcast and deliver emergency messages to individual child care providers through the Point of Sale (POS) devices located at the provider sites. Emergency broadcast messages can be sent to CCR&Rs through the ECC Administrative Terminal, a web-based application for CCR&Rs that they log into to obtain information about child care attendance, payments, etc. Emergency messages can be broadcast via the ECC Administrative Terminal statewide, or to individual counties that might be impacted by a disaster. For instance, if a disaster is imminent, a message can be sent via the ECC Administrative Terminal to CCR&Rs in the area that may be impacted that everyone must vacate the premises within a certain period of time. New Jersey will utilize this ability to broadcast where appropriate.

DHS/DFD and its partners hope to have formal agreements outlining more specific aspects of responding in the near future.



New Jersey Department of Human Services  
Family, Friend, Neighbor (FFN)  
Emergency Preparedness Plan

**Provider Information**

FFN Provider Name

Street Address

City, State, Zip Code

Phone

Cell Phone

Email

**Emergency/First Aid Information**

**Life Threatening Emergencies dial 9-1-1**

Provide the 9-1-1 Operator with the following information:

- Phone number you are calling from
- Home Address
- Major Crossroad near home
- Home/Apartment Directions from crossroad

Location of First Aid Kit and Additional Supplies

Name and Location of Hospital/Clinic where injured or ill child(ren) will be taken

Police

Fire

Ambulance

**1-800-222-1222 / [www.poison.org](http://www.poison.org)**  
National Poison Control Emergency Hotline

Name of Local Law Enforcement Agency or Emergency Management Office to be notified of Provider's Identifying Information



**New Jersey Department of Human Services  
Family, Friend, Neighbor (FFN)  
Emergency Preparedness Plan**

**Procedures for Evacuating Children**

***Please attach a diagram showing how the home is to be evacuated in case of an emergency***

**Onsite gathering place prior to evacuation:**

**Location of portable files & emergency kit:**

**Procedures for notifying Parent(s) of the evacuation** (include primary and alternate method of communication to parents) :





New Jersey Department of Human Services  
Family, Friend, Neighbor (FFN)  
Emergency Preparedness Plan

**Indicate below the anticipated relocation site.**  
**Site must provide adequate, safe shelter for providers and enrolled children**

**Name of Facility**

**Contact Person**

**Street Address**

**City**

**State**

**Zip Code**

**Telephone Number of Site Location**

**Procedures for Shelter-In-Place**

**Location of designated safe Shelter-In-Place:**

**Location of Long Term Emergency Supplies:**

**Location of Portable Set of Files & Emergency Kit:**

**Reminder:** Be sure to include with your supplies a fully charged cell phone with spare charger and battery operated radio.



**New Jersey Department of Human Services  
Family, Friend, Neighbor (FFN)  
Emergency Preparedness Plan**

**Procedures for notifying Parent(s) of the Shelter-In-Place location:**

**Procedures for communicating with each Parent *before* and *during* the Shelter-In-Place (include primary and alternate method of communication to parents):**

**Procedures for ensuring reunification *after* the Shelter-In-Place:**



**New Jersey Department of Human Services  
Family, Friend, Neighbor (FFN)  
Emergency Preparedness Plan**

**Procedures for Lockdown**

**Procedures for notifying Parent(s) of the lockdown** (include primary and alternate method of communication to parents :

**Procedures for communicating with each Parent *before* and *during* the Lockdown** (include primary and alternate method of communication to parents :

**Procedures for ensuring reunification *after* the Lockdown** (include primary and alternate method of communication to parents):



**New Jersey Department of Human Services  
Family, Friend, Neighbor (FFN)  
Emergency Preparedness Plan**

**Procedures for obtaining emergency transportation for children including those with special needs:**

*Location of Wheeled equipment for non-ambulatory children:*

*Location of Medication & Special Equipment:*

**Procedures to address the needs and transportation of individual children, such as assistance for infants, toddlers and children.**

*Location of infant & Toddler feeding supplies:*



**New Jersey Department of Human Services  
Family, Friend, Neighbor (FFN)  
Emergency Preparedness Plan**

**Please list or have documents to illustrate the following drills:**

Fire Drill:

Flood Drill/procedure:

Severe Weather Drill:

Community Violence:

Impaired Adults:

**Emergency Item Definitions:**

- Portable Set of Files: Emergency Contact Forms, Agreement Letters, Maps, Special Health Care Plans, Phone numbers, etc.
- Emergency Kit: First Aid Kit, Other essential items for at least six (6) hours
- Long Term Emergency Kit: 72 hours of Emergency Supplies
- Other Equipment: Fire Extinguisher

**List other Points of Contact during an Emergency here:**

County Child Care Resource & Referral Agency:

County or Regional Child Protection & Permanency Office:

Office of Emergency Management:

DCF Family Support Services: <http://www.nj.gov/dcf/families/support/support/>