

Maryland State Department of Education
Division of Early Childhood Development
Office of Child Care

**RELOCATION OF CHILD CARE FACILITIES
IN THE EVENT OF A DISASTER**

Office of Child Care Continuity of Operations Plan Supplement

*Being prepared for disaster situations can increase the chances of
lives being saved.*



Larry Hogan, Governor

Karen B. Salmon, Ph.D.
State Superintendent of Schools

**Maryland State Department of Education
Office of Child
Continuity of Operations Supplement
Relocation of Child Care Facilities in the Event of a Disaster**

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**Maryland State Department of Education
Office of Child Care
Continuity of Operations Supplement
Relocation of Child Care Facilities in the Event of a Disaster**

BACKGROUND

• Child Care Development Block Grant Requirements

The Child Care Development Block Grant (CCDBG) Act of 2014 requires States and Territories to develop a Statewide Child Care Disaster Plan coordinating activities with the State/Territory human services agency, emergency management agency, child care licensing agency, State/Territory local resource and referral agencies, and the State Advisory Council (SAC). The Statewide Child Care Disaster Plan must include:

- Guidelines for continuing Child Care Development Fund (CCDF) assistance and child care services after a disaster, which may include provision of temporary child care, and temporary operating standards for child care after a disaster.
- Requirements that child care providers receiving CCDF have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.
- Requirements that child care providers receiving CCDF have in place procedures for staff and volunteer emergency preparedness training and practice drills.

The Maryland State Department of Education (MSDE) is the lead agency for the Child Care Development Fund. MSDE's Division of Early Childhood Development, Office of Child Care (OCC) administers the fund, providing subsidies to supplement the costs of child care services for low income families and improving the quality of child care in Maryland.

• Current Maryland Disaster Planning Hierarchy

○ Maryland's Statewide Disaster Plan

MSDE follows the principles of the Maryland Emergency Management Agency (MEMA) and the Emergency Alert System (EAS). Immediate emergency or disaster response and recovery operations are accomplished at the lowest level of government. Local jurisdictions are responsible for all operations up to their capability. MEMA ensures that Maryland families, communities, and key stakeholders are provided the tools they need to prepare for, mitigate against, respond to, and recover from the consequences of emergency and disaster events. The EAS is a national system, administered by the Federal Communications Commission (FCC) which allows local government representatives to put out local warnings and alerts from and for their geographic areas. The EAS covers both radio and television (including low-power

stations), and cable television companies. MEMA coordinates the Maryland Continuity of Operations Program (COOP) and assists state and local government with COOP planning. COOP planning is the effort to ensure the continued performance of critical business and government functions during a wide range of potential emergencies. Details about MEMA may be found at <http://mema.maryland.gov/Pages/AboutMEMA.aspx>

- **The Maryland State Department of Education's COOP**

MSDE has a Continuity of Operations Plan (COOP) which requires coordination with MEMA, EAS, and local government emergency operations, and it includes the continuity of operations of the Office of Child Care. Major organizations with whom MSDE coordinates emergency and disaster activities relative to children and child care are as follows:

- Maryland Emergency Management Agency: <http://mema.maryland.gov/Pages/default.aspx>
- Children's Disaster Services (CDS) - Church of the Brethren:
➤ www.brethren.org/cds
- Department of Homeland Security: www.Ready.gov/make-a-plan
- American Red Cross: <http://redcross.org/prepare/location/home-family/preparedness>
- American Red Cross Safe and Well: <http://safeandwell.communityos.org/cms/>
- Department of Human Resources, Social Services Administration, Child Protective Services Unit <http://dhr.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/local-offices/>
- Department of Health and Mental Hygiene <http://dhmh.maryland.gov/pages/Emergency-Preparedness.aspx>
- Project Security Blanket: <http://projectsecurityblanket.org/>
- Child Care Aware: <http://www.naccrra.org/disaster/docs/Disaster>
- Center for Disease Control: <http://emergency.cdc.gov/planning>
- American Academy of Pediatrics: <https://www.aap.org/en-us/advocacy-and-policy/aap-health>
- Local Fire and Police Departments

- **Division of Early Childhood Development/Office of Child Care's COOP**

MSDE's Division of Early Childhood Development (DECD), Office of Child Care (OCC) licenses child care centers and registers family child care homes, and manages the Child Care Development Fund (CCDF) which provides, among other initiatives, funds to supplement the costs of child care services for low income families. Subsidies are paid to licensed, registered, and informal child care providers selected by the parents/guardians. OCC has a Continuity of Operations Plan (COOP) in place that covers continuing payments for child care subsidy services and the continuation of child care regulatory activities conducted by the OCC Licensing Branch.

- **Child Care Provider Emergency Preparedness Plans**

The Code of Maryland Regulations (COMAR) governing child care in Maryland requires all licensed and registered child care providers to develop emergency preparedness plans outlining procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, and accommodation for children of all age groups in care to include children with special needs. Child care providers are required to train staff and volunteers on the plan, conduct practice drills at least twice a year, and to update the plan annually.

This Plan – Purpose

The “*Relocation of Child Care Facilities in the Event of a Disaster*” plan is a supplement to the OCC COOP and the COMAR requirements for child care facilities. It provides **temporary operating standards** and guidance to child care providers when forced to relocate their child care services due to a disaster - an occurrence causing widespread destruction and distress.

RELOCATION OF CHILD CARE FACILITIES IN THE EVENT OF A DISASTER

RELOCATION OF CHILD CARE FACILITIES IN THE EVENT OF A DISASTER

Introduction

The Maryland State Department of Education, Division of Early Childhood Development, Office of Child Care (OCC) developed the following child care facility relocation plan with the intent to identify and communicate the processes and supports for child care programs in the event of a local, regional or statewide disaster. The plan provides temporary operating standards and guidance for Licensed Child Care Centers, Letter of Compliance programs, Registered Large Family Child Care Homes, and Registered Family Child Care homes when child care providers are forced to relocate due to a disaster.

The plan considers the following facts:

- Disasters can be human caused or natural catastrophes. According to the Maryland Emergency Management Agency (MEMA), the most common disasters in Maryland are flood, fire, and weather.
- Being prepared for disaster situations can increase the chances of lives being saved.
- The OCC has a responsibility to establish basic emergency planning for the OCC and the provider community.
- The OCC has COMAR regulations requiring child care providers to have emergency and disaster planning, and annual review and training around the content of the plans.
- Child care is a needed resource for families and should be reestablished as quickly as possible when a disaster strikes.
- Most family child care providers work alone in the home with children and may have family members residing in the home.
- Several staff, who work in child care centers, have children and family members of their own.

I. Definitions

The following words used in this protocol have the following meanings:

- Disaster – an occurrence causing widespread destruction and distress
- Emergency - an unforeseen combination of circumstances or the resulting state that calls for immediate action
- Temporary - lasting for a limited time
- Temporary Operating Standards – operating standards child care providers must meet when forced to relocate due to a disaster

II. Current Requirements

The standards for the licensure and registration of child care facilities are found in COMAR 13A.15 Family Child Care, COMAR 13A.16 Child Care Centers, COMAR 13A.17 Letters of Compliance, and COMAR 13A.18 Large Family Child Care Homes.

COMAR requires all child care providers to prepare and maintain a written emergency and disaster plan which;

- Establishes procedures for:
 - Evacuating the home, including an evacuation route;
 - Relocating children to a designated safe site;
 - Sheltering in place in the event that evacuation is not feasible;
 - Notifying parents of children in care; and
 - Addressing the individual needs of children, including children with special needs.
- Contains:
 - The name of, and contact information for, the local emergency operations center;
 - A list of local emergency services numbers;
 - The radio station call sign and frequency for the local Emergency Alert System (EAS); and
 - Assignment of staff responsibilities during the emergency or disaster.
- Is reviewed with all staff and volunteers.
- Is readily available to all staff and volunteers.
- Is practiced:
 - At least four times per year when children in overnight care are present; and
 - At least once a month for fire and twice per year for other emergency and disaster situations.
- Is updated at least annually.

Plan Details

As a supplement to the MSDE/OCC COOP and emergency preparedness plans developed by licensed and registered child care providers per COMAR, this plan provides guidance and **temporary operating standards** for child care providers when forced to relocate after a disaster. Components of the plan identify the roles of child care providers and the OCC during the initial response, and during recovery as providers gradually progress to full compliance.

Due to the temporary location of providers, **the child care center license** will be temporarily on hold until either the provider returns to the original facility, remains in the temporary location, or moves to another permanent location. Family child care providers must submit a “*Resumption of Service*” application to receive approval for an alternate location.

I. Initial Response

OCC’s initial response to a disaster is critical in allowing providers to continue operating their businesses. In the event of a disaster, child care providers are required to execute their emergency and disaster plans which may require relocation to an alternate site. In these instances the child care providers may not be able to fully meet COMAR standards, and will be allowed to meet temporary operating standards for limited periods of time.

A. Child Care Providers

1. Within the first 24 hours of a disaster to a facility, the provider must notify the OCC regional office of the alternative location.
2. If possible, the operator must post a notice at the facility notifying the public that the program is temporarily relocated or closed.
3. The child care facility must meet the “*Temporary Operating Standards for the Initial 24 Hour Assessment of the Child Care Facility Alternate Site*” which are used by licensing staff to assess the condition of the alternative location for viability of at least 30 days. The temporary operating standards are as follows:
 - a. The space is in good repair and can reasonably accommodate the number of children physically present. The space does not have to be divided into rooms.
 - b. There is water accessible to areas that will be used for child care. Running water or bottled water (any size) is usable.
 - c. There is a way to keep food from spoilage, i.e., refrigerator or cooler, etc.

- d. There is a way for children to eat.
 - e. There is a way for children to nap.
 - f. The space has a toilet. Bottled water approved for use to assist in flushing.
 - g. A working phone is available. (cell or landline)
 - h. The areas to be used for child care have sufficient lighting for adequate supervision, which may include battery operated lighting.
 - i. Children are protected from potentially hazardous items.
 - j. Was program able to gather emergency contact information for parents and guardians of all children on site? If not, how were parents contacted?
 - k. Attendance list has been generated. If no paper available, the list may be entered in a smartphone.
 - l. Was program able to gather basic first aid supplies? If not, were any purchased?
 - m. Group size and staff: child ratios are met. Volunteers may be used to meet staff: child ratios, as some staff may leave and the Red Cross may send volunteers.
 - n. There is at least one staff member who has successfully passed a criminal background check and who has been cleared for child abuse and neglect for each group of children.
 - o. Staffing - individuals currently with the children. If any individuals other than approved staff are being used, list the names.
4. If the alternative location is deemed unsuitable, the children in care must be relocated to a location that would meet the temporary operating standards, or the provider must discontinue operations.
5. In the event that the Regional Office is affected by the disaster, another Regional office should be contacted. (see **Attachment A – Regional Offices of Child Care**) The Regional Manager or Supervisor of that office will contact the Chief of the Licensing Branch for assistance. The COOP plan will be in effect for the statewide regional offices.

B. Family Reunification

1. Children are the responsibility of their caregiver until such time as their parent or approved guardian is able to retrieve them from the child care facility.
2. Reunification includes identifying the correct parent/guardian, verifying their identity, and documenting the child's release to their custody.
3. During a disaster, there may be children who will need short or long term placements if their parents/guardians become incapacitated, die, or cannot be located. The local police and Department of Human Resources, Social Services Administration's Child Protective Services Unit are to be contacted by the provider to seek advice and/or give custody of the child to those agencies.
4. In the event that a child's custody is unclear or when multiple persons seek to claim a child, all information will be turned over to the Department of Human Resources, Social Services Administration's Child Protective Services Unit or law enforcement for their investigation and determination of custody.

C. Office of Child Care Responsibilities

1. Upon notification of a child care facility relocation resulting from a disaster, licensing staff will immediately conduct an on-site assessment using the *Initial 24 Hours Assessment of Child Care Facility Alternate Site – Form TOS1 (Attachment B)*.
2. If the alternative location is suitable, the temporary operating standards will remain in effect up to 30 days, and OCC will issue a "30-Day Letter of Authorization" (**Attachment C**) for the temporary location.
3. OCC licensing staff will remain in constant communication with the provider.
4. OCC licensing staff will provide updates regarding the effect on the provider community, and any accommodations that have been made at the time of the disaster, with the following Maryland State Department of Education officials:
 - a. Assistant State Superintendent of the Division of Early Childhood Development;
 - b. Office of Child Care Director;
 - c. Office of Child Care Chief, Licensing Branch;
 - d. Assistant Attorney General for Child Care;

- e. MSDE Director of Communications; and
- f. Others as necessary regarding the disaster throughout the response.

II. Recovery

A child care provider may recover from the disaster by moving back to the original location, once safe, remaining in an alternative location, or moving to another permanent location. Due to the temporary location of providers, the child care center license will be temporarily on hold until either the provider returns to the original facility, remains in the temporary location, or moves to another permanent location. Family child care providers must submit a “*Resumption of Service*” application to receive approval for an alternate or another permanent location.

A. Returning to the Original Location

1. The provider must inform the regional office prior to returning to the original location.
2. Licensing Specialist must conduct an inspection before child care may resume in the original location.
3. If the facility sustained structural damage, the provider must contact the local government to determine if an updated Certificate of Occupancy (U&O) is needed. If a U& O is required, the provider must have the U&O permit prior to the OCC inspection.
4. If the local government determines that an updated U&O is not required, the provider must request a written statement.

B. Remaining at the Alternative Location Beyond the Initial 30 Days

1. Child Care Centers

- a. The child care provider must notify the OCC of plans to continue services at the alternative location at least five (5) days prior to the end the initial 30 day time period.
- b. If the child care provider intend to remain at the alternative location for more than 30 days, gradual progression to full compliance with COMAR should

begin by following the *“Temporary Operating Standards for Disaster Recovery”*. The standards are as follows:

1. Space is in good repair and can reasonably accommodate the number of children physically present. (Space does not have to be divided into rooms.)
2. Building meets local codes to include Fire.
3. Potentially hazardous items are inaccessible.
4. Outdoor activities are provided for children in care. (Playground space is not required, as children may take walks.)
5. There is a diapering area with a non-porous surface. (A bathroom sink may be used for handwashing.)
6. There is a working toilet and sink.
7. There is a source for drinking water.
8. There is a refrigerator to prevent food spoilage.
9. There is a way to heat food.
10. There is an area to store food.
11. There are individual cribs for children under 12 months. (Parents may provide port-a-cribs.)
12. There are individual cots or mats for children over 12 months old. (Parents may supply them.)
13. There are adequate equipment, materials and supplies for children.
14. Group size and staff: child ratios are met. (Volunteers may continue to be used to meet staff: child ratios.)
15. Teacher- qualified staff is in each classroom or in charge of each group of children. (Variances will be considered.)
16. There is at least one staff member who has successfully passed a criminal background check and who has been cleared for child abuse and neglect for each group of children.
17. There is a completed emergency form for each child in care.

18. New children enrolled and new staff hired at the alternative facility must have complete records.

- c. If OCC deems the alternative location suitable, the temporary operating standards will remain in effect up to four (4) months, and OCC will issue a *"4-Month Letter of Authorization"* for the temporary location which must be posted conspicuously in the facility.
- d. If OCC deems the alternative location unsuitable, the children in care must be relocated to a location that would meet the temporary operating standards, or the provider must discontinue operations.
- e. By the end of the 4 months, the center is expected to be in full compliance with COMAR.
- f. If, at the end of the 4 months, the center is not in full compliance with COMAR, but is substantially compliant, an extension may be granted.

2. Family Child Care Providers/Large Family Child Care Providers

- a. A Family or Large Family child care provider may not remain at an alternative location beyond the first 24 hours if it is not the provider's temporary residence.
- b. If the alternative location is going to be the provider's temporary or permanent residence, a *"Resumption of Service"* application must be submitted to OCC.

3. Office of Child Care Responsibilities

- a. Upon receipt of notification that the provider will remain at the alternative location, licensing staff will conduct an on-site assessment within five (5) days. The *"Temporary Operating Standards for Recovery" Form TOS2 (Attachment D)* will be used to assess the status of the facility.
- b. If the alternative location for the child care center is in compliance with the standards, Licensing staff will issue a *"4-Month Letter of Authorization"* (Attachment E).

- c. If there are unmet standards, the licensing staff will assist the provider in developing an acceptable plan of correction and a schedule for verifying correction of the standards as soon as possible.
- d. The OCC will maintain the existing child care center license for the original location.
- e. Information regarding the alternate location will be maintained in the child care center's file.
- f. Family child care "*Resumption of Service*" applications will be expedited.

C. Child Care Centers Converting the Temporary Location into a Permanent Location or Moving to another Permanent Location

- 1. The operator will submit a completed initial application for any site that the provider designates as the permanent location for the child care facility.
- 2. The previous location will be officially closed in the Child Care Administrative Tracking System (CCATS).

III. Communication, Resources and Plan Maintenance

A. Communication from OCC

- 1. OCC uses information provided by child care providers to communicate on an individual basis. All providers are required by regulation to have a working telephone. Email addresses are obtained through the application for licensure or registration, and the *Release of Information* form from the providers, staff, substitutes, and others who have access to the children in care. Email addresses and phone numbers are verified during each unannounced inspection of child care facilities. In the event a provider does not have email, communication is achieved using the telephone or speaking with the person face to face.
- 2. In the event OCC is informed of an emergency or a disaster in a specific geographical area, attempts will be made to contact licensed or registered child care programs in that immediate area via email or telephone.
- 3. The "*Relocation of Child Care Facilities in the Event of a Disaster*" is posted on the Maryland State Department of Education, Office of Child Care web page at: <http://earlychildhood.marylandpublicschools.org/child-care-providers/licensing>

**MSDE/DECD/Office of Child Care
Regional Licensing Offices****Region 1 – Anne Arundel County**

Renee Woodard, Reg Mgr – 410-514-7853
49 Old Solomons Island Road (Suite 206)
Annapolis, MD 21401
(410) 573-9522/fax: (410) 5734-9848
1-800-637-5561
renee.woodard@maryland.gov

Region 2 – Baltimore City

Loretta Wallace, Reg Mgr – 410-554-8316
2700 N. Charles Street, Suite 203
Baltimore, MD 21218
(410) 554-8300/fax: (410) 554-8320
loretta.wallace@maryland.gov

Region 3 – Baltimore County

Janette Stewart, Reg Mgr – 410-583-6204
409 Washington Avenue, Suite LL8
Towson, MD 21204-4907
(410) 583-6200/fax: (410) 321-2240
janette.stewart@maryland.gov

Region 4 – Prince George's County

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807 Brightseat Road
Landover, MD 20785
(301) 333-6940/fax: (301) 499-6999
1-800-925-4434
danita.moore@maryland.gov

Region 5 – Montgomery County

Carl Eggleston, Reg Mgr – 240-314-1403
51 Monroe Place, Suite 200
Rockville, MD 20850
(240) 314-1401/fax: (240) 314-1444
carl.eggleston@maryland.gov

Region 6 – Howard County

Louis Valenti, Reg Mgr – 410-750-8953
3300 N. Ridge Road, Suite 190
Ellicott City, MD 21043
(410) 750-8770/fax: (410) 750-0324
louis.valenti@maryland.gov

Region 7 – Western Maryland

Dolores Harmon, Reg Mgr
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Hagerstown, MD 21740
(301) 791-4585/fax: (301) 791-4629
1-800-468-6771
dolores.harmon@maryland.gov

Region 7 - Allegany County Field Office

Ruth Lafferty
3 Pershing Street
Cumberland, MD 21502
(301) 777-2385
ruth.lafferty@maryland.gov

Region 7 – Garrett County Field Office

Dawna Rodeheaver
14 North 8th Street
Oakland, MD 21550
(301) 334-3426
dawna.rodeheaver@maryland.gov

**Region 8 – Upper Shore (Kent, Talbot,
Dorchester, Queen Anne, Caroline Counties)**

Sandy Klunk
301 Bay Street, Suite 305
Easton, MD 21601
(410) 819-5801/fax: (410) 819-5805
1-800-637-5563
sandy.klunk@maryland.gov

Region 9 – Lower Shore (Somerset, Wicomico, Worcester Counties)

Suzanne Ruark, Reg Mgr – 410-713-3430
201 Baptist Street, Suite 32
Multi-Service Building, 2nd Floor
Salisbury, MD 21801
(410) 713-3430/fax: (410) 713-3439
suzanne.ruark@maryland.gov

Region 10 – Southern Tri-County (Calvert, Charles, St. Mary Counties)

Susan Copsey, Reg Mgr – 301-475-3770 x101
41670 Courthouse Drive
P.O. Box 1709
Leonardtown, MD 20650
1-800-343-0955
(301) 475-3770/fax: (301) 475-4017
susan.copsey@maryland.gov

Region 11 – North Central (Harford, Cecil Counties)

Beth O'Connor, Reg Mgr – 410-569-8065
3105 1A/B Emmorton Road,
Abingdon, MD 21009
410-569-2879 /410-569-8659 fax
katherine.o'connor@maryland.gov

Region 12- Frederick Field Office

Dolores Harmon, Reg Mgr – 301-696-9766
5303 Spectrum Drive, Suite G
Frederick, MD 21703
(301) 696-9766/fax: (301) 696-0629
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Region 13- Carroll County Field Office

Louis Valenti, Jr., Reg Mgr – 410-549-6489
1643 Liberty Road, Suite 205
Eldersburg, MD 21784
(410) 549-6489/fax: (410) 549-6490
louis.valenti@maryland.gov
410-549-6495 direct number

Maryland State Department of Education
Office of Child Care
Temporary Operating Standards for
Initial 24 Hour Assessment of Child Care Facility Alternate Site

Within the first 24 hours after child care programs temporarily relocate due to a disaster, licensing staff must conduct an on-site assessment of the facility. Licensing staff must use the following temporary operating standards to conduct the assessment.

Instruction: Review the following temporary standards with the child care provider. Use additional sheets, if necessary, for comments.

Any serious incidents involving children in care due to the disaster? If any, enter into CCATS.

The space is in good repair. Note any special conditions.

There is water accessible to areas that will be used for childcare. Running water or bottled water (any size) is usable.

There is a way to keep food from spoilage, i.e., refrigerator or cooler, etc.

There is a way for children to eat.

There is a way for children to nap.

The space has a toilet, bottled water approved for use to assist in flushing.

A working phone is available, cell or landline.

The areas to be used for child care have sufficient lighting for adequate supervision, which may include battery operated lighting.

Children are protected from potentially hazardous items.

Was program able to gather emergency contact information for parents and guardians of all children on site? If not, how were parents contacted?

Attendance list has been generated. If no paper available, may enter in a smartphone.

Was program able to gather basic first aid supplies? If not, were any purchased?

FOR CHILD CARE CENTERS ONLY

Group size and staff:child ratios are met. (Volunteers may be used to meet staff:child ratios.)

Teacher- qualified staff is in each classroom, or in charge of each group of children in care. (Variances will be considered.)

There is at least one staff member who has successfully passed a criminal background check and who has been cleared for child abuse and neglect for each group of children.

Staffing - individuals currently with the children. If any individuals other than approved staff are being used, list the names.

I, _____ understand that this assessment is valid for 30 days after which time OCC must be informed of my intention to remain at the alternate location, locate to another site, or to return to the original site.

Child Care Provider Signature

Date

Licensing Specialist Signature

Date

30-Day Letter of Authorization

DATE

CENTER OPERATOR
ADDRESS OF CENTER
LICENSE NUMBER

Re: CENTER NAME
RELOCATION ADDRESS:

Dear Ms./Mr. _____,

On DATE OF THE DISASTER, you evacuated the building located at: ADDRESS OF THE CENTER due to the NAME THE DISASTER (EXAMPLE: HURRICANE ISABELLE). As a result, the program was relocated to NEW ADDRESS.

This letter serves as official notification that PROGRAM NAME been approved to operate in AREA OF THE BUILDING at NAME AND ADDRESS OF THE BUILDING.

This operational change is effective for thirty (30) days from DATE. The approved hours of operation are HOURS, DAYS OF THE WEEK.

Please post this letter in a conspicuous location in the facility.

Please keep the Office informed of any changes that might affect your child care operation.

Sincerely,

Regional Manger

cc: Official File

**Maryland State Department of Education
Office of Child Care
TEMPORARY OPERATING STANDARDS FOR DISASTER RECOVERY**

The following temporary operating standards must be met no later than 30 days after the child care facility is temporarily relocated due to a disaster. Licensing staff must conduct an on-site inspection using these standards. These standards will remain in effect for 4 months, after which full compliance with COMAR is required.

Instruction: Review the following temporary standards with the child care provider. Use additional sheets, if necessary, for comments.

- Space is in good repair and can reasonably accommodate the number of children physically present. (Space does not have to be divided into rooms.)
- Building meets local codes to include Fire.
- Potentially hazardous items are inaccessible.
- Outdoor activities are provided for children in care. (Playground space is not required as children may take walks.)
- There is a diapering area with non-porous surface. (The bathroom sink may be used for hand washing.)
- There is a working toilet and sink.
- There is a source for drinking water.
- There is a refrigerator to prevent food spoilage.
- There is a way to heat food.
- There is an area to store food.
- There are individual cribs for children under 12 months. (Parents may provide port-a-cribs.)
- There are individual cots or mats for children over 12 months (Parents may supply.)
- There are adequate equipment, materials and supplies for children.
- Group size and staff:child ratios are met. (Volunteers may continue to be used to meet staff:child ratios.)

4-Month Letter of Authorization

DATE

CENTER OPERATOR
ADDRESS OF CENTER
LICENSE NUMBER

Re: CENTER NAME
RELOCATION ADDRESS:

Dear Ms./Mr. _____,

On DATE, you notified the OCC that NAME OF THE PROGRAM need to continue to operate at LOCATION due to recovery from the damage caused by NAME OF DISASTER.

This letter serves as official notification that PROGRAM NAME has been approved to continue to operate at NAME AND ADDRESS OF THE BUILDING and AREA OF THE BUILDING. This approval is effective for four (4) months from DATE. The approved hours of operation are **HOURS, DAYS OF THE WEEK.**

During this time, the program is to work toward full compliance with 13A.16 Child Care Centers, 13A.17 Letters of Compliance.

Please post this letter in a conspicuous location in the facility.

Please keep the Office informed of any changes that might affect your child care operation.

Sincerely

Regional Manger

Cc: Official File

Resources for Child Care Providers when Disaster Strikes

- Office of Child Care <http://earlychildhood.marylandpublicschools.org/child-care-providers/licensing>
- Maryland Emergency Management Agency: <http://mema.maryland.gov/Pages/default.aspx>
- Department of Human Resources, Social Services Administration, Child Protective Services Unit <http://dhr.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/local-offices/>
- Department of Health and Mental Hygiene <http://dhmh.maryland.gov/pages/Emergency-Preparedness.aspx>
- Head Start Emergency Preparedness Manual <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep>
- Children's Disaster Services (CDS) - Church of the Brethren www.brethren.org/cds
- Department of Homeland Security: www.Ready.gov/make-a-plan
- American Red Cross: <http://redcross.org/prepare/location/home-family/preparedness>
- American Red Cross Safe and Well: <http://safeandwell.communityos.org/cms/>
- Sample Childcare Emergency Action Plan https://emilms.fema.gov/is36/assets/EAP_Sample.pdf
- Project Security Blanket: <http://projectsecurityblanket.org/>
- Child Care Aware <http://www.naccrra.org/disaster/docs/Disaster>
- Center for Disease Control <http://emergency.cdc.gov/planning>
- American Academy of Pediatrics <https://www.aap.org/en-us/advocacy-and-policy/aap-health>