



Pennsylvania Statewide Child Care Emergency Plan June 30, 2016

Department of Human Services
Office of Child Development and Early Learning
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An annual review of the Statewide Child Care Emergency Plan is completed by OCDEL and an ad hoc committee of the Early Learning Council.

Date of Annual Review:

Record of Changes:

Date of Change	Updated Section(s)	Authorized Signature

Distribution and Posting

The Pennsylvania Statewide Child Care Emergency Plan is a public document. It is posted on the Department of Human Services website under the [Child Care and Early Learning](#) page.

Additionally the plan is shared with the following Department of Human Services, Office of Child Development and Early Learning partners:

- The Child Care Certification Regional Offices
- The Child Care Information Services Agencies
- The Intermediate Units
- The PA Key
- The Regional Keys

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1.0 Background & Overview

1.1 Background

The Commonwealth of Pennsylvania State Emergency Operations Plan (SEOP) is designed to assist state-level leaders and emergency management personnel in handling all phases of emergency management during a human caused or natural disaster. It follows the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS) as specified by the U.S. Department of Homeland Security (DHS) and as directed under the Governor's Proclamation on December 20, 2004. It also follows a format similar to the National Response Framework (NRF).

All-hazard emergency management acknowledges that most disasters and emergencies are best managed as a cycle consisting of four phases: prevention, preparedness, response and recovery, with mitigation across all four phases. All-hazard emergency management also acknowledges that there are common emergency functional responses. To address these commonalities, the SEOP contains 15 functional annexes, each addressing an Emergency Support Function (ESF). The ESF is a mechanism that consolidates multiple agencies that perform similar or like functions into a single, cohesive unit to allow for the better management of emergency response functions. The Department of Human Services (DHS) has been tasked as the coordinating agency for Emergency Support Function Six (ESF #6).

Emergency Support Function (ESF) #6 – Mass Care, Shelter, and Human Services coordinates the delivery of Commonwealth mass care, emergency assistance, housing, and human services when county response and recovery needs exceed their capabilities. DHS's Response and Recovery Framework for Mass Care, Shelter and Human Services identify the authority, roles, and responsibilities for DHS executives and program offices to ensure the collective response to disasters and emergencies.

1.2 Scope

In September 2014, the federal Child Care Development Fund and Block Grant (CCDBG) was reauthorized. In Pennsylvania, CCDBG Act of 2014 provides the funding to support child care, through the Administration for Children and Families, Office of Child Care to the DHS Office of Child Development and Early Learning (OCDEL). These funds, along with the required matching state funds, support child care licensing, child care subsidy and the commonwealth's quality rating and improvement system, Keystone STARS. A key component of the CCDBG Act of 2014 reauthorization was the inclusion in the requirements for participating states to develop and disseminate a Statewide Child Care Emergency Plan.

In Section 658E(c) (2)(U) of the CCDBG Act of 2014, the Statewide Child Care Emergency 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 childcare 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.

In order to fulfil the requirement of Section 658, OCDEL has developed the following Statewide Child Care Emergency Plan with the intent to identify and communicate the processes and supports for child care in the event of an individual, local, regional or statewide emergency or disaster occurs. It outlines recommendations for planning preparedness, response and recovery from a disaster and the role the office will play in providing supports. The document provides guidance regarding Child Care Centers, Groups and Family Child Care Homes certified by OCDEL and also strives to provide information relevant to all other early learning programs in terms of recommendations and resources.

1.3 Assumptions

The following assumptions were considered in the development of the plan:

- Emergencies and disasters present themselves in all forms. While some provide advanced warning such as weather related events, others may come about with no warning. The best way to prepare for a disaster is planning and practice.
- Child Care is a necessary component for families and should be restored as quickly as possible.
- All licensed child care providers are required to develop, provide staff orientation, share with parents, and file an individual emergency plan with their local municipality and county.
- DHS is the Coordinating Agency for ESF #6 – Mass Care, Emergency Assistance, Housing & Human Services – when county and regional task forces' response and recovery needs exceed their capabilities. As such, DHS maintains plans and protocols for the implementation and management of child care in the event a state-managed shelter was to be activated.
- This document is a supplement to those plans developed by DHS and the Pennsylvania Emergency Management Agency (PEMA) and does not serve to address the full scope of community or commonwealth response to a disaster or emergency.
- Time frames provided throughout the plan, unless specifically noted serve as guidelines for activities and may vary depending on the circumstance of the disaster or emergency.

1.4 Overview

The Office of Child Development and Early Learning (OCDEL) is a dual deputate of the Departments of Education and Human Services. As an office, many of the commonwealth's child serving systems are funded or supported by OCDEL staff or business partners. OCDEL serves as Pennsylvania's lead agency for the administration of the Child Care and Development Fund Block Grant. Additionally OCDEL receives funding through the Office of Head Start for the Head Start State Collaboration Office and from the U. S. Department of Education to support service to children eligible for Early Intervention birth to three and three to school age.

1.4.1 Licensed Child Care

The standards to aid in protecting the health, safety and rights of children are found in PA Code Chapter 55, Sections 3270, 3280 and 3290 for child care centers, groups and family child care homes respectively. Those chapters identify the minimum level of compliance necessary to obtain the Department's Certificate of Compliance. Regulatory Amendment - On September 24, 2008, the child care facility regulations were amended to include the requirement for a facility emergency plan (see 55 Pa. Code §§3270.27, 3280.26 and 3290.24, relating to emergency plan).

1.4.2 License-exempt Child Care

The only entities offering child care who are exempt for licensing in Pennsylvania are those entities who meet the definition of "Relative" established by the language of the CCDF Act of 2014. All other child care providers operating in Pennsylvania must hold a valid Certificate of Compliance. Relatives are considered to be: grandparents, great-grandparents, aunts, uncles, and siblings over the age of 18 who do not live in the child's home. At this time there are no specific Pennsylvania requirements for licensed-exempt providers to have an emergency plan, but in terms of best practice it is advisable. The U.S. Department of Homeland Security as well as the American Red Cross support resources for families emergency planning. See the Resource section at the end of this document for useful links.

1.4.3 Child Care Subsidies

Pennsylvania's child care subsidy program, Child Care Works, provides financial assistance to low income working families, families receiving Temporary Assistance for Needy Families (TANF), working families that have transitioned off of TANF (Former TANF) and families that participate in unpaid employment and training activities through the Supplemental Nutrition Assistance Program (SNAP). Child Care Works is administered by local Child Care Information Services (CCIS) grantees, located throughout the commonwealth. The program pays for child care while parents work or attend approved employment and training programs. To

support continuity of operations during an emergency, the Child Care Information Services (CCIS) agencies' grant requires the CCIS agency to have an operations plan in place.

1.4.4 Head Start

Head Start is federally-funded through the Administration for Children and Families, Office of Head Start and state-funded through the Department of Education (PDE) grants. OCDEL manages the oversight of those grantees receiving PDE funding through Head Start Supplemental Assistance Program (HSSAP). Information Memorandum ACF-IM-HS-09-09 outlines the recommendations for Head Start/Early Head Start programs to develop and implement an emergency plan.

1.4.5 Pennsylvania Pre-K Counts (PKC)

The Department of Education (PDE) also funds PKC. This state funded program offers early learning programming to 3 and 4 year old children in approved provider settings (Child Care, Head Start, School District and Private Academic Preschool). Emergency preparedness is addressed in § 405.50. Emergency Response Plans of the PKC regulations.

1.4.6 Early Intervention

Preschool Early Intervention providers develop policies in accordance with *22 Pa. Code § 10.24. Emergency and Nonemergency Response and Preparedness*. It similarly outlines requirements for the development, sharing, practice and preparation in anticipation of emergencies or disasters.

1.4.7 Home Visiting Programs

OCDEL directly funds or coordinates technical assistance and supports for a number of state-funded or federally funded home visiting programs. Some programs implement specific evidence based models to implement services which may embed emergency preparedness in the program standards. As a best practice, families' individual preparedness should be encouraged. The U.S. Department of Homeland Security as well as the American Red Cross support resources for families emergency planning. See the Resource section at the end of this document for useful links.

OCDEL has statutory authority over the licensing of child care facilities as well as the authority for the provision of subsidized child care through Child Care Works (CCW). The office does not have authority to take custody of children or provide them with direct care.

- 2.0 Disaster – Disasters** can be human caused or natural catastrophes. The most common disasters in Pennsylvania are flood, fire, and weather. While it is impossible to plan for every contingency, individual, families, businesses, communities and all levels of government have a responsibility to establish basic emergency planning. In some

cases, there are regulations or laws requiring emergency and disaster planning and annual review and training around the content of the plans and responses.

3.0 Preparedness- Preparedness is fundamental to the success of any emergency plan. It allows for the consideration of the risks an individual provider, community or region could be exposed to; identification of internal and external resources to assist during an emergency or disaster; and designates critical roles for staff and volunteers to fill in the execution of an emergency or drill.

3.1 Providers

3.1.1 Many providers are required through statute or regulation to develop an Emergency Plan and file it with their local municipality. *The Child Care Facility Toolkit* is a resource to assist programs develop their plan. It can be accessed by clicking [here](#).

3.1.2 Child care providers receiving CCDF (regulations require all child care providers to have the plan) should include in their individual plan procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families.

3.1.3 Programs looking to identify the Emergency Manager for their municipality can do so by following this [link](#) . Detailed steps are included in the Resource section at the end of the document.

3.1.4 Periodic Test & Readiness Activities- It is not sufficient to develop and file a plan. All staff should be oriented to the plan annually. Periodic emergency drills should be incorporated into the program activities. The saying goes, "The more preparation, the shorter the response". The types of drills should be varied so that staff, children and families have a level of comfort in responding to a variety of potential risks.

3.2 OCDEL-

3.2.1 OCDEL will incorporate this Statewide Child Care Emergency Plan into the Continuity of Operations Plan (COOP) developed for the office.

3.2.2 Ongoing, OCDEL will identify internal and external supports and determine the role they will play in execution of the plan.

3.2.3 By July 1, 2016 and annually thereafter, OCDEL will partner with the Department of Human Services and the Pennsylvania Emergency Management Agency to provide a regional risk assessment to assist providers in preparedness planning.

3.2.4 Annually by August 30th, OCDEL will conduct a review of the plan and make revisions as needed.

3.2.5 The Statewide Child Care Emergency Plan will be posted on the Department of Human Services website for public access and review.

4.0 Response Pennsylvania follows the principals of the National Incident Management System (NIMS) and Incident Command System (ICS). Immediate emergency or disaster response and recovery operations will be accomplished at the lowest level of government. Local jurisdictions will be responsible for all operations up to their capability. In that response the priorities are life-safety, protecting property and the environment and meeting basic needs. Response is identified as the time period immediately before, during and after an emergency event. It is during this time period where providers should be prepared to enact their Emergency Plan.

4.1 Providers –

4.1.1 In the event of emergency providers should execute the portions of their plan that best address their needs in the immediate circumstances. Related to an emergency, a decision must be made to act on one of five paths. Should the program: lockdown; immediately evacuate; shelter in place; or evacuate to a relocation facility. For further information to understand the decision making behind these decisions follow the link to “Daycare Emergency Checklist” provided in the Resource Section of this document.

4.1.2 As soon as it is safe to do so, but no later than 24 hours after the emergency, child care providers should communicate with their Regional Child Care Certification Office.

4.2 OCDEL –

4.2.1 As appropriate, OCDEL will communicate directly using phone, email, listserv or in person as necessary to share information with providers in the emergency zone.

4.2.2 OCDEL will collect and provide updates to the Secretary or designee as to the impacts of the disaster/emergency throughout the Response period.

5.0 Recovery – is defined as the period after an emergency or disaster where individuals or the community as a whole is attempting to return to or has completely resumed normal activities. Depending on the circumstances of the disaster, Recovery can vary in length of duration.

5.1 Providers

5.1.1 A critical element of Recovery is communication with families of children enrolled in child care, staff, Regional Child Care Certification staff and local

Child Care Information Services Office. It is important to establish whether or not the facility is operational so families can make appropriate alternative arrangements for child care.

- 5.1.2 Depending on the size and scale of a disaster, CCIS may be attempting to identify placement opportunities for families who lost child care due to the disaster or emergency services workers supporting recovery activities.
- 5.1.3 If providers are unable to re-open their facilities due to the disaster, but have identified alternative facilities, it is critical to contact the Regional Child Care Certification Office immediately. They can start the process to expedite licensing at the new facility.
- 5.1.4 Providers impacted by an emergency should conduct a self-assessment to identify needs for their facility if their intent is to reopen.
- 5.1.5 In the aftermath of a disaster, program staff may need to deal with the impacts of the disaster on their own family and may not be able to return to work. In the event that a facility finds the need to hire additional staff or use volunteers to support reopening, they must continue to fulfill the Child Protective Service Law requirements for Child Abuse, Criminal Background and FBI Fingerprint Certifications. For more information about the requirements for mandated reporting and child abuse certifications visit the Keep Kids Safe PA website by clicking [here](#).

5.2 OCDEL

- 5.2.1 During Recovery, OCDEL or its business partners, the PA Keys to Quality or the CCIS agencies will be collecting data on the impacts of the disaster on the availability of child care in the impacted community.
- 5.2.2 Using email or the Department of Human Services website, OCDEL will communicate information related to Recovery Efforts.
- 5.2.3 OCDEL Certification staff will support providers impacted by the event and assist with certification of temporary or relocated facilities.
- 5.2.4 After community level disasters, OCDEL will conduct after action assessment to determine what factors should be considered for future events and modify the Statewide Child Care Emergency Plan accordingly.

6.0 Subsidy Critical Activities

6.1 Continuity of Services – CCIS

The Child Care Information Services (CCIS) agencies are the hub of child care information. They are the local offices based in counties where low-income working

families can get assistance with paying for child care. Additionally, they provide families with information on quality child care and personalized child care referrals to child care providers based on specific needs or preferences. Currently there are 42 local CCIS agencies contracting with OCDEL to support families. For a listing of CCIS agencies click [here](#).

To support continuity of operations during an emergency, the Child Care Information Services (CCIS) agencies' grant requires the CCIS agency to have an operations plan in place. On a daily basis, the grant requires the CCIS agency to provide comprehensive information on all agency services which includes resource and referral services. CCIS agency staff often provides additional resource and referral information for other community services available to individuals. In an emergency, the CCIS agency staff will continue to make parent services available to the general public and all families who may be eligible for subsidized child care. The CCIS agency staff will continue to provide all the services they provide on a daily basis, which includes resource and referral services. Per grant requirements, the CCIS agency staff is cross trained to assure core functions are able to be performed.

In the event a CCIS agency's office is impacted by an emergency or disaster, the CCIS agencies can work from locations other than their home offices. They can work from local state agencies, such as County Assistance Offices (CAO), other contractors such as regional Keys, or local community services, such as libraries. The subsidized child care program's IT system, PELICAN Child Care Works, is web-based and can be accessed through any computer with internet capabilities. The CCIS agencies can work with their local CAO to address the child care needs of families receiving TANF and SNAP.

6.2 Continuity of Services – Families

In the aftermath of an emergency or a disaster, families may find their need for child care or circumstances for eligibility of care have been impacted. Below are some clarifications related to subsidized child care during an emergency or disaster:

- 6.2.1 **Changes** – Changes to location, number of hours, additional children to be served – Parents may request a change in provider, hours and days of care at any time. Parents may self-declare their need for additional days and hours of care for up to 30 days; then they must provide verification of the need. If parents are having difficulty producing verification, the CCIS agencies must help parents verify information. The CCIS may not deny or terminate subsidy when the parent has cooperated, but is unable to provide the required verification.

The parent may choose any regulated provider, including a provider who may be operating at an emergency location, approved by certification.

Parents may request care for additional children living in the home. The children can be added to the family composition and can receive care as long as there is available funding.

- 6.2.2 **Increased Wages** – In the event a parent’s employer increases the number of hours worked and in turn, increases income during a disaster, a procedure is in place to address increased earnings if families must work overtime due to circumstance – Parents do not have to report increased earnings unless they will permanently earn more than 85 percent of the state median income. Increased earnings based on temporary overtime do not have an impact on eligibility.
- 6.2.3 **Maintenance of Eligibility** - Families maintain eligibility for child care for a period of no less than 12 months. If a parent is temporarily unable to meet the work requirement due to a loss of work, the family’s eligibility continues to the next redetermination date. In the event of a permanent job loss, the parent will remain eligible for no less than 90 days before losing eligibility.
- 6.2.4 **Modification of Co-payment** – During a family’s 12-month period of eligibility, co-payments may be decreased based on the family’s income. Co-payments may not be increased between redeterminations, even if the family’s annual income increases.
- 6.2.5 **Streamlined application process** – Families may apply on paper, or may apply online through the Pennsylvania Department of Human Services COMPASS website at [COMPASS](#).

7.0 Temporary and Emergency Child Care

Definitions: The following words used in this protocol have the following meanings ([Merriam-Webster Online Dictionary](#)):

- Emergency - an unforeseen combination of circumstances or the resulting state that calls for immediate action
- Temporary - lasting for a limited time

7.1 Regional Office Notification

- 7.1.1 The operator shall immediately contact the regional office regarding the emergency at the facility. In the event of a facility fire, the operator must follow the requirements at 55 Pa. Code §3270.20 and §3280.20, relating to reporting injury, death or fire. The operator must inform the regional office of the status of the building and the need to relocate. If part of the child care space was not affected by the emergency and the building is deemed safe for occupancy by a code enforcement officer, child care may resume in the unaffected space. The operator must provide documentation of

building safety to the regional office. The legal entity or the legal entity representative is responsible to inform the regional office of the following:

- A. Returning to the original location within 60 days;
- B. Converting the current temporary location into a permanent location; or
- C. Plans to move to another permanent location within 60 days.

7.2 Initial Move to Temporary Location

- 7.2.1 If the operator is moving to a temporary location, the operator must obtain a certificate of occupancy within five business days following the temporary relocation.
- 7.2.2 Certification staff will conduct an initial inspection of the temporary location within five business days of the relocation. The initial inspection is limited to high risk items using the temporary relocation checklist. If the facility is in compliance with the regulations on the temporary relocation checklist, the certification staff will issue a certificate of compliance for 60 days.
- 7.2.3 If there are violations of the regulations on the temporary relocation checklist, the certification staff will assist the provider in developing an acceptable plan of correction and a schedule for verifying correction of these violations as soon as possible.
- 7.2.4 If the facility has a current STARS rating the legal entity will contact the Regional Key to provide an update on the temporary relocation the location. Certification staff will also contact a STARS representative to provide an update on this temporary relocation.
- 7.2.5 The regional office will maintain the existing certificate of compliance for the original location.
- 7.2.6 If the provider is currently under a negative sanction, the sanction will follow the relocation. Nothing will disrupt the negative sanction process.

7.3 Returning to the Original Location

- 7.3.1 The legal entity must inform the regional office prior to returning to the original facility location.
- 7.3.2 If the facility sustained structural damage the legal entity must contact their local municipality to determine if an updated certificate of occupancy is required. If one is required, the legal entity must have the certificate of occupancy prior to the inspection noted below. If the local municipality determines that an updated certificate of occupancy is not required, the legal entity should request this in writing.

7.3.3 Certification staff will conduct a full inspection before child care may resume in the original location. The inspection will occur within 10 business days of notification that the site is deemed acceptable for child care purposes. The standard cycle of inspection and certificate renewal will resume.

7.4 Converting the Temporary Location into a Permanent Location or Moving to Another Permanent Location

7.4.1 The legal entity will submit a complete application for the site as a new location.

7.4.2 The Bureau will utilize the standard inspection process to make a certification decision.

7.5 Child Care in Emergency Shelter

7.5.1 Under the Emergency Support Function 6 (ESF-6), one of the four primary functions is: Mass Care: which includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and support for family reunification. DHS is the state's Coordinating Agency for ESF #6 and is therefore responsible to coordinate the Commonwealth's mass care response and recovery operations in close coordination with county governments, state and federal partners, VOADs, NGOs, and the private sector. DHS ESF-6 operations will assist local shelters as needed and activate state-owned assets to include facilities for shelters, trained staff and resources, or support public health with said resources when assigned by PEMA. DHS activates a shelter upon request of the local emergency management agency (EMA) or by order of the Governor

7.5.2 The Secretary, through the Response and Recovery Framework has designated the Offices of Child Development and Early Learning (OCDEL) and Children and Youth and Families (OCYF) as having responsibility to dedicate staff to support shelter operations.

7.5.3 Congregate sheltering, feeding, and distribution of emergency supplies addresses accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.

7.5.4 Through advance planning, an agreement has been reached with the Church of the Brethren, Children's Disaster Services (CDS) to provide trained and certified volunteers to establish temporary child care centers in Red Cross managed or state-managed shelters as appropriate. CDS provides its volunteers with background clearances and training on the unique needs of children in disasters.

7.5.5

8.0 Communication

8.1 OCDEL

- 8.1.1 OCDEL uses information provided by child care and other affiliated early learning program facilities to communicate on an individual basis. To the greatest extent possible, it is critical that phone numbers and email addresses are provided to the primary contact for each facility.
- 8.1.2 In the event OCDEL is informed of an emergency or a disaster, where appropriate individual contact would be made to programs.
- 8.1.3 In the event OCDEL is informed of a widespread emergency or disaster, OCDEL will use listserv, public announcement and website postings to inform child care and other early learning providers of relevant information.
- 8.1.4 During an emergency or disaster, OCDEL or its business partners will collect local or regional information as to the status of the event for the intent to keep the Secretary and Deputy Secretary informed and to assist in prioritizing follow up activities.

8.2 Media

- 8.2.1 Department and Office communications to the general public will be coordinated by the DHS Press Secretary or their designee.
- 8.2.2 Requests for impact statements or updates intended for public information from the press, TV or other media outlets should be directed the Department of Human Services Newsroom, Phone: (717) 425-7606.

9.0 Family Reunification

- 9.1 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.
- 9.2 Reunification includes identifying the correct parent/guardian, verifying their identity, and documenting the child's release to their custody.
- 9.3 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 County Children and Youth Agency (CCYA) or Law Enforcement for their investigation and determination of custody.
- 9.4 Under the Emergency Support Function 6 (ESF-6), one of the four primary functions is: Mass Care: Congregate sheltering, feeding, distribution of emergency supplies, and reunification of children with their parent(s)/legal guardians and adults with their families.
- 9.5 The Pennsylvania Department of Human Services (PA DHS) is the state lead for ESF-6 and is therefore the coordinating agency to assist local reunification efforts should they be overwhelmed.

9.6 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. If an unaccompanied minor housed in the shelter cannot return home and needs suitable living arrangements, PA DHS will notify law enforcement and the county children and youth agency (CCYA) within 24 hours. The child will remain with PA DHS until the child's parent/legal guardian, CCYA or law enforcement takes custody of the child

10.0 Disaster Crisis Outreach and Referral Team (DCORT)

Emergencies or disaster can create or exacerbate behavioral health problems. The Disaster Crisis Outreach and Referral Team (DCORT) is a team of disaster behavioral health professionals and para-professionals organized at the county level to provide emergency crisis counseling to disaster victims and their families in accordance with standards established in the state Emergency Behavioral Health Plan. DCORTS are deployed through the respective county Emergency Management Agency.

A listing of the local Mental Health offices can be found at: [Local County Mental Health Contacts](#).

11.0 Plan Review

11.1 The Early Learning Council/State Interagency Coordinating Council (ELC/SICC) will receive and have opportunity to comment on the initial and revised Statewide Child Care Emergency Plan.

11.2 Annually an ad hoc committee of the ELC/SICC will convene to review the plan, any after incident recommendations, current updates related to best practice and complete an update of the plan.

11.3 Annual updates to the Statewide Child Care Emergency Plan will be approved by the Secretary and subsequently posted on the DHS website.

12.0 Resources

12.1 PA Code [PA Codes](#)

12.2 Municipal Emergency Management contact website: [Municipal Emergency Management Statistics](#)

12.2.1 When the page opens, select the county or municipality name if you know it

12.2.2 Select the button "Remove All"

12.2.3 Then in the left hand box scroll down and highlight "39- Emergency Management Coordinator"

- 12.2.4 Select the button “Select” and it should show up in the right hand box
- 12.2.5 Select the button “Display” Report. It should provide the contact information for the municipality you selected.
- 12.3 Head Start Emergency Preparedness Manual: [Head Start Emergency Manual](#)
- 12.4 Pennsylvania Emergency Management Agency. Practical Information on Crisis Planning: a Guide for Schools and Communities: [Pennsylvania Emergency Management Agency](#)
- 12.5 Daycare Emergency Checklist: [Daycare Emergency Checklist](#)
- 12.6 Children’s Disaster Services, Church of the Brethren - [Brethren Church Children's Disaster Services](#)
- 12.7 Child Care Information Services listing - [Child Care Information Services](#)
- 12.8 Department of Homeland Security – [Homeland Security](#)
- 12.9 American Red Cross - [American Red Cross](#) and American Red Cross Safe and Well: [American Red Cross Safe and Well](#)