



Emergency/Disaster Preparation
Ohio Administrative Code 5101:2-12-16 and 5101:2-13-16
May 2017

RULE SUMMARY

Disasters and emergencies can be emotionally devastating and cause property damage that can be costly to repair. Child care programs are not immune to these risks and should plan and prepare for any event (minor as well as catastrophic) that may disrupt the day-to-day operations of their child care businesses.

REQUIRED DOCUMENTATION

- A written disaster plan, made available to all child care staff members and employees. The disaster plan shall be updated annually.

TIPS FOR MAINTAINING COMPLIANCE

- Details required to be in the disaster plan include: plans for shelter in place or evacuation; how children will be cared for, including children with special needs, and any emergency supplies that may be needed.
- The disaster plan must include procedures for reunification with parents to include:
 - Procedures for notifying and communicating with parents regarding location of children if evacuating and relocating; and communication with parents during disaster during loss of power (no phones or internet service available).
- Your emergency preparedness/disaster plan will be assessed to verify all the components required in rule are listed in the plan. It is up to the program to determine policies/procedures to address these requirements.
- If you are a child care program dually licensed by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE), you are encouraged to add the additional ODJFS components to your school emergency management plan.
- If you are a child care program housed within a school (i.e. before/after school care, Head Start), you are encouraged to work with the school and use the school emergency management plan that has already been created for that building. The school plan is required to address all activities that occur within the school building, even if not operated by the school.

RESOURCES

- The ODJFS created an Emergency Preparedness Plan training as a resource and it is located here: http://jfs.ohio.gov/cdc/Licensing_Resources.stm
 - Please note: this training can be used to meet the professional development per Appendix A to OAC rules 5101:2-12-10 and 5101:2-13-10
- The Child Care Development Block Grant Emergency Preparedness and Response Resources for Child Care Programs are located here: <https://www.acf.hhs.gov/occ/resource/emergency-preparedness-resources-for-grantees-and-child-care-providers>
- Policy Questions from child care providers or county agency employees can be directed to our Policy Help Desk: 1-877-302-2347 option 4