



## 2018 Kansas Child Care Disaster Plan

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# Plan Summary

The local governments have ultimate control of the response operations during an emergency response, with support from their state and federal counterparts. Specific emergency actions and responsibilities of local governmental stakeholders are found within each county's emergency operations plan. The Kansas Response Plan describes strategies and mechanisms the State uses to mobilize and coordinate resources to support local emergency management efforts. See Appendix Item 1 for a link to the complete Kansas Response Plan for 2017. The Kansas Response Plan provides pre-assigned responsibilities to State agencies and organizations. The Kansas Response Plan is based on the fundamentals within the National Incident Management System. The Incident Command System is used to direct, command and coordinate response and recovery operations at all levels of government. The State Emergency Operations Center acts as a Multiagency Coordination Center when activated. The Kansas Statewide Child Care Disaster Plan will not replace anything in the Kansas Response Plan. The Kansas Statewide Child Care Disaster Plan serves to summarize the coordination and communication in the event of a disaster or emergency with the primary focus on children in child care settings. Coordination may occur in the child care provider setting, the local community, the county, the state, the region and the nation, depending on the level of response needed. Licensed child care providers in the state of Kansas are required to develop an emergency plan and emergency procedures and drills to prepare for the possibility of a disaster. Child care licensing surveyors review these emergency plans during the annual inspection and provide consultation and technical assistance when needed. City governments may develop a local emergency operations plan or utilize the policies in the corresponding county emergency operations plan. Cities initiate emergency actions based on these plans. All counties have established emergency management programs and county emergency managers, as required by Kansas law. County officials with emergency management responsibilities initiate actions based on their county emergency operations plan and they activate and request State assistance when needed.

## KANSAS DEPARTMENT FOR CHILDREN AND FAMILIES

The Kansas Department for Children and Families (DCF) is the primary state human services agency and the Child Care Development Fund lead agency. Within the Kansas Response Plan, DCF, the American Red Cross (ARC) and the Kansas Division of Emergency Management (KDEM) are the primary agencies for Emergency Support Function (ESF) 6: Mass Care, Housing and Human Services. DCF is the ESF 6 coordinator. See Appendix Item 4 for detailed plans regarding how DCF (formally known as Social and Rehabilitation Services) will assist individuals with functional needs (including unaccompanied children, pregnant women and infants) during

evacuation and sheltering. Temporary housing involves assistance for short-term housing and long-term housing needs. When provided, child care services to families who are in congregate shelters are considered part of the sheltering operation. Agencies taking on different roles vary by county, but in some situations DCF and American Red Cross will have the role of helping emergency managers plan and provide safety for every person in the community, including those with functional needs, which includes those with medical conditions, unaccompanied children and infants. Part of this planning includes ensuring the availability of infant supplies. Reunification of families is included as a human services responsibility, and the American Red Cross Safe and Well system is utilized to assist in the reunification of children with parents or guardians. DCF also serves as a support agency for Emergency Support Function 14: Long Term Community Recovery, which looks at long-term impacts to the community and would address businesses and employment, community infrastructure and social services. Community infrastructure recovery includes child care facilities and child care needs being identified, coordinating recovery efforts and the use of resources to support this recovery. The details of the responsibilities involved in these various roles during preparedness, mitigation, response and recovery are defined in the Kansas Response Plan. All agencies support ESF 15: External Affairs to disseminate information to the general public. All agencies also support ESF 5: Information and Planning Function, which supports State activities in response to all-hazard emergencies or disasters. See appendix items 1 and 2 for more details.

The State Emergency Operations Center coordinates with the State Americans with Disabilities Act Coordinator to ensure compliance with federal ADA requirements. The State ADA Coordinator is a DCF employee. Some specific ADA Title II elements are addressed in the Kansas Response Plan 2017. They include the identification of vulnerable populations, notification, evacuation and transportation, sheltering, first aid and medical care, temporary lodging and housing, transition back to the community, recovery and other emergency or disaster-related programs, services and activities.

The Kansas Department of Health and Environment (KDHE) has many internal divisions and one division serves as the State child care licensing agency. Within the Kansas Response Plan, KDHE is the primary agency for Emergency Support Function 8: Public Health and Medical Services, which covers a wide scope of needs, including the medical needs of children who are disabled or have chronic medical conditions. This may also include assisting DCF and the American Red Cross's Mass Care efforts with alternative shelter measures for children (and others) who require care at levels beyond what is provided in a community shelter.

## KANSAS DIVISION OF EMERGENCY MANAGEMENT

Kansas Division of Emergency Management (KDEM) is the State's emergency management agency. KDEM supports all Emergency Support Functions (ESF) as explained in the Kansas Response Plan 2017 in Appendix item 1.

### OTHER CCDF KEY AGENCIES

The local and state Resource and Referral agencies and the Kansas Children's Cabinet and Trust Fund do not have any assigned agency roles in the Kansas Response Plan 2017. These agencies assist in other ways.

Kansas Child Care Training Opportunities, Inc. (KCCTO) offers statewide training opportunities for providers and early-education professionals, with training in foundation and higher-level courses. The foundation-level course is based on the Save the Children model and addresses developing, sharing, practicing and updating an emergency plan. Higher-level courses are specific for family child care programs or center and preschool-based programs. These courses include developing an emergency plan that addresses a wide variety of emergency situations, communication and reunification with parents and guardians, preparing children for emergencies, transportation for emergencies and how to support children after an emergency has occurred.

Child Care Aware of Kansas supports child care providers in their emergency preparedness efforts. Resources concerning emergency preparedness planning are also available to child care providers from other entities across the state. Child Care Aware of Kansas is creating materials for child care providers, including how to engage the older children in care and their families in emergency preparedness planning. In this way, the Kansas Child Care Resource and Referral agencies support child care facilities in developing, modifying and updating their emergency preparedness plans. In addition to training and technical assistance, Child Care Aware of Kansas has utilized diverse social media channels to reach providers and share information, including preparedness posts on Facebook and Twitter that have reached 3,000 individuals, the distribution of a special preparedness-focused issue of Kansas Child magazine to nearly 7,000 child care providers and educators, and monthly planners with emergency information and resources distributed to all licensed child care providers in Kansas.

The Kansas Children's Cabinet and Trust Fund is supporting efforts to increase parents' and caregivers' awareness of childhood trauma and ways to foster resilience. Trauma incurred by children during an emergency may require various approaches to help prevent long-term negative impact. The Kansas Children's Cabinet and Trust Fund helps support mental health providers' services, which may be critical in the aftermath of an emergency situation.

# Coordination of Effort In carrying Out Disaster Response Functions

The Kansas Response Plan of 2017 (Appendix item 1) describes coordination responsibilities for Kansas before, during and after a disaster response. During all phases, Kansas Division of Emergency Management (KDEM) works closely with local, State, federal and nongovernmental partners, including DCF and KDHE.

*The Kansas Division of Emergency Management is the lead agency in coordinating emergency operations through all phases of emergency management. KDEM is organized into three program areas to fulfill this statutory responsibility. These program areas include preparedness, planning and mitigation, response and recovery.*

The preparedness branch has three program areas: training, exercise and crisis city.

The Planning and Mitigation Branch partners with municipal, county, State, federal, tribal and volunteer organizations to conduct emergency management planning and problem solve various mitigation issues.

The Response and Recovery Branch contains the Communications Unit, Individual Assistance program, Public Assistance Program, Regional Emergency Management Coordinator Program and Technological Hazards section.

KDEM will maintain communication with impacted county emergency managers throughout the event. The county emergency manager or his/her designee may request assistance from the State of Kansas when certain conditions are met that demonstrate the need for this assistance. Interstate coordination may be needed when State and local resources are overwhelmed and federal assistance is unavailable or not adequate. This interstate agreement is called the Emergency Management Assistance Compact (EMAC). The EMAC coordinator within KDEM will request interstate assistance as needed. The governor of Kansas will request federal assistance when State or tribal capabilities are not sufficient or have been exhausted.

The State Emergency Operations Center is activated upon the need for State assistance or coordination. Emergency Support Function partners and level of activation are determined by the event. DCF, KDHE and KDEM are all responsible for providing necessary support to the State Emergency Operations Center, as requested by KDEM. The required support is identified in the ESF annexes. See Appendix items 1 and 2 for more details.

# DCF Disaster Response Guidelines

The information below is taken from the DCF Response Guidelines dated April 2013. It explains in more detail some of the coordination efforts of the agency relating to disaster response. Names and phone numbers were removed for this document.

Kansas Department for Children and Families  
DCF Disaster Response Guidelines

## Introduction

DCF seeks to respond in a coordinated, effective and efficient manner to all disasters and emergency situations that come our way. Weather related disasters can come in many forms and vary greatly in their magnitude. Emergency situations fluctuate from being a minor disruption to causing complete interruption of business and community life for an extended period of time.

Different types of emergency situations, from destruction of a service center, to a devastated community, to a radioactive release from a nuclear power station, all require a different type of response. In the Kansas Response Plan, DCF is the primary agency for Emergency Support Function 6: Mass Care, Housing and Human Services and this too brings with it certain agency obligations during times of disaster.

The information contained in this document is primarily about the human-side of responding to a disaster, and is not focused on the recovery of business operations. The document is meant to be a resource for DCF staff involved in planning for and responding to a disaster or emergency situation. The information in the document is not a substitute for good judgment and reason, nor can it address every possible situation that may present itself during a crisis.

## Emergency Support Function (ESF) 6: Mass Care, Housing and Human Services

Each ESF in the Kansas Response Plan is headed by a primary State agency that has been selected based on its authorities, resources and capabilities in that functional area. DCF is the primary agency for ESF 6: Mass Care, Housing and Human Services. In addition to sending a representative to the State Emergency Operations Center (SEOC) to manage that function when the SEOC is activated during an emergency, DCF has a role in helping emergency managers plan and provide for the safety of every person in the community, including individuals in the community requiring special assistance and populations considered vulnerable, at risk or people with functional or access needs.

How to address the transportation, shelter and unique support needs of individuals with people with functional or access needs should be addressed by the emergency managers of each county or region in the state in their Local Emergency Operations Plan (EOP). Emergency managers also identify an ESF6 liaison/lead in their plan. DCF Regional Staff can assist Emergency Managers in identifying the distinct populations within their regions for which to plan and for identifying resources in the area that can assist people with functional or access needs during an emergency.

As long as individuals with functional or access needs have family or staff who can accompany them and meet their needs, they will be able to go to any shelter during an evacuation. If individuals with functional or access needs do not have a support person or caregiver who can accompany them, in the course of developing their EOP, county emergency managers should make arrangements to provide this necessary support, preferably within the shelter, or in an alternative location if necessary. The emergency manager may seek assistance from DCF Prevention and Protection Services staff and staff from other community agencies to provide the support and care giving needed by someone with functional or access needs in a shelter who is not accompanied by a caregiver.

DCF can also help to ensure that contracted providers serving vulnerable clients have adequate plans in place to provide for the safety of individuals they serve. If the provider of services plan for ensuring the safety of their clients is insufficient, the county emergency manager should have addressed this contingency in their EOP.

Web addresses for resources that may be helpful include:

- The Kansas Response Plan  
[www.kansastag.gov/AdvHTML\\_doc\\_upload/2017%20KRP%20FINAL.pdf](http://www.kansastag.gov/AdvHTML_doc_upload/2017%20KRP%20FINAL.pdf)
- Kansas Emergency Managers by County  
[www.kansastag.gov/KDEM.asp?PageID=200](http://www.kansastag.gov/KDEM.asp?PageID=200)
- Emergency Management Institute (EMI) on-line course regarding populations with functional or access needs  
[emilms.fema.gov/IS0368/index.htm](http://emilms.fema.gov/IS0368/index.htm)
- FEMA's Planning Guide for Special Needs Populations  
[www.fema.gov/pdf/media/2008/301.pdf](http://www.fema.gov/pdf/media/2008/301.pdf)

## Coordinated Response

The Kansas Response Plan (KRP) is an all-hazards response plan. While most emergency situations are handled locally when there's a major incident, help may be needed from other jurisdictions, including the State and the federal government. The National Incident Management System was developed so responders from different jurisdictions and disciplines can work together better, because they are working under a standardized command and management structure. Visit [www.fema.gov/national-incident-management-system](http://www.fema.gov/national-incident-management-system) for details.

Some general guidelines to Incident Management include:

- Emergency first responders will be the first on the scene of a disaster.
- After search and rescue is complete and the response phase begins, all activities need to be coordinated through the incident command structure that has been established following the incident.
- The county or regional emergency manager can be a local emergency officer in the field or it can be the incident commander.
  - Emergency Support Function (ESF) representatives from the various State agencies, who have responded to the State Emergency Operations Center (SEOC), will work to acquire the resources as tasked by SEOC logistics.
- Unless DCF has been designated in the county's Local Emergency Operations Plan (LEOP) as an entity that will provide support to people with function or access needs, DCF staff members should contact the county emergency manager before responding to the disaster location, to find out if they are needed and where they should report.
  - If the county emergency manager cannot be reached, DCF should contact the SEOC before responding to the disaster location. Phone numbers for the SEOC:
    - Main Number = (number removed) (during work hours)
    - 24 Hour Duty-Line (number removed)
- If DCF has been designated in the county's LEOP as needing to assist people with functional or access needs, the staff should respond as outlined in the plan.

Some basic training, while not required, might be helpful for staff who will be involved in responding to disaster shelters or recovery sites, or who work with county emergency managers, first responders or providers in developing disaster response plans. Training Courses 100, 200 and 700 are designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS) and are available for free online.

These and other types of disaster response training can be accessed at [ks.train.org/DesktopShell.aspx](http://ks.train.org/DesktopShell.aspx). Click on Course Search. On the left side of the page, under Search

Options, click on By Course ID. The ID for the ICS 100 course is 1002558; for the ICS 200 course is 1005012; and for the ICS 700 course is 1002546. An account has to be set up on the home page in order to register for a course.

### When a Significant Portion of a Community is Affected by a Disaster (Regional Response)

#### Pre-disaster Planning

- Keep your employee ID with you at all times, in order to enter a disaster service site (Shelter or Multi Agency Resource Center).
- Have calling lists of regional management team members in an accessible location. Managers should have calling lists of their available staff.
- Keep this document in an accessible location as a reference in case of a disaster.
- Have a sufficient number of laptops for staff to work at more than one disaster service site at a time.
- Prepare disaster response kits, containing applications, signage, work supplies and lists of items and resources that may be needed at a disaster service site, such as coolers, cell phones, contact information for Information Technology staff and program staff. Have kits at several service centers in a region, so that if one is destroyed another service center can make theirs available.
- Develop relationships with Kansas voluntary organizations active in a disaster (KSVOAD).
  - The American Red Cross
    - Assist local officials and county emergency management coordinators with instructions and guidelines on pre-crisis marking of shelters, training of shelter managers and preparation of shelter management kits.
    - Plan and coordinate with Kansas voluntary organizations active in a disaster for disaster-relief services.
  - The Salvation Army
    - Assist in efforts for mass care and feeding operations with other voluntary organizations active in a disaster.
    - The Salvation Army, through an MOU with KDEM, works in coordination with KSVOAD and affected local emergency management, to coordinate and manage donated goods and refer contributors of donations to United Way 211 or other parties, as directed by impacted counties.
    - Manage donations from public and private organizations per an MOU with KDEM.
  - United Way 211
    - The United Way 211 of Kansas will refer call-in offers of donated items or services as directed by the impacted county or will track donation offers and provide to the county.

## Initial Response

(If the SEOC is activated, the DCF Representative who reports to the SEOC will notify the DCF Executive Team and the regional directors that the SEOC is operating)

- Contact agency personnel who live in the disaster area to ensure their safety.
- Notify regional staff and DCF Executive Team regarding the safety of staff impacted by the disaster.
- Provide a status report regarding DCF functional or access needs populations to the county emergency manager (Administration program managers will have contact providers in the impacted area to check on the safety of clients with functional or access needs and communicated this information to the regional office(s) and the DCF representative at the SEOC).
- Designate a single point of contact for DCF Information Technology Services (ITS) and Operations.
- Administration ITS single point of contact is (name removed); and Administration Operations single point of contact is (name removed).
- Determine one person who will be the onsite coordinator for DCF services and ensure they have accommodations close by, if necessary, based on the level of disaster.
- Contact the county emergency manager or SEOC informing him/her of the services you have to offer and asking permission to go to the designated disaster services site. The SEOC can assist with coordination to contact the county emergency manager.
- Identify who is managing the disaster services site and inform him/her of your presence and why you are there.
- If the disaster is significant, contact the DCF representative at the SEOC, or the SEOC directly to ask for a Task Number that will allow DCF to receive FEMA reimbursement if a federal disaster is later declared. Phone numbers for the SEOC:
  - Main Number = (number removed) (during work hours)
  - 24-Hour Duty-Line (number removed)
  - (Name removed), Human Services Officer = (number removed); cell:  
(number removed)
- The DCF onsite coordinator needs to be in contact with the emergency manger on an ongoing basis to coordinate operations with other KSVOAD responding agencies and to notify them of unmet needs.
- If a Multi-Agency Resource Center is open where multiple state agency services and voluntary agency services will be located, or if DCF applications will be taken at a shelter, have a disaster response kit brought to the site
- Develop a schedule for staff coverage at the Multi Agency Resource Center and/or shelters and begin tracking hours worked immediately.
- Ensure staff is clear regarding what benefits and services are available through DCF:

- Kansas Benefits Card will be replaced, and applications for assistance will be processed on a priority basis for individuals living in the disaster area.
- Individuals who were receiving food assistance prior to the disaster are eligible for replacement of benefits for lost food.
- If a Federal Disaster with Individual Assistance is declared, income verification requirements may be temporarily waived and disaster expenses may be deducted from income for families living in the counties included in the federal declaration.
- Temporary Assistance for Needy Families, Adult Protective Services, Family Services and Community Services allocations may be utilized to assist families affected by the disaster, but the program guidelines for utilizing these funds must be followed. Administration program directors may waive some of the paperwork requirements.
- Free crisis counseling to residents of counties declared for individual assistance will be available.
- Ensure same-day Adult Protective Services and Child Protective Services investigations are referred to Social Workers not impacted by the disaster.
- Work with KSVOAD on processes to refer families needing assistance not available through DCF.
- Local Operations staff need to work with Administration Operations and ITS to set up telephone and computer system access and supply equipment to the Multi Agency Resource Center/Shelter, as needed.
- Inform DCF Executive Team regarding the extent of DCF response operations in the disaster area.

#### Continuing Response

- The DCF onsite coordinator should attend community response/recovery coordination meetings, as long as DCF continues to play a role in the response and recovery.
- Keep DCF Executive and regional staff informed regarding the ongoing status of DCF involvement in the response and recovery.
- Rotate staff responding to the disaster service site, if the response time is lengthy.
- Provide for the mental health needs of staff impacted by the disaster and involved in the response operations.
- Resume normal operations as soon as possible.

## Nuclear Power Station Emergency

*Wolf Creek Nuclear Power Station near Burlington, Kan.*

*Cooper Nuclear Power Station near Brownville, Neb.*

- If there is a nuclear accident, the Kansas Division of Emergency Management (KDEM) will activate the State Emergency Operations Center (SEOC). A representative from DCF will report to the SEOC to serve as the coordinator for emergency operations related to mass care, housing and human services.
- The DCF representative at the SEOC will notify the DCF Executive Team, the regional directors, Family Services directors and Operations, and the Prevention and Protection Services Director and Assistant Director of the accident.
  - Each region and Prevention and Protection Services Director should acknowledge receipt of the first notification so that the DCF SEOC representative knows that someone will be monitoring future updates.
- The DCF representative at the SEOC will continue to keep the DCF Executive Team, the regional directors, Family Services directors and Operations directors, and the PPS director and assistant director informed as events unfold at the nuclear power station. The types of information provided will include:
  - Counties impacted by the accident
  - Evacuation orders
  - Shelter locations
- Only regions with counties impacted by the accident and PPS need to continue to keep the DCF SEOC representative informed regarding what actions they are taking, such as:
  - Determining the safety of DCF's clients with functional or access needs (PPS).
  - Providing support and assistance to individuals with functional or access needs according to the county's Local Emergency Operations Plan (LEOP) or through local or state taskings.
  - Deploying to shelters to offer assistance to shelter staff (region).
- If a shelter is open, the DCF SEOC representative will add the following individuals to their notifications:
  - Administration EES Director
  - Administration, EES Strengthening Family Services Director
  - Administration, EES Commodities Manager

- The DCF representative at the SEOC will relay to the DCF Executive Team the information received from PPS regarding the safety of DCF's clients with functional or access needs to the impacted region(s) and the SEOC Human Services Branch Director, who is in communication with local officials and emergency management.

#### When a DCF Service Center is Damaged or Destroyed (Regional Response)

##### Pre-disaster planning

- Keep your employee ID with you at all times, in order to be allowed into the disaster site.
- Keep staff emergency contact phone numbers in an accessible location, as computer equipment may not be working.
- Keep this document in an accessible location as a reference in case of a disaster.
- Establish and test calling-trees as a means of contacting staff.
- Establish which staff will be allowed to enter a damaged or destroyed service center.
- Staff allowed to enter the service center should have keys to the building, as electronic entry devices may not be working.
- Designate a single point of contact for DCF ITS and Operations.
- Administration ITS single point of contact is (name removed); and Administration Operations single point of contact is (name removed).
- Be prepared to quickly provide personal safety items, such as gloves, face masks, etc., to staff allowed to enter the service center and assist with file recovery and clean up.
- Establish how to dispose of or salvage damaged files and office equipment.
- Ensure all staff members are aware of their alternative work site and other aspects of the region's Continuation of Operations Plan (COOP), in the event a service center is closed for a period of time.
- Review with staff the location of office tornado shelters.

##### Initial Response

- Wait until local emergency first responders have completed search and rescue efforts before the designated staff go to the service center impacted by the disaster.
- Notify the Incident Management Team Liaison that you will be entering the disaster site and going to the damaged service center.
- Enter the service center, when determined to be safe, to assess the damage and secure confidential files.
- Utilize personal safety items, such as gloves and face masks to protect yourself from injury.
- Take reasonable efforts to prevent further damage to the property, equipment and files.
- Notify service center staff regarding the status of service center operations for the day
- Notify all regional Staff and the DCF Executive Team regarding the safety of staff and status of service center operations.

### Continuing Response

- Arrange for confidential files and salvageable equipment to be removed from the building if necessary.
- Organize clean-up tasks so staff can work efficiently and provide personal safety items, such as gloves and face masks.
- Coordinate repair or replacement of the building with Administration Operations and the landlord.
- Implement the regional COOP or resume normal operations as soon as possible.

# KDHE Child Care Licensing Program Guidance

Effective June 30, 2014, the Kansas Department of Health and Environment's (KDHE) Child Care Licensing Program adopted a new guidance policy pertaining to the requirement that licensed day care homes, group day care homes, child care centers, preschools and school age programs have an emergency plan [ K.A.R. 28-4-128(a) and K.A.R. 28-4-592(b)].

K.A.R. 28-4-128. Safety procedures.

- (a) Each facility shall develop an emergency plan to provide for the safety of children and staff in emergencies such as fire, tornadoes, storms, floods and serious injury.
- (b) Each emergency plan shall be posted in a conspicuous place in the facility. Staff in day care facilities shall review the plan with parents of children enrolled.
- (c) Each person responsible for the children, including each substitute, shall be informed of and shall follow the emergency plans.
- (d) A fire drill shall be conducted monthly and scheduled to allow participation by each child. Each date and time shall be recorded.
- (e) A tornado drill shall be conducted monthly, April through September and scheduled to allow participation by each child. Each date and time shall be recorded.
- (f) Each person regularly caring for children shall have first-aid training. Documentation of the training shall be on file at the facility. (Authorized by and implementing K.S.A. 65-508 and K.S.A. 65-522; effective May 1, 1986; amended Feb. 26, 1990.)

K.A.R. 28-4-592 Safety and emergency procedures.

- (b) Emergency plans and evacuation procedures
  - (1) Emergency plans.
    - (A) Each operator shall develop and implement an emergency plan to provide for the safety of children, youth and staff in emergencies including fire, tornadoes, storms, floods, serious injury and other types of emergency specific to the geographic area in which the program is conducted.
    - (B) Each emergency plan shall be posted in a conspicuous place in each indoor activity area.
    - (C) Each staff member shall be informed of and shall follow the emergency plans.
  - (2) Evacuation procedures. Each operator shall practice both of the following evacuation procedures with the children and youth:
    - (A) Fire drills shall be conducted monthly. A record of the date and time of each fire drill and a record of each evacuation time shall be kept on file for one year.
    - (B) Tornado drills shall be conducted monthly during April through September. A record of the date and time of each tornado drill and a record of each evacuation time shall be kept on file for one year.

The guidance policy (see Appendix item 5) identifies the essential components of an emergency plan and supports licensees in their efforts to provide for the health and safety of the children in their care. The essential components include relocation sites and evacuation routes; procedures to meet the needs of individual children, including those with special health care or mobility needs; and procedures for notifying parents and legal guardians and for reunification. Child care licensing surveyors review emergency plans during the annual inspection and provide consultation and technical assistance to assist licensees in maintaining compliance with the requirement. In 2014, the child care licensing program launched an Emergency Preparedness Planning webpage devoted to preparedness resources for child care providers.

A member of the child care licensing team serves on KDHE's Mass Care Planning Team. KDHE has assigned the local health departments (working together in geographic areas) to serve as contact to help coordinate child care needs in the community. There are county health departments in all Kansas counties.

## Evacuation and Relocation Procedures

The primary responsibility for the evacuation of citizens resides with the local government, which is also responsible for determining re-entry. State assistance may be requested by the local government for evacuation efforts if the local resources are exhausted. Evacuation is addressed in ESF 1 (transportation) of the Kansas Response Plan 2017. In the Kansas Response Plan, evacuation is defined as an organized, phased and supervised withdrawal, dispersal or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas. If State evacuation support is required, the Kansas Department of Transportation and the Kansas Highway Patrol are the primary agencies assigned to the ESF 1 (transportation) function. Kansas Division of Emergency Management is a supporting agency. Kansas Department for Children and Families (DCF) and American Red Cross have the primary responsibility for ESF 6 (Mass Care, Housing and Human Services). They will assist in providing services to the evacuated population to include: the exchange of information, sheltering, feeding and first aid. ESF 6 (DCF and American Red Cross) will coordinate with ESF 8 (KDHE) and the State ADA coordinator (DCF) to assist disaster survivors or rescuers who are evacuating persons who have functional and/or vulnerable needs.

According to the ESF6 document (see Appendix item 4 below), the emergency managers of each county or region in the state, in their LEOP, should address the details on how to transport, shelter and support the unique needs of individuals with functional needs. While developing the LEOPs, many emergency managers reach out to the child care licensing entities to obtain information on the child care facilities in their areas, so their unique needs are considered in the plan.

The Kansas Department of Health and Environment's (KDHE) Child Care Licensing Program guidance policy (see appendix item 5) identifies a designated relocation site and an evacuation route as essential components of an emergency plan for licensed child care providers. KDHE's sample plan template (see appendix item 6) for providers has the following sections with details listed under the evacuation section; evacuation routes/exits, evacuating infants/toddlers and others with limited mobility, emergency information/kits, notification, evacuation sites, transportation to evacuation locations and additional. There is additional resource information provided to child care providers on KDHE's emergency preparedness webpage.

## Shelter-In-Place and Lock-Down Procedures

Shelter-in-place or lock-down may be necessary in certain situations. The Kansas Response Plan 2017 states that the Secretary of KDHE evaluates events involving a disease outbreak to determine if it is necessary for shelter-in-place to prevent the spread of disease. KDHE is also the primary agency responsible to determine the need for shelter-in-place in the event of a nuclear or radiological incident.

The Kansas Department of Health and Environment's (KDHE) Child Care Licensing Program guidance policy (see appendix item 5) states that the emergency plans "should address the types of emergencies likely to occur in or near the facility including a fire, weather related event, missing child, chemical release, utility failure, acts of violence/terrorism or other situations that might require evacuation, lock-down or shelter in place". KDHE's sample plan template (see Appendix item 6) for providers has the following sections with details listed under the shelter-in-place section; evacuation routes/exits, evacuating infants/toddlers and others with limited mobility, emergency information/kits and notification.

# Communication and Reunification Procedures

The Kansas Office of Emergency Communication (KOEK) serves as the ESF 2 (Communications) coordinator to the Kansas Division of Emergency Management. The Kansas Office of Emergency Communication works closely with public-safety practitioners throughout our state and nation to implement the strategies of the Statewide Communications Interoperability Plan (see Appendix item 7). The KOEK provides communications related technical assistance to responders in the areas of planning, training, exercise, technology and project development/implementation.

The KOEK manages two deployable Communications on Wheels (COWs) whose primary function is to support 800MHz and interoperable communication throughout the state.

Each county's emergency operations plan contains a detailed section for its ESF 2 (Communications) response detailing various roles agencies will fulfill to meet the communication needs on a county level. On a local level, local and city plans may also contain details on how the communication needs will be met.

The Kansas Department for Children and Families (DCF) and the American Red Cross are the primary agencies for ESF 6 (Mass Care, Housing and Human Services). Part of the Human Services responsibility includes reunification of families. Reunification of families includes providing systems to allow individuals who are separated to contact one another using assets such as the ARC Safe and Well System and helps in the reunification of children with parents or guardians.

Each county's emergency operations plan contains a detailed section for its ESF 6 (Mass Care, Housing and Human Services) response detailing various roles agencies will fulfill to assist with reunification of families. On a local level, local and city plans may also contain details on how various entities will assist with reunification of families.

The Kansas Department of Health and Environment's (KDHE) Child Care Licensing Program guidance policy (see Appendix item 5) identifies as essential components of an emergency plan for licensed child care providers' procedures for notifying parents and legal guardians of the relocation and for reunification. KDHE's sample plan template (see Appendix item 6) for providers has a section dedicated to parent notification and reunification. In that section, it is suggested that providers include information given to parents, such as the location of evaluation sites, emergency contact information for the facility and locations of emergency contact information for each parent/guardian. As part of the release section, the plan asks providers to describe the steps taken to reunite children with parents, including steps to ensure that children are released only to parents/guardians and other authorized individuals. A notification and reunification section is also included as needing to be completed for all the other types of emergencies

throughout the template. Contact information for various emergency personnel is on the template. There is additional resource information provided to child care providers on KDHE's emergency preparedness webpage.

# Accommodation Procedures for People with Functional and Access Needs and/or Vulnerable Needs

The Kansas Response Plan 2017 acknowledges that accommodations may be needed for people with functional and access needs and/or venerable needs, which would include infants and toddlers, children with disabilities and children with chronic medical conditions. The Kansas Department for Children and Families (DCF) and the American Red Cross are the primary agencies for ESF 6 (Mass Care, Housing and Human Services). Part of the Human Services responsibility includes functional and access need supports. DCF (previously the Kansas Department of Social and Rehabilitation Services as utilized on the document) has detailed how this assistance will be provided in the document Assisting Individuals with Functional Needs during Evacuation and Sheltering (see Appendix item 4). In this document, it is described that those with functional and access needs include all individuals with disabilities and chronic medical conditions, as well as pregnant women and infants and unaccompanied children. The plan also indicates that when shelters are used, a private area marked for breastfeeding or pumping mothers should be available in the shelter. Children with functional and access needs may have family or staff who can meet their needs, and in some cases, they may be accommodated in a general-needs shelter. The emergency managers may seek assistance from DCF staff and other community agencies to provide the support and care giving needed by someone with functional needs in a shelter who is not accompanied by a caregiver. During a response to disease outbreak, KDHE and Kansas Division of Emergency Management (KDEM) will work with the local health departments to ensure that all populations requiring special consideration will be planned for and assisted as needed. This includes infants and children. Kansas has in place the Kansas Emergency Medical Services for Children Program, administered by KDHE, which provides planning guidance to local emergency management systems and health care entities related to children and injury prevention and response. The Kansas Response Plan 2017 ESF 8 (Public Health and Medical Services) efforts include ensuring access to medical treatment modalities and supplies for at-risk populations, which would include children, pregnant women, older adults and individuals with chronic health conditions.

The Kansas Response Plan 2017 indicates that KDHE and KDEM will work with local health departments to ensure that all populations requiring special consideration will be planned for and assisted as needed. This includes infants and children.

Local and county-level emergency managers are required to take these populations into consideration when planning for an emergency.

KDHE's Child Care Licensing Program guidance policy (see Appendix item 5) identifies as essential components of an emergency plan for licensed child care providers' procedures to meet the needs of individual children, including those with special health care or mobility needs. KDHE's sample plan template (see Appendix item 6) for providers has a section describing how infants and toddlers and others with limited mobility will be evacuated. It also asks that they include additional information concerning items/supplies to meet the needs of individual children, including medications. The shelter-in-place section also has a similar part for infants and toddlers and others with mobility issues, as does the hazard/incident-specific events section. There is additional resource information provided to child care providers on KDHE's emergency preparedness webpage.

## Continuity of Operations and Child Care Services

All State agencies, including the Kansas Department for Children and Families (DCF), Kansas Department of Health and Environment (KDHE) and the Kansas Division of Emergency Management (KDEM), have developed agency-wide continuation of operations plans. Kansas local health departments, which provide child care licensing services, also have continuity of operation plans developed. DCF has continuity of operations plans for the Kansas DCF Administration site, ITS and each of the four regions. Each office also has a continuity of operation plan developed. To ensure continued access to the Kansas Benefits Card, which is used by child care subsidy providers to pay providers, the agency with which DCF contracts also has a continuation of operation plan (see Appendix item 8).

To help facilitate the continued care for children when their parents or caregivers are absent, KDHE has issued some emergency disaster guidelines, which are provided in the next section of this document. KDHE's Child Care Licensing Program (KDHE-CCL) has long had a guidance policy for local health departments, child care and school-age programs and partners regarding the care of children and youth in facilities when their parents are absent, in the event of a community natural or environmental disaster. Guidelines address 1) temporary emergency facilities within the disaster area or set up outside the disaster area but not licensed at the time of the disaster, 2) regulated facilities not directly impacted by the disaster; 3) local health departments contracted to provide child care regulatory services affected by the disaster; and 4) regulated facilities that are within the disaster area or facilities temporarily closed and then re-opened following the disaster. A member of the child care licensing team serves on KDHE's Mass Care Planning Team and this individual is currently updating the existing guidance to better align with current KDHE standard operating procedures.

# KDHE's Emergency Disaster Guidelines for Early Care and Youth Programs

The purpose of this document is to provide guidance to local health departments, child care and school age programs and partners regarding the care of children and youth in facilities when their parents are absent, when the community experiences a natural or environment disaster. Guidelines are provided for 1) temporary emergency facilities within the disaster area or set up outside the disaster area but not licensed at the time of the disaster, 2) regulated facilities not directly impacted by the disaster; and 3) local health departments contracted to provide child care regulatory services affected by the disaster and 4) regulated facilities that are within the disaster area or facilities temporarily closed and then reopened following the disaster.

## TEMPORARY EMERGENCY CHILD CARE FACILITIES WITHIN THE DISASTER AREA OR SET UP OUTSIDE THE DISASTER BUT NOT LICENSED AT THE TIME OF THE DISASTER

KDHE will not require the licensure of Temporary Emergency Child Care Facilities located within Emergency Shelters for displaced families. In addition, Emergency Child Care organized and operated by relief agencies such as the American Red Cross or Salvation Army or local organizations or volunteers to provide child care for emergency workers and displaced children and youth will not require licensure.

While KDHE is not requiring licensure of Emergency Temporary Child Care Facilities noted above, the department expects that safe and healthy child care practices are provided for displaced children and youth.

Consideration should be given to:

### Basic Record Keeping

For children and youth:

- Name, age and gender
- Basic health information including known allergies, special needs and medications

For adults:

- Name and address of adults supervising the children and youth

### Preventing the spread of communicable disease

- Emphasize the necessity of hand washing with soap and running water
- Post hand washing and safe diapering procedures in bathrooms and diapering areas
- Avoid shared bedding
- Disinfect eating areas before and after each use

Providing adequate supervision of adults working with children and youth including structure for staff support and children and youth: Recommended staff/child ratios and group size:

<i>Ages of Children/Youth</i>	<i>Staff/Child Ratio</i>	<i>Group Size</i>
Mixed Age Grouping, limit 2 infants	1 to 5	10
Infants to 12 months	1 to 3	9
Toddlers (12 months to 2 ½ years)	1 to 5	10
Preschool (2 ½ to school age)	1 to 10	20
School age	1 to 15	30

Providing a framework for structure, routine and age appropriate activities

Ensuring safe toys and materials

KDHE recommends that healthy adults and children 16 years of age and older working or volunteering in Temporary Emergency Child Care Facilities obtain current immunizations in consultation with their health care provider.

#### REGULATED CHILD CARE AND SCHOOL AGE PROGRAM FACILITIES NOT DIRECTLY IMPACTED BY THE DISASTER

KDHE is granting the following allowances in Kansas Child Care Regulation to ease any barriers in community efforts to accommodate a shortage of adult child care workers, displaced families, children and youth into existing regulated child care facilities:

Displaced children and youth entering regulated child care facilities for temporary emergency care:

- not required to provide documentation of current immunizations and health assessment for up to 60 days
- obtain as much information as possible about the children’s/youth’s health needs including any current medications being taken and any known medication, food or other allergies.

Healthy adults and children 16 years of age and older placed for temporary emergency housing or to provide assistance in care for children and youth:

- not required to provide documentation of a current negative TB test or health assessment for up to 6 months
- identifying information is to be submitted to the department for background checks within 5 days
- persons exhibiting symptoms of illness or who have been exposed to communicable disease should consult immediately with a health care professional

Licensed capacity and supervision in case of Natural or Environmental Disaster:

If a shortage of child care or child care workers exists to provide child care during such an emergency, licensed capacity or staff/child ratios may be exceeded when no other community options exist. Supervision of children and youth and communicable disease controls must be maintained. The licensee remains responsible for the children's health, safety and well-being.

## LOCAL HEALTH DEPARTMENTS CONTRACTED TO PROVIDE CHILD CARE REGULATORY SERVICES AFFECTED BY THE DISASTER

In case of significant staff shortage when emergency response procedures are in place for public health, the local contractor is to respond to critical child care regulatory complaints and communicable disease surveillance in child care facilities. All other child care regulatory work stated in the contract may be suspended until normal operations resume.

When local child care regulatory services resume, the child care facility surveyor will work with KDHE staff to develop a plan to conduct local regulatory services that were temporarily suspended during the disaster, including identification and coordination regarding licenses that were non-renewed and new applications that may need to be closed due to lost facilities.

Local health departments should work with other health departments within their geographic area to develop a preparedness plan that includes assistance for child care regulatory activity in case of disaster and work to assist as a contact person in efforts to coordinate child care needs in the community.

## GUIDANCE FOR REGULATED FACILITIES WITHIN THE DISASTER AREA OR FACILITIES THAT ARE TEMPORARILY CLOSED AND THEN REOPENED FOLLOWING THE DISASTER

Facilities that are not structurally damaged and with access to a supply of clean drinking water (may be bottled or made safe following boiling), may remain open. Facilities must have electricity and a working phone. If heating or cooling is not functioning, efforts to safely control temperature for comfort are made.

When facilities that were damaged during a disaster are ready to re-open, the local child care facility surveyor or KDHE designee is to be notified. KDHE will request a compliance check of the environment to assess health and safety. Details provided on the survey request should contain disaster/emergency type and request to prioritize the survey. The child care facility surveyor will conduct the survey and submit to KDHE. The licensee will be notified when it is safe to resume child care.

When a licensee moves to another facility, a new application is required and will be given priority processing by KDHE to expedite issuance of a temporary permit or license. Applicants are to mark

the application in large, bold print **DISASTER PRIORITY APPLICATION** and submit to the local child care facility surveyor or KDHE designee.

# Emergency Preparedness Procedures for Staff and Volunteers

Agencies that are involved with the Kansas Response Plan can prepare through annual Training and Exercise Planning Workshops (TEPW). The workshops focus on prioritizing core capability needs and defining a multi-year strategy of exercises and training to enhance the response at the time of a disaster. Kansas Division of Emergency Management (KDEM) has a training calendar and states that all emergency-related statewide training is free to all, including volunteers participating at a community or agency level. These training exercises can include child care centers. All Kansas State agencies have requirements to participate in certain disaster-related practice drills on a regular basis.

Child care providers have access to resources concerning how to prepare for an emergency on the Kansas Department of Health and Environment's (KDHE) Child Care Licensing Emergency Preparedness Planning page and the Child Care Aware of Kansas Emergency Preparedness toolkit is available on their website. These resource materials cover practice drills and training. Kansas Child Care Training Opportunities offers a course that is specifically about emergency preparations. This type of training is also available to child care providers from other entities across the state, such as Child Care Aware of Kansas. KDHE's policy states that the child care's emergency plan must be posted in a conspicuous place in the facility. The emergency plan should be shared with parents and legal guardians of each child enrolled. Each person caring for children, including each substitute, is to be informed of and shall follow the emergency plan. K.A.R. 28-4-128 Safety Procedures requires a fire drill to be conducted monthly and scheduled to allow participation by each child. Each date and time shall be recorded. It also requires a tornado drill to be conducted monthly, April through September, and scheduled to allow participation by each child. Each date and time shall be recorded. Each person regularly caring for children shall have first-aid training. Documentation of the training shall be on file at the facility.

# Appendices

## APPENDIX 1- KANSAS RESPONSE PLAN 2017

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# *Kansas Response Plan 2017*

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By the  
Adjutant General's Department  
Division of Emergency Management  
2800 Southwest Topeka Blvd  
Topeka, Kansas 66611-1287  
785-274-1409

APPENDIX 2-ESF COORDINATION FOR DCF, KDHE AND KDEM

KDCF, KDHE, and KDEM Designation of ESF Coordinator and Primary and Support Agencies

Agency	#1-Transportation	#2-Communications	#3-Public Works and Engineering	#4-Fire Fighting	#5-Information and Planning	#6-Mass Care, Emergency Assistance, Temporary Housing and Human Services	#7-Logistics Mangement and Resource Support	#8-Public Health and Medical Services	#9-Search and Rescue	#10-Oil and Hazardous Materials Response	#11-Agriculture and Natural Resources	#12-Energy	#13-Public Safety and Security	#14-Long-Term Community Recovery	#15-External Affairs
Kansas Department for Children and Families					S	C/P								S	S
Kansas Department of Health and Environment			S	S	S	S		C/P		P	S			S	S
Kansas Division of Emergency Management	S	S	C/P	S	C/P	P	C/P	S	P	C/S		P		C/P	S

C = ESF coordinator

P = Primary agency

S = Support agency

### APPENDIX 3-EMERGENCY PREPAREDNESS PLANNING IN CHILD CARE

#### What's The Plan? Emergency Preparedness Planning in Child Care Identifying Emergencies, Hazards and Threats to the Facility

Directions: Check the types of emergencies, hazards and threats that may affect your facility. Identify community resources available to help you prepare and reduce the risks. Identify steps to take to reduce the risk.

✓	Emergencies, Hazards and Threats	Community Resources	Steps to Reduce the Risk
	Bomb threat		
	Criminal Activity		
	Dangerous person or potentially violent situations		
	Earthquake		
	Fire/ smoke		
	Flooding		
	Gas leak		
	Hazardous material exposure		
	Ice/ Snow Storms		

✓	Emergency/Hazard and Threats	Community Resources	Steps to Reduce the Risk
	Illness/food safety		
	Injury or medical emergency –provider		
	Injury or medical emergency--child		
	Missing, lost or abducted child		
	Mudslide/landslide		
	Structural damage to the facility		
	Thunderstorm/Lightening		
	Tornado Watch/Warning		
	Utility outages: power failure or water line disturbance		
	Other		

## APPENDIX 4- ASSISTING INDIVIDUALS FOR FUNCTIONAL NEEDS DURING EVACUATION AND SHELTERING

Ctrl + Click to open plan from source. (Kansas Department of Social and Rehabilitation Services has been renamed Kansas Department for Children and Families since the creation of this document)



# **ASSISTING INDIVIDUALS WITH FUNCTIONAL NEEDS DURING EVACUATION AND SHELTERING**

**ESF 6: Mass Care,  
Sheltering,  
and Human Services**

**January 2009**

Sandra C. Hazlett  
Social & Rehabilitation Services  
Docking State Office Building  
915 SW Harrison Street, 6<sup>th</sup> Floor N  
Topeka, KS 66612

## APPENDIX 5- CHILD CARE LICENSING PROGRAM POLICY

Kansas Department of Health and Environment: Child Care Licensing Program Policy: Emergency Plans to Provide for the Safety of Children and Staff

<p><b>Administrative Policy and Procedure Manual</b>  <b>Kansas Department of Health and Environment</b>  <b>Bureau of Family Health</b></p> <p><b>Policy:</b> Emergency plans to provide for the safety of children and staff in the facility</p> <p><b>Effective Date:</b> July 1, 2014</p>	<p><b>Program Child Care Licensing: Early Care and Youth Program</b></p> <p><b>Applies to:</b> Licensed day care homes, group day care homes, preschools, child care centers and school age programs for children and youth</p>
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### EMERGENCY PLANS TO PROVIDE FOR THE SAFETY OF CHILDREN AND STAFF IN THE FACILITY

#### I. POLICY

Child care facility regulations require facilities to develop an emergency plan for the safety of children and staff in emergencies such as fire, tornadoes, storms, floods, and serious injury. The plan is to be posted in a conspicuous place in the facility. The emergency plan should be shared with parents and legal guardians of each children enrolled. Each person caring for children, including each substitute, is to be informed of and shall follow the emergency plans.

The emergency plans required in K.A.R. 28-4-128(a) and K.A.R. 28-4-592(b) should address the types of emergencies likely to occur in or near the facility including a fire, weather related event, missing child, chemical release, utility failure, acts of violence/ terrorism or other situations that might require evacuation, lock-down or shelter in place.

Plans are to include the following information:

- a) a designated relocation site and evacuation route;
- b) procedures to meet the needs of individual children, including those with special health care or mobility needs; and
- c) procedures for notifying parents and legal guardians of the relocation and for reunification.

#### II. PROCEDURES

This policy is effective as of the date stated above and remains in effect unless the Kansas Department of Health and Environment (KDHE) determines the policy is no longer in the best interest of children and families. Child care licensing surveyors review emergency plans during the annual inspection and provide consultation and technical assistance to assist licensees in maintaining compliance with the requirement.

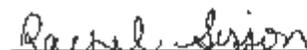
#### III. PURPOSE

This policy clarifies the essential components of an emergency plan and supports licensees in their efforts to provide for the health and safety of the children in their care.

#### IV. AUTHORITY

The Secretary of KDHE has the authority to interpret the KDHE's regulations and to establish policies and procedures for conducting the Child Care Licensing Program.

  
 Section Director 6/30/14  
 Date

  
 Bureau Director 6.30.14  
 Date

## APPENDIX 6- KDHE'S SAMPLE PLAN TEMPLATE FOR CHILD CARE PROVIDERS

### Sample Emergency Plan

This template may be used to assist you in developing an Emergency Plan for your facility. It may be expanded to provide as much detail as necessary based on the types of likely emergencies and the number of children/staff. It is recommended that you coordinate with local law enforcement, fire and emergency managers when developing your emergency plan. Note: licensed child care facilities are not required to use this template when developing a plan.

#### I. Facility Information:

<b>Facility Name:</b>	
<b>Facility Address:</b>	
<b>Facility Phone:</b>	
<b>Facility Main Contact:</b>	
<b>Licensed Capacity:</b>	
<b>Number of staff (if applicable):</b>	
<b>Utility Shut Off Locations</b>	
<b>Electricity:</b>	
<b>Water:</b>	
<b>Gas:</b>	
<b>Equipment/Supplies Locations</b>	
<b>Alarm Box:</b>	
<b>Fire Extinguisher(s):</b>	
<b>First Aid Kit(s):</b>	
<b>Emergency Kit(s):</b>	

**II. Emergency Contacts:** Identify the contact information for emergencies and post it in accessible locations.

	Contact name	Phone #	Email/Web Site
Police/Sheriff		911	
Fire		911	
Ambulance/EMTS		911	
Hospital			
Poison Control			
Local Emergency Management			
Electric Company			
Gas Company			
Water Company			
Local Child Care Licensing Surveyor			
DCF Child Protection Report Center		1-800-922-5330	
Insurance Provider			
Radio/TV Station			
Child Care Resource and Referral Agency			

**III. Emergency Assessment:** The following emergencies or possible disasters have been identified as likely for this facility. *(check all that apply)*

<input type="checkbox"/>	<b>Bomb threat</b>	<input type="checkbox"/>	<b>Hazardous material exposure</b>	<input type="checkbox"/>	<b>Thunderstorm/lightening</b>
<input type="checkbox"/>	<b>Criminal activity</b>	<input type="checkbox"/>	<b>Ice/snow storms</b>	<input type="checkbox"/>	<b>Tornado watch/warning</b>
<input type="checkbox"/>	<b>Dangerous person or potentially violent situations</b>	<input type="checkbox"/>	<b>Injury/medical emergency-- provider</b>	<input type="checkbox"/>	<b>Utility outages—power failure or water line disturbance</b>
<input type="checkbox"/>	<b>Earthquake</b>	<input type="checkbox"/>	<b>Injury/medical emergency-- child</b>	<input type="checkbox"/>	<i>List additional event likely occur in your area</i>
<input type="checkbox"/>	<b>Fire/smoke</b>	<input type="checkbox"/>	<b>Missing, lost or abducted child</b>	<input type="checkbox"/>	<i>List additional event likely occur in your area</i>
<input type="checkbox"/>	<b>Flooding</b>	<input type="checkbox"/>	<b>Mudslide/landslide</b>	<input type="checkbox"/>	<i>List additional event likely occur in your area</i>
<input type="checkbox"/>	<b>Gas leak</b>	<input type="checkbox"/>	<b>Structural damage to facility</b>	<input type="checkbox"/>	<i>List additional event likely occur in your area</i>

**VI. Parent Notification/Reunification:** Steps to notify parents and to reunite children with parents.

Notification:	<i>Include information given to parents: location of evacuation sites, emergency contact information for the facility</i>  <i>Location(s) of emergency contact information for each parent/guardian.</i>
Release:	<i>Describe the steps taken to reunite children with parents including steps to ensure that children are released only to parents/guardians or other authorized individual.</i>

**IV. Evacuation:** Evacuation in the event of fire, gas leak, structural damage to the facility etc.

Evacuation routes/exits:	<p><i>List the areas/rooms used for child care.</i></p> <p><i>List exits from each area/room, including rescue windows if applicable and describe the route to be taken from each. Consider including a diagram.</i></p>
Evacuating infants/toddlers and others with limited mobility:	<p><i>Describe how infants/toddlers and others with limited mobility will be evacuated.</i></p> <p><i>Include additional information concerning items/supplies to meet the needs of individual children. For example, diapers, formula, medication etc.</i></p>
Emergency Information/Kits:	<p><i>Describe the following:</i></p> <p><i>Where emergency contact information will be stored and how it will be accessed in an emergency, include other places contact information is maintained;</i></p> <p><i>The contents and location of emergency supply kit(s) and who is responsible for the kit when evacuating the facility.</i></p>
Notification:	<p><i>Include:</i></p> <p><i>How the staff and children are notified of the emergency;</i></p> <p><i>How emergency services are notified; and</i></p> <p><i>How and when parents are notified.</i></p>
Evacuation Sites:	<ol style="list-style-type: none"> <li><i>1. Location/address of a safe location on the property or nearby (for example, due to fire):</i></li> <li><i>2. Location/address of an Out of neighborhood location (for example, due to gas leak or bomb threat and as directed by emergency personnel):</i></li> <li><i>3. Location/address of an Out of town (for example: following a widespread disaster—tornado, flood etc. and as directed by emergency personnel):</i></li> </ol>
Transportation to Evacuation Locations:	<p><i>Include means of transportation to each off site evacuation location.</i></p>
Additional:	<p><i>Additional information not covered above: for example, moving to an off-site emergency shelter when extreme weather conditions exist.</i></p>

**V. Shelter in Place:** Staying in the safest place inside the facility in the event of a weather related event such as severe storm/tornado or as advised by authorities due to a chemical spill/hazardous gases or security issue.

Location:	<i>Include the location of designated shelter in place location:</i>
Evacuation routes/exits:	<i>List the areas/rooms used for child care.  List exits from each area/room and describe the route to be taken from each. Consider including a diagram.</i>
Evacuating infants/toddlers and others with limited mobility:	<i>Describe how infants/toddlers and others with limited mobility will be relocated to the shelter.  Include additional information concerning items/supplies to meet the needs of individual children. For example, diapers, formula, medication etc.</i>
Emergency Information/Kits & Supplies	<i>Describe the following: Where emergency contact information will be stored and how it will be accessed in an emergency, include other places contact information is maintained;  The contents of emergency supplies to be stored in the shelter: including items and supplies for extended periods (1-3 days). For example; formula, water, food, hand sanitizer, diapers, toys, first aid kit, battery-powered radio and supplies for sealing the room etc.</i>
Notification:	<i>Include: How the staff and children are notified of the emergency;  How emergency services are notified (if necessary); and  How and when parents are notified (if necessary).</i>

**VII. Hazard/Incident Specific Events:** Provide additional guidance and direction for those emergencies or disasters likely to occur in your area. For example, flash flood, missing child or power outage.

Event	
Steps to Be Taken	
Ensuring the safety of infants/toddlers and others with limited mobility:	
Emergency Information/Kits & Supplies	
Notification and Reunification:	

Event	
Steps to Be Taken	
Ensuring the safety of infants/toddlers and others with limited mobility:	
Emergency Information/Kits & Supplies	
Notification and Reunification:	

Event	
Steps to Be Taken	
Ensuring the safety of infants/toddlers and others with limited mobility:	
Emergency Information/Kits & Supplies	
Notification and Reunification:	

APPENDIX 7- KANSAS STATEWIDE COMMUNICATION INTEROPERABILITY PLAN

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# Kansas Statewide Communication Interoperability Plan (SCIP)

May 2016

OMM Control Number: 1670-0017

Date of Approval:

Date of Expiration:

**Paperwork Reduction Act:** the public reporting burden to complete this information collection is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMM control number and expiration date. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to DHS/NFPD/CSC, Teresa Maxey, (703)283 2822, ATTN: PRA.1670-0017.



**EBT DISASTER PLAN INFORMATION**

This disaster plan has a brief description of how the State will handle a disaster situation using the EBT system. To the greatest extent possible, FS benefits would continue to be issued via EBT. Our information Technology System Disaster Plan includes provisions for bringing computer systems back on-line in disaster situations affecting the State office or local DCF Service Centers. More detailed information on issuance of benefits via EBT would have to be developed at the time a disaster occurred, depending upon the extent of the damage and whether the local service center and/or phones lines were destroyed.

**The following information is from our current Request for Proposal.** Our contractor is FIS.

**5.2.12.1 Contractor’s System:** The Contractor shall provide an alternate means of authorization of EBT during short-term outages, when switching over to the back-up site is not considered appropriate. The response to this requirement shall also include how the Contractor will notify both the State and the retailer community that an outage is occurring, and that alternate means of authorization are in place.

**5.2.12.1.1** However, in the event of a disaster impacting the availability of the Contractor’s primary data processing site, the Contractor shall have available a back-up site for host processing and telecommunications network services. The Contractor shall have the EBT back-up site begin processing transactions within one hour after the Contractor assesses the disaster situation and notifies the State that it is activating its back-up site.

**5.2.12.1.2** The Contractor’s Disaster Recovery Plan shall also include a State notification process as well as disaster criteria and timeframes that are acceptable to the State. The Contractor shall notify the State immediately upon Contractor’s decision to move to a disaster back-up site to provide EBT services. If the Contractor is providing EBT services to multiple states, the disaster recovery plan shall address the timing and order of recovery of the State as compared to other agencies being processed. The recovery of the State of Kansas’ EBT system shall not be delayed because the Contractor is recovering other states’ EBT systems.

**5.2.12.1.3** The disaster back-up site shall be tested annually, and the Contractor shall provide the State with copies of such test results within thirty days of receipt of the test results.

**5.2.12.2 State Systems:** The Contractor shall support the recovery of the State’s eligibility and EBT interface systems at a back-up site in the event of a disaster at the State’s primary data center. This support shall consist of providing connectivity to the State’s back-up site to support the transmission of data files and reports between the State and the EBT Contractor. Initial



support may consist only dial-up access until a more robust solution can be implemented. The connectivity during the initial days a disaster may also consist of passing tape cartridges between the Contractor and the State. In either case, the Contractor shall provide support to the State in ensuring that benefits are still being provided to clients through the EBT system during the recovery of the State's data processing systems. Following the declaration of a disaster by the State and movement to a back-up data center, the Contractor shall work with the State technical staff to provide support for EBT administrative functionality across the State.

**5.2.12.3 Natural Disasters within the State:** The EBT Contractor shall support providing benefits to State clients subsequent to the occurrence of a natural disaster within the State. The basic assumption is that there will be sufficient infrastructure available within the retailer community to support EBT as a means for accessing their benefits. This section provides the requirements to the EBT Contractor for providing those benefits.

**5.2.12.3.1** The State's plan in supporting recovery from natural disasters is to maintain an inventory of at least 15,000 EBT cards within the DCF EES Administration that could be used in the event of disaster. (These are "regular" Vision Cards that could be issued in any DCF local service center.) Following the declaration of a disaster requiring expedited issuance of Food Stamp benefits, the State would issue the EBT cards to eligible clients within the disaster areas. Following issuance of cards, the State would update the respective EBT accounts on The Contractor's system through the batch interface with the associated demographic information, including the assigned case number and client name. Benefits would also be added to the EBT account through the batch interface.

**5.2.12.3.2** For localized disasters impacting a small geographic area, such as an area hit by a tornado, the Contractor may be required, at the State's direction, to drop ship all requested EBT cards to a specified address. The cards would then be issued to clients by DCF staff at the local DCF service center (if available) or at an alternate location within the immediate area of the disaster. Vendors should note that this option is not priced separately (in the Cost Proposal) because the state should have an adequate supply of EBT cards already on hand in the DCF EES Administration. In addition, counties adjacent to the area affected by the disaster should be able to provide EBT cards and support services.