

# Michigan Statewide Child Care Emergency Preparedness Plan & Response Plan

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# Michigan Statewide Child Care Emergency Preparedness Plan & Response Plan

## INTRODUCTION

### Mission

The Michigan Department of Lifelong Education, Advancement, and Potential (MILEAP) Child Development and Care (CDC) mission is to support learning and learners minimizing the impacts of emergencies and disasters. To accomplish this mission, Michigan Child Development and Care must ensure its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the Michigan Department of Lifelong Education, Advancement, and Potential Child Development and Care Emergency Preparedness Plan to ensure the organization can conduct its essential missions and functions under all threats and conditions. The plan includes a strategy to work with emergency management officials, licensing agencies, and public health officials to conduct timely assessments of the damage and status of child care providers within the impacted area.

### Objectives:

- Ensure the continuous performance of Michigan Child Development and Care essential functions and operations during an emergency.
- Reduce or mitigate disruptions to operations for child care providers and the families they service in the state of Michigan.
- Achieve a timely and orderly recovery from an emergency and resume full service.
- Maintain readiness at all times.
- Capable of implementation both with and without warning.
- Work to align emergency preparedness procedures with coordinating and collaborating key partners to offer consistency in the event of emergency.

### Purpose, Problem Identification and Plan Activation

The Child Care and Development Block Grant (CCDBG) Act of 2014 requires lead agencies to develop and maintain a comprehensive statewide disaster plan to address emergency preparedness, response, and recovery efforts specific to child care. Under §658E(c)(2)(U) of the Act and 45 CFR 98.16(aa), Child Care Development Fund (CCDF) final rule.

The purpose of this plan is to ensure that the critical functions of the Michigan Department of Lifelong Education, Advancement, and Potential Child Development and Care continue with little or no interruption in the event of an incident affecting county/state. This plan will be activated if an incident interrupts the normal activities and workflow of child care within the county/state. In the event of a county/statewide incident or emergency, the lead agency must address the following requirements when implementing its county/statewide disaster plan:

- Coordinating and collaborating with key partners
- Guidelines for continuation of child care subsidies and services
- Coordination of post-disaster recovery of child care services
- Requirements for CCDF providers and other child care providers

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## Emergency Preparedness Plan Requirements

### Coordinating and collaborating with key partners

<b>Department</b>	<b>Member Name</b>
Michigan Department of Lifelong Education, Advancement, and Potential – Child Development and Care (MILEAP-CDC)	Lisa Brewer-Walraven, Director Melanie Roloff, State Administrative Manager Candace Leonard, Policy Department Manager Martha Vogel, Policy Analyst
Michigan Department of Health and Human Services (MDHHS)	Gayle Vail, Assistance Payment Specialist Public Assistance Operations
Michigan State Police (MSP)	Jeffrey Yonker, First District Coordinator Tammy Blackburn, Department Manager
Michigan Department of Lifelong Education, Advancement, and Potential – Child Care Licensing (CCL)	Emily Laidlaw, Director Monica Sturdivant, Central Office Manager Erika Bigelow, Division Director
Early Child Investment Corporation (ECIC)	Dana Williams, Training Support Specialist Stacey Trelewski, LEP Coach
Great Start Quality Resource Centers	Shauna Aitson- ECSN (Southeastern) Deb Dupras- RCD (Northern) April Goodwin- RCD (Western) Julie Bash RCD (Eastern)

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## Guidelines for Continuation of Child Care Subsidies and Services

The lead agency State Child Care Administration will identify team members from the Child Development and Care (CDC) policy team and Child Care Licensing (CCL) to coordinate response and recovery efforts relating to the child care infrastructure guided by the authorization mandated by legislative requirements following a disaster.

The lead agency guidelines for continuation of CDC subsidy and services are:

- Child(ren) that already have CDC subsidy will continue assistance and a disaster will not affect authorization. The lead agency may extend the 12-mo eligibility period in the event the clients need reason is affected by the emergency or their ability to complete the review due to the emergency at this time (i.e. Need to be out of house with no access to documents for a period when house needs repairs or being assessed, employer/business effected by disaster and unable to get client documents, etc.)
- A special population may be eligible for Child Development and Care (CDC) Disaster Assistance for 40 hours every two weeks. (BEM-711) Income eligibility and need requirements are waived for this group. The CDC Disaster Assistance eligibility category should only be selected after a county has received official notification from the Michigan Department of Lifelong Education, Advancement, and Potential (MILEAP) that this eligibility category is approved to be used. Follow standard policy from all applicable Bridges Policy Manuals for CDC, including Bridges Administrative Manuals (BAM) and Bridges Eligibility Manuals (BEM), with the following exceptions related to CDC Disaster Assistance. Special Population This special population includes each child who satisfies all the following criteria:
  - The child is age eligible at the time of application or redetermination.
  - The child lived in the Affected Area and was impacted by the disaster for which a State or Federal Emergency was declared, during the time-period of the emergency declaration.
  - The child currently resides in the Affected Area.
- Specialized policy may be created by the Director and CDC policy team to address specific emergencies. Historical example of this is BEM 709 Flint Emergency Declaration CDC.
- Response efforts and emergency fund distribution as demonstrated during the Covid 19 pandemic as guided by legislative requirements.
- The Lead Agency has the option to alter or postpone the annual inspection schedule for a temporary period for existing facilities and License Exempt providers in the event of a declared emergency.

## Coordination of Post-Disaster Recovery of Child Care Services

In coordination with partnering state agencies, *Michigan State Police - Emergency Management and Homeland Security Division* along with Michigan Local Emergency Managers in each county.

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The lead agency plan is supplement to the **Michigan Emergency Management Plan** (MEMP) (pages 98-107) (Appendix A). The lead agency recognizes and supports the statewide operational Emergency Management Plan as written to address the full scope of response to a disaster or emergency.

Michigan has established and identified trained ***Local Emergency Management Coordinators*** for each county in the state to assist in all aspects of response within the plan.

The MEMP incorporates established systems to communicate and provide the following response and recovery activities as related to children:

Reunite children with their parents and/or guardians through the following activities in the event of a disaster/emergency:

- Establish a toll-free hotline, as well as teletypewriter (TTY) and video relay service (VRS) lines to receive reports of displaced children.
- Create a website that is compliant with Section 508 to provide information about displaced children.
- Deploy staff to the location of the declared disaster event to gather information about displaced children.
- Provide information to the public about additional resources.
- Partners with local, state, tribal, and Federal law enforcement agencies.
- Coordinate with the MDHHS to assist in family reunification.
- Partnerships with agencies to offer crisis counseling, disaster case management, support services for affected individuals, support acquiring non-governmental assistance including but not limited to home repair, clean-up, initial rebuilding, childcare, in-kind donations, support acquiring government benefits and disaster assistance programs.
- Identifies areas appropriate for shelters for disaster survivors.

The **Michigan Emergency Management Plan** (page 104) identifies MILEAP Child Care Licensing as having the following role:

1. Provide guidance, promulgate regulations, conduct investigations and compliance reviews, and enforce Federal civil rights laws, including their general application to emergency management and specific application to mass care services, such as the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Civil Rights Act of 1964. (Protect)
2. Provide construction, engineering, and project management expertise and support for temporary (accessible) housing and sheltering (to include management of temporary roofing support following disasters). (Recover)
3. Coordinate the establishment of group mobile home sites for temporary disaster housing. (Recover)
4. Provide licensing information to disaster survivors. (Recover)
5. Expedite licensing for facilities and individual homes, as needed. (Recover)

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6. Implement appropriate economic stabilization measures. (Recover)
7. Retain a list of licensed transitional healthcare facilities such as adult foster care homes, long term care (nursing home) facilities, homes for the aged, and childcare. (These licensed facilities may be used to identify available and physically accessible housing resources for disaster survivors. These do not include ) (All)
8. Retain a list of licensed interpreters who can be contacted in case of emergency. (All)

Child Care Licensing (CCL) has rules set forth in the Policy Manual for **Temporary Operations** (Appendix D) of licensed child care facilities when affected by an emergency/disaster. Local Emergency Management Coordinators in some locations are used as a point of reference when looking for safe locations for temporary operations.

The local level involvement of emergency preparedness begins at the county level with the Local Emergency Management Coordinator's. A list of the current Local Emergency Management Coordinator's may be accessed in the following link: ***Local Emergency Management Coordinators***. The local jurisdictions develop their Emergency Operation Plans and will address disaster related needs of children differently, to assist in the plan the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) provides a plan template that addresses those needs as followed **Emergency Operations Plan Template MSP EMHSD Local Jurisdiction** (Appendix B) .

The following is identified on page 10 of the template document:

- A. The needs of children during a disaster will be managed through:
  1. Incorporating children's needs in all phases of emergency management and the following documents, procedures, and plans (insert documents/plans/procedures, e.g., annex, SOP, mass care and evacuation, school safety plans etc.).
  2. Establishing shelters that have resources necessary for children, including but not limited to: diapers, formula, food, portable cribs, playpens, and the capacity to supervise any unaccompanied children (insert additional resources).
  3. Providing emergency childcare services during an incident through (insert child services, e.g. disaster recovery centers provide free childcare, etc.).
  4. The reunification of children with families will occur through (insert process, e.g., use the National Emergency Child Locator Center during presidential disasters, establish toll free number for families to call, etc.).
  5. The requirement of FEMA course IS-366: "Planning for the Needs of Children in Disasters" for EM staff.

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## Requirements for CCDF Providers and Other Child Care Providers

### Licensing Rules for Family and Group Child Care Homes (Appendix C)

As described in Licensing Rules for Family and Group Child Care Homes the following rules apply to family/group homes.

R 400.1945 Emergency; plan; drill. Rule 45 is reviewed with each provider at all inspections – original, interim and renewal.

(1) An applicant or licensee shall have a written emergency response plan for the care of children that must be posted in a conspicuous location within the child care home. The plan must address the following types of emergencies:

- (a) Fire evacuation.
- (b) Tornado watches and warnings.
- (c) Serious accident or injury.
- (d) Water emergencies, if applicable.
- (e) Crisis management including, but not limited to, all of the following:
  - (i) Intruders.
  - (ii) Active shooters.
  - (iii) Bomb threats.
  - (iv) Other man- or woman-caused events.

(2) The written plan must include all of the following:

- (a) A plan for evacuation.
- (b) A plan for safely moving children to a relocation site.
- (c) A plan for shelter-in-place.
- (d) A plan for lockdown.
- (e) A plan for contacting parents and reuniting families.
- (f) A plan for continuing operations during or after a disaster.
- (g) A plan for how infants and toddlers will be accommodated in all types of emergencies.
- (h) A plan for how children with special needs will be accommodated in all types of emergencies.
  - (i) A plan for how children with chronic medical conditions will be accommodated in all types of emergencies.

(3) A licensee shall inform all personnel of the overall emergency response plan and of his or her individual duties and responsibilities in the event of an emergency specified in subrule

(1) of this rule.

(4) Fire drills must be practiced while children are in care at least once quarterly, and a written record that includes the date and time it takes to evacuate must be maintained.

(5) At least 2 tornado drills must be practiced while children are in care between March and November, and a written record of these drills that includes the date must be maintained.

(6) Smoke detectors must be used as the alarm for fire drills.

(7) The records required in this rule must be retained for a minimum of 4 years.

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## **Licensing Rules for Child Care Centers** (Appendix E)

As described in **Licensing Rules for Child Care Centers** the following rules apply.

R 400.8161 Emergency procedures. Rule 161 is reviewed with each provider at all inspections – original, interim and renewal.

- (1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:
  - (a) Fire.
  - (b) Tornado.
  - (c) Other natural or man-made disasters.
  - (d) Serious accident, illness, or injury.
  - (e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.
- (2) The written procedures must include all of the following:
  - (a) A plan for evacuation.
  - (b) A plan for safely moving children to a relocation site.
  - (c) A plan for shelter-in-place.
  - (d) A plan for lockdown.
  - (e) A plan for contacting parents and reuniting families.
  - (f) A plan for how each child with special needs will be accommodated during each type of emergency.
  - (g) A plan for how infants and toddlers will be accommodated during each type of emergency.
  - (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.
- (3) The plans required by subrule (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.
- (4) The crisis management plan required by subrule (2) of this rule must be maintained in a place known and easily accessible to all personnel.
- (5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.
- (6) A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.
- (7) A written log indicating the date and time of fire and tornado drills must be kept on file at the center.

## **Licenses Exempt Provider Emergency Preparedness and Training:**

License Exempt Providers are assisted in building knowledge and understanding during the *Great Start to Quality Orientation training* where they review and are provided a copy of **MSP Family Preparedness Guide** (Appendix F) that offers information on disaster preparedness, response and mental health awareness following an emergency. The information then is followed up with ongoing monitoring during the Health and Safety Visit. Two areas directly covered during the visit are the following:

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- (1) Provider can explain how to handle different emergencies and determine the appropriate actions to take.
  - (a) Explanation: A discussion is required for this item, which may cover topics such as emergency plans, smoke detectors, fire extinguishers, etc.
  - (b) Discussed: Ask the provider what he or she would do in different types of emergencies. Ensure the provider has a general understanding of how to keep the children and him/herself safe in an emergency requiring evacuation, an emergency requiring them to take cover, and an emergency related to the child's health.
  - (c) Resource Provided: Resources may include emergency planning materials, such as [www.ready.gov](http://www.ready.gov), and discussing the importance of making these plans in collaboration with the parent.
- (2) An emergency plan has been developed and is practiced regularly (tornado, fire, injury).
  - (a) Explanation: An emergency plan should be developed, and the parent should be aware of what that plan is, including how to re-unite children with parents after a disaster and a location to meet if the home must be evacuated.
  - (b) Discussed: Ask the provider about their emergency or disaster plans.
  - (c) Resource Provided: Resources may include emergency planning materials, such as [www.ready.gov](http://www.ready.gov), and discussing the importance of making these plans in collaboration with the parent.

### PROVIDER TRAINING

Licensing Rule 400.1905 Training Rule 5 (1)(2)(3)(f)(g)

R 400.1905 Training for Child Care Centers

Rule 5. (1) A licensee shall complete not less than 10 clock hours of training each calendar year related to child development, program planning, and administrative management for a child care business, not including CPR, first aid, and infectious disease, including immunizations, training.

(2) A child care staff member and a child care assistant shall complete not less than 5 clock hours of training each calendar year related to child development and caring for children, not including CPR, first aid, and infectious disease, including immunizations, training.

(3) A licensee shall ensure that child care staff members and child care assistants, prior to caring for children, have training that includes information on all of the following:

(f) Building and physical premises safety.

(g) All hazards emergency preparedness and response planning.

Training: R 400.8161 For Family and Group Child Care Homes

Emergency procedures. Rule 161.

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(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:

(8) Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in subrule (1) of this rule.

All providers are required to complete initial and annual ongoing health and safety training that covers the following 12 topics:

1. Child Development Training.
2. Prevention and control of infectious diseases (including immunization).
3. Prevention of Sudden Infant Death Syndrome and use of safe sleeping practices.
4. Administration of medication, consistent with standards for parental consent.
5. Prevention of and response to emergencies due to food and allergic reactions.
6. Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.
7. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.
8. Emergency preparedness and response planning.
9. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
10. Precautions in transporting children (if applicable).
11. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification.
12. Recognition and reporting of child abuse and neglect.

Beginning in January 2020, annual ongoing health and safety training is required by MDE. Each topic in the provider training list will be reviewed once every three years:

- Group one (of three) training: Topics 2, 4, 5 and 11.
- Group two (of three) training: Topics 1, 3, 7 and 12.
- Group three (of three) training: Topics 6, 8, 9 and 10

### Resources:

- Youth preparedness and including youth in emergency management is an essential part of engaging the whole community. As you and your organization prepare for, respond to and recover from disasters, use our resources to explore how you can provide services that assist youth and families with children. ***Ready Kids | Ready.gov***
- Child Care Aware of America includes a number of suggestions for child care providers' business continuity preparation. ***Business Continuity - Child Care Aware® of America***
- Disasters can impact children in various ways resulting in long term effects both emotionally and reacting to future to situations. This website offers information and additional resources for supporting children who have experiences traumatic events. ***Helping Children Cope | Ready.gov***