



**Department of Children
and Families
CHILD CARE LICENSING
Continuity of Operations
Plan
(C.O.O.P)
June 2022**

This document contains information pertaining to the deployment, mobilization, and tactical operations of the Department of Children and Families in response to emergencies and is exempt from public disclosure under the provisions of section 281.301, Florida Statutes.

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Section 1. INTRODUCTION

1-1 Authority

The mission of Child Care Licensing is to ensure the health, safety, and well-being of children, while in care, through licensing and regulatory activities. At any given time, Family Services Counselors are ensuring health and safety standards are being met at over 11,000 licensed or registered programs, statewide. Field operations include opening new providers, inspecting existing providers, investigating complaints, and initiating enforcement actions.

Pursuant to s. 252.365, Florida Statutes, relating to Emergency Coordination Officers and disaster-preparedness plans, this Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the continued execution of the mission-essential functions of the Department of Children and Families (DCF) in the event that an emergency threatens or incapacitates operations.

1-2 Mission-Essential Functions

Depending on the level of magnitude, during the period immediately before, during, and after a natural or manmade disaster, it may be necessary to scale child care licensing operations back to “mission-essential functions,” including:

1. Communicating with providers regarding emergency preparations and disaster response and recovery.
2. Ensuring the continued health and safety of children in child care settings via on-site inspections. Such inspections may be based on temporary emergency child care standards, if the Governor has issued an Executive Order giving the State Coordinating Officer the authority to suspend statutes, rules and orders on a temporary basis.
3. Communicating with all child care providers under the Department’s regulatory authority regarding activities and services which may be affected.
4. Information Technology Support and Maintenance.
5. Monitoring and assessing the disaster situation.
6. Monitoring the status of personnel and resources.
7. Establishing and maintaining a safe work place for Office of Licensing staff.
8. Planning and preparing for the restoration of child care licensing operations at the main facilities or other long-term facility.

1-3 Definitions

As used within this COOP:

Act of Domestic Terrorism means activities with the following three characteristics:

- Involve acts dangerous to human life that violate federal or state law;
- Appear intended (i) to intimidate or coerce a civilian population; (ii) to influence the policy of a government by intimidation or coercion; or (iii) to affect the conduct of a government by mass destruction, assassination, or kidnapping; and
- Occur primarily within the territorial jurisdiction of the U.S.¹

Natural Disasters are naturally occurring physical phenomena caused either by rapid or slow onset events which can be geophysical (earthquakes, landslides, tsunamis and volcanic activity), hydrological

¹18 U.S.C. § 2331

(avalanches and floods), climatological (extreme temperatures, drought and wildfires), meteorological (cyclones and storms/wave surges) or biological (disease epidemics and insect/animal plagues).²

Man-made or Technological Disasters are events that are caused by humans and occur in or close to human settlements. This can include environmental degradation, pollution and accidents, complex emergencies/conflicts, famine, displaced populations, industrial accidents and transport accidents.³

Shelter-in-place means taking emergency refuge within the nearest designated safe area until notification or determination that the situation has been resolved. Shelter-in-place is a precaution intended to keep people safe while remaining indoors, and would be used when there is little time to react to an incident and it would be more dangerous to be outside trying to evacuate than to stay indoors for a short period of time. Sheltering-in-place might be used, for example, in the event of a chemical accident. The shelter area is preferably a small interior room with no windows and may require efforts of sealing all cracks or openings with tape or other materials. Additional protective actions that the emergency managers may recommend would include turning off air conditioners and ventilation systems and closing all windows and doors.⁴

Pandemic refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people.⁵

Epidemic is an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area.⁶

Infectious Disease is a disease (such as influenza, malaria, meningitis, rabies, or tetanus) caused by pathogenic microorganisms, such as bacteria, viruses, parasites, or fungi; which can be spread, directly or indirectly, from one person to another.⁷

² International Association of Red Cross and Red Crescent Societies, www.ifrc.org

³ International Association of Red Cross and Red Crescent Societies, www.ifrc.org

⁴ DOT, Catastrophic Hurricane Evacuation Plan Evaluation: Report to Congress, June 1, 2006, p. 2-2.

⁵ Centers for Disease Control and Prevention: <https://www.cdc.gov/csels/dsepd/ss1978/lesson1/section11.html>

⁶ Centers for Disease Control and Prevention: <https://www.cdc.gov/csels/dsepd/ss1978/lesson1/section11.html>

⁷ World Health Organization: https://www.who.int/topics/infectious_diseases/en/

Section 2. CONCEPT OF OPERATIONS

2-1 Objectives

The purpose of this COOP is to ensure that the capability exists to ensure the health and safety of children in care across a wide range of potential emergencies. The objectives of this plan include the following:

- To reduce to a minimum, the impact of any emergency, critical incident, or disaster on the health and safety of children in care;
- To ensure continued operation of child care programs;
- Ensure the continuous performance of the Department's mission-essential functions relating to child care licensing during an emergency;
- Protect essential facilities, equipment, records, and other assets;
- Reduce or mitigate disruptions to operations;
- Provide for the safety of staff and minimizing damage and losses;
- Identify and designate principals and support staff to be relocated;
- Facilitate decision-making for execution of the plan and the subsequent operations;
- Achieve a timely and orderly recovery from the emergency and resumption of full service to all child care providers; and
- To safely resume full operations as soon as is practicable after the end of any type of destructive conditions.

2-2 Planning Considerations

In accordance with Section 252.365, F.S., and COOP Implementation Guidance from the Florida Division of Emergency Management (dated 9/9/2002) the Office of Licensing's COOP:

- Will be maintained at a high-level of readiness;
- Will be capable of implementation both with and without warning, during duty or non-duty hours;
- Will be capable of being executed in response to a full-range of disasters and emergencies, to include: natural disasters, terrorist threats and incidents, and technological disruptions and failures;
- Will be capable of being operational no later than 12 hours after activation;
- Will be capable of maintaining sustained operations for up to 30 days; and
- Will take maximum advantage of existing state, federal, and local governmental infrastructures.

2-3 Assumptions

- An actual emergency, or the threat of an emergency, may affect the ability of the Office of Licensing to perform its mission-essential functions from licensing unit locations in the affected area.
- Regulatory activities may be interrupted during the strike phase and the period immediately before and after an emergency.
- The demand for regulatory activities may be heightened during the period after an emergency.
- The ability to execute the COOP following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the Department, and whether the Office of Licensing's personnel are present in the affected area.

- Regulatory operations may need to be relocated, or resources from non-affected areas may need to be reallocated, in order to continue operations.
- It is expected that, in most cases, the Office of Licensing will receive a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the COOP with a complete and orderly alert, notification of all personnel, and activation of the Relocation Team (if necessary).
- Without warning, the activation process may be less orderly, and potentially more serious/dangerous.

2-4 Plan Administrators/Roles

Headquarters Emergency Operations Team (H-EOT)

The Headquarters Emergency Operations Team (H-EOT) consists of leadership staff with responsibilities linked to the mission-essential functions of the Office of Licensing and Emergency Operations of the Department. This team is responsible for coordinating with Regional/Local Licensing Emergency Operations Teams to assess the situation, activate the COOP, coordinate resources, and disseminate information. The H-EOT will:

- Review the COOP and all attachments annually to identify necessary resources to support COOP activities, to ensure that the plan remains viable and compatible with Florida’s Comprehensive Emergency Management Plan, and that it is maintained at a high level of readiness.

Primary Contacts

Hue Reynolds

Director, Office of Licensing

Office Location:

2415 North Monroe St., Suite 400, Room N216
Tallahassee, Florida 32303

Contact Information:

Office Phone: 850-717-4374

Cell: 850-544-7238

Email: Hue.Reynolds@myflfamilies.com

Matt Howard

DCF Emergency Coordination Officer

Office Location:

2415 North Monroe St.
Tallahassee, FL 32303

Contact Information:

Office Phone: 850-717-4017

Email: Matthew.Howard@myflfamilies.com

Dinah Davis

Office of Licensing, Child Care Licensing Policy Manager

Office Location:

2415 North Monroe St., Suite 400, Room N216
Tallahassee FL 32303

Contact Information:

Office Phone: 850-717-4361

Cell: 850-274-3510

Email: Dinah.Davis@myflfamilies.com

Matthew Mears

Division of Early Learning, Chancellor of Early Learning

Office Location:

325 West Gaines Street Suite 544
Tallahassee, Florida 32399

Contact Information:

Office Phone: 850-717-8554

Email: Matthew.Mears@oel.myflorida.com

Regional Emergency Operations Teams (R-EOT)

The Regional Emergency Operations Team (R-EOT) consists of regional leadership staff responsible for the mission-essential functions of the Office of Licensing and Emergency Operations of the Department. This team is responsible for coordinating with the H-EOT and licensing supervisors to assess the situation, activate the COOP, coordinate resources, and disseminate information. The R-EOT will:

- Ensure that rosters for their respective staff are kept current and that staff members are informed and provided reporting instructions.
- Develop a regional COOP plan and ensure that it is kept current.
- Be responsible for ensuring that regional staff are appropriately trained to implement the COOP.
- Be responsible for overseeing the implementation of the regional COOP plan in the event of an emergency.
- Conduct safety surveys of facilities and drills as required.
- Communicate with the H-EOT in the event of an actual emergency.

Primary Contacts

Central Region

Counties Served: Brevard, Citrus, Hardee, Hernando, Highlands, Lake, Marion, Orange, Osceola, Polk, Seminole, Sumter

Richard Forrester

Central /SE Region Safety Program Manager

Office Location:

901 Industrial Dr., Suite 110
Wildwood, Florida 34785

Contact Information:

Office Phone: 407-317-7064

Cell: 407-721-0013

Email: Richard.Forrester@myflfamilies.com

Nichole Peyton

Regional Planner

Office Location:

400 W. Robinson St., S-1129
Orlando, Florida 32801-1765

Contact Information:

Office Phone: 407-317-7483

Cell: 407-963-1325

Email: Nichole.Peyton@myflfamilies.com

John Hammett

Central/Southeast Regions Regional Licensing Manager

Office Location:

400 West Robinson Street
Orlando, FL 32801

Contact Information:

Office Phone: 407-873-1549

Cell: 321-409-6241

Email: John.Hammett@myflfamilies.com

Northeast Region

Counties Served: Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union, Volusia

Mala Ramoutar

Northeast Region Safety Program Manager

Office Location:

5920 Arlington Expressway
Jacksonville, Florida 32231

Contact Information:

Office Phone: 904-485-9719
Cell: 904-210-2751
Email: Mala.Ramoutar@myflfamilies.com

Janet Romero

Regional COOP Coordinator

Office Location:

5920 Arlington Expressway
Jacksonville, Florida 32231

Contact Information:

Office Phone: 352-415-6132
Cell: 352-494-5723
Email: Janet.Romero@myflfamilies.com

Brian McDuffie

NE/NW Regions Regional Licensing Manager

Office Location:

5920 Arlington Expressway
Jacksonville, Florida 32231

Contact Information:

Office Phone: 904-616-8312
Email: Bryan.McDuffie@myflfamilies.com

Northwest Region

Counties Served: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington

Miatta Jalaber

Northwest Region Safety Program Manager

Office Location:

2383 Phillips Road
Tallahassee, Florida 32308

Contact Information:

Office Phone: 850-778-4042
Cell: 850-273-9335
Email: Miatta.Jalaber@myflfamilies.com

Melissa Sidoti

Regional COOP Coordinator

Office Location:

160 Governmental Center
Pensacola, FL 32502

Contact Information:

Office Phone: 850-483-6623
Cell: 850-519-5286
Email: Melissa.Sidoti@myflfamilies.com

Brian McDuffie

NE/NW Regions Regional Licensing Manager

Office Location:

5920 Arlington Expressway
Jacksonville, Florida 32231

Contact Information:

Office Phone: 904-616-8312

Email: Bryan.McDuffie@myflfamilies.com

Southeast Region

Counties Served: Broward (Local), Indian River, Martin, Okeechobee, Palm Beach (Local), St. Lucie

Linda Halpin

Licensing Supervisor, Circuit 19

Office Location:

337 N US HWY 1, Rm. 327F
Fort Pierce, Florida 34950

Contact Information:

Office Phone: 772-467-4184

Office Phone (Brevard): 321-604-4282

Cell: 863-634-5769

Email: Linda.Halpin@myflfamilies.com

Julie Winburn

Broward County Child Care Licensing and Enforcement

Office Location:

1 North University Drive
Plantation, Florida 33324

Contact Information:

Office Phone: 954-352-4800 ext. 0402

Email: jwinburn@broward.org

Alfred Papa

Regional COOP Coordinator

Office Location:

1400 W Commercial Blvd
Ft. Lauderdale, FL 33309

Contact Information:

Office Phone: 954-375-3355

Cell: 561-308-0192

Email: Alfred.Papa@myflfamilies.com

Holly Strawser

Palm Beach County Environmental Health Services

Office Location:

800 Clematis Street, 4th Floor
West Palm Beach, Florida 33401

Contact Information:

Office Phone: 561-837-5976

Cell: 561-722-8759

Email: Holly.Strawser@flhealth.gov

John Hammett

Central/Southeast Regions Regional Licensing Manager

Office Location:

400 West Robinson Street
Orlando, FL 32801

Contact Information:

Office Phone: 407-873-1549
Cell: 321-409-6241
Email: John.Hammett@myflfamilies.com

Southern Region

Counties Served: Miami-Dade, Monroe

Suzette Frazier

Southern Region Safety Program Manager

Office Location:

401 NW 2nd Ave., N-314
Miami, Florida 33128

Contact Information:

Office Phone: 786-257-5207
Cell: 786-314-6293
Email: Suzette.Frazier@myflfamilies.com

Kyle Teague

SunCoast/Southern Regions Regional Licensing
Manager

Office Location:

9393 N. Florida Ave., Suite 500
Tampa, FL 33612

Contact Information:

Office Phone: 813-857-2072
Email: Kyle.Teague@myflfamilies.com

Mary Lou Pasternac

Regional COOP Coordinator

Office Location:

401 NW 2nd Ave., N-1007
Miami, FL 33128

Contact Information:

Office Phone: 786-257-5061
Cell: 305-962-4681
Email: Mary.Pasternac@myflfamilies.com

SunCoast Region

Counties Served: Charlotte, Collier, DeSoto, Glades, Hendry, Hillsborough (Local), Lee, Manatee, Pasco, Pinellas (Local), Sarasota (Local)

Chantal Porte

Suncoast Region Safety Program Manager

Office Location:

9393 North Florida Avenue, Suite 500
Tampa, FL 33612

Contact Information:

Office Phone: 813-337-5767
Cell: 813-927-1234
Email: Chantal.Porte@myflfamilies.com

Lisa Bragano

Hillsborough County Child Care Licensing Program

Office Location:

3152 Clay Mangum Lane
Tampa, Florida 33618

Contact Information:

Office Phone: 813-264-3925
Email: BraganoL@HillsboroughCounty.org

Quintin Clark

Florida Department of Health in Sarasota County

Office Location:

1001 Sarasota Center Boulevard
Sarasota, FL 34240

Contact Information:

Office Phone: 941-861-6677
Cell: 941-504-7831
Email: Quintin.Clark@flhealth.gov

Jim Rood

Regional COOP Coordinator

Office Location:

9393 N Florida Ave
Tampa, FL 33612

Contact Information:

Office Phone: 813-337-5828
Cell: 813-927-2173
Email: Jim.Rood@myflfamilies.com

Faith Bornoff

Pinellas County Environmental Health

Office Location:

8751 Ulmerton Road, Suite 2000
Largo, Florida 33771

Contact Information:

Office Phone: 727-507-4857
Cell: 727-644-9171
Email: Faith.Bornoff@flhealth.gov

Kyle Teague

SunCoast/Southern Regions Regional Licensing Manager

Office Location:

9393 N. Florida Ave., Suite 500
Tampa, FL 33612

Contact Information:

Office Phone: 813-857-2072
Email: Kyle.Teague@myflfamilies.com

Partner Emergency Operations Team (P-EOT)

The partner emergency operations team has two categories of participants, P-EOT1 and P-EOT2.

P-EOT1 consists of DEL headquarter staff liaisons and coalition executive directors. The DEL is responsible for the administration of federal/state child care funds; the School Readiness program, the

Voluntary Prekindergarten Education program, and Child Care Resource and Referral services. The DEL partners with 30 local ELCs to deliver comprehensive early learning services statewide.

Primary contacts

Reginal Williams

Division of Early Learning, Program Integrity Manager

Office Location:

325 West Gaines Street Suite 544
Tallahassee, Florida 32399

Contact Information:

Office Phone: 850-717-8606

Email: Reginal.Williams@oel.myflorida.com

Katerina Koikos Maroney

Division of Early Learning, Deputy Director of Programs and Policy

Office Location:

325 West Gaines Street Suite 544
Tallahassee, Florida 32399

Contact Information:

Office Phone: 850-717-8614

Email: Katerina.Maroney@oel.myflorida.com

Andrea Ward

Division of Early Learning, Child Care Resource and Referral Program Manager

Office Location:

325 West Gaines Street Suite 544
Tallahassee, Florida 32399

Contact Information:

Office Phone: 850-717-8609

Email: Andrea.Ward@oel.myflorida.com

Martin Stevens

Division of Early Learning, Interim Deputy Director of Information Systems

Office Location:

325 West Gaines Street Suite 544
Tallahassee, Florida 32399

Contact Information:

Office Phone: 850-717-8649

Email: Martin.Stevens@oel.myflorida.com

A current contact listing for the 30 coalitions can be accessed via the following link: [Coalition Directory \(myflfamilies.com\)](http://myflfamilies.com)

P-EOT2 consists of Religious Exempt Accrediting Agencies. These agencies provide accreditation to eligible child care programs that are an integral part of a church or parochial school. The agencies are responsible for publishing and requiring compliance with its standards for health, safety, and sanitation. pursuant to s. 402.316, F.S.

Primary contacts for these agencies is housed internally with the Department.

2-5 Line of Authority/Delegation of Authority

Every effort will be made to maintain the usual line of authority within the Office of Licensing. In the event, however, that any member of the H-EOT or R-EOT, or any licensing supervisor, is incapacitated or unavailable to make decisions regarding the Office of Licensing's COOP, authorized successors must be

designated in writing to the H-EOT. If the deployment of staff to an alternate relocation point is not feasible because of the loss or incapacity of personnel, responsibility for continued operations and/or COOP execution may temporarily be re-assigned to a neighboring licensing unit/region or to the Office of Licensing.

2-6 Emergency Magnitude Levels

The following Emergency Magnitude Classification definitions may be used to determine the execution level of the COOP. These levels of emergency are defined as the following:

Minor Emergency- Any emergency that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance. Impact localized to one city/county.

Major Emergency- Any emergency that will likely exceed local capabilities and require a broad range of state and federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential federal assistance will be predominately recovery oriented. Impact to multiple counties within a region.

Catastrophic Emergency- Any emergency that will require massive state and federal assistance, including military involvement. Federal assistance will involve response, as well as recovery needs. Impact to two or more regions.

2-7 Systems

Information Systems

The Southwood Shared Resource Center (SSRC) performs daily database back-ups, which can be operationalized from remote site locations, enabling Childcare Administration, Regulation and Enforcement System (CARES) and the Child Care Training Application (CCTA) operation despite loss of power at any site. Data collection, back-up, and reporting during a disaster is a contract deliverable. If the disaster impacts the servers hosting our web platform(s), the system may be inaccessible.

Utilities Services

If utility services are interrupted in the event of a disaster, the R-EOT in each impacted Region will coordinate with Regional General Services and local emergency management to utilize generators (if determined appropriate) or to suspend services until power and or water is restored. If it is determined that utility service restoration will be delayed, the R-EOT will evaluate the need to relocate.

Communications

In the event of a disaster, normal systems of communication (landlines, email network) may be interrupted. Notifications regarding disaster activity will be posted to the Department's Emergency Preparedness web page and updated as needed based on internet availability. This website also provides basic safety tips for providers, reminders regarding when to report, contact list for local licensing units, and a collection of other resources. Family Services Counselors and Supervisors have cell phones and either air cards or cell phones that can act as "Wi-Fi hotspots." Therefore, extensive use of cellular phones/air card enabled laptops will be deemed a viable alternative to communication via landline and networked computer service. In the event of widespread cellular service disruption, Regions will either maintain some level of satellite phone, or coordinate with local emergency office for communications.

Section 3. PRE-INCIDENT PLANNING

3-1 COOP Plan Development and Review

The H-EOT, each R-EOT, and each child care licensing unit shall have a local disaster plan that is based on this COOP plan. Annually, the H-EOT and each R-EOT will review and revise their respective disaster plans and revise as necessary based on organizational changes and information gathered from any After-Action Review from the previous year.

3-2 Emergency Preparedness Training/Drills

- New staff receive formal orientation to the COOP, and a copy of the elements of the COOP that directly pertain to their job function. This orientation training must be documented on the preservice supplemental activity list and signed off by a supervisor.
- Employees of the Office of Licensing with key roles in the delivery of the COOP receive a copy of the COOP for their office and their home.
- Each Regional Safety Program Manager (RSPM) will coordinate with each licensing supervisor in their service area to ensure that evacuation route plans and security phone numbers are posted in all areas accessed by the public and staff.
- On an annual basis, the RSPM/R-EOT will perform a physical facility survey to ensure that evacuation routes have been prominently posted in the public and private office spaces utilized by Office of Licensing staff.
- Each Regional Program Analysts (PA) will document that each office has met the requirement that evacuation routes be posted in their primary public and private office spaces, that local COOP plans have been updated as appropriate, and that staff have been trained regarding the COOP.
- Group training is provided as necessary to ensure that all staff have the skills needed to carry out the COOP. Training is provided by EOC, Red Cross, the Office of Licensing, and other agencies, as appropriate.
- Emergency drills are conducted in accordance with CF OP 215-4. At minimum, one drill per year must be completed for each type of emergency response: evacuation, shelter in place, and hide/run/fight.

3-3 Hurricane Season Preparation

Annually, at the beginning of hurricane season (June 1), the H-EOT, the Office of Licensing, R-EOT, and each Child Care Licensing Unit shall conduct the following preparation tasks:

- Review the Building Emergency Plan for each office building within the Region.
- Update their employee roster to include name, address, phone numbers (home and/or cell), and emergency contact information for each employee. Inventory, inspect, and service all back-up electrical supplies (power cords, power surge strips) to ensure they are in operational order and stored in a safe and accessible location.
- Inventory and order (as necessary) disaster emergency supplies (list of recommended supplies is included in Section 7: Appendices).
- Review and update emergency contact numbers for partner/support agencies.
- The “Hurricane Preparedness Tip” Fact Sheet (included in the Section 7: Appendices) is distributed to all Office of Licensing staff.
- Send notification to providers and partnering agencies outlining vital disaster preparedness responsibilities and tips for safety. Providers will be encouraged to share their program’s

emergency preparedness plan with their parents during parent involvement or orientation activities and open house events.

- Review Office of Licensing’s emergency preparedness website link for updates to include notification of any new licensing requirements, contact information, and tips for providers and their families.

3-4 Infectious Disease Preparation

Annually, during the months of August and September, the H-EOT, the Office of Licensing, R-EOT, and each Child Care Licensing Unit shall conduct the following preparation tasks:

- Know the facts. Review information provided by reliable sources such as the World Health Organization (WHO), the Centers for Disease Control and prevention (CDC), and the Florida Department of Health (FLDOH). Listen to local and national radio, watch news reports on television, and read your newspaper and other sources of printed and web-based information.
- Update employee phone tree to include name, address, phone numbers (home and/or cell), and emergency contact information for each employee. Conduct a practice run.
- Review and update emergency contact numbers for partner/support agencies.
- Inventory, inspect, and service all back-up electrical supplies (power cords, power surge strips) to ensure they are in operational order and stored in a safe and accessible location. Inventory and order (as necessary) additional backup equipment, phones, hotspots, cleaning supplies, and PPEs (list of recommended supplies is included in Section 7: Appendices).
- Send notification to providers and partnering agencies outlining preparedness responsibilities and tips for safety. Providers will be encouraged to share their program’s emergency preparedness plan with their parents during parent involvement or orientation activities and open house events. Notification will be sent via GovDelivery mass email system.
- Review Office of Licensing’s emergency preparedness website link for updates to include notification of any new licensing requirements, contact information, and the following tips for providers and their families to help prevent the spread of infectious disease:
 - Wash your hands often with soap and water. If you are not near water, use an alcohol-based hand sanitizer.
 - Cover your nose and mouth with a tissue when you cough or sneeze-throw the tissue away immediately after you use it and wash your hands.
 - Try not to touch your eyes, nose, or mouth. Germs often spread this way.
 - Avoid close contact with people who are sick.
 - If you get sick, stay home from work, school, and social gatherings. When you are sick, keep your distance from others to protect them from getting sick too.
 - Get vaccinated annually as they are available.
- Print copies of the influenza brochure to have in each regional office available to providers that are in need.
- Beginning in October, monitor the standard requiring providers to maintain documentation that the parent(s) or legal guardian(s) of each child were provided information detailing the causes, symptoms, and transmission of the influenza virus annually during the months of August through September.

Section 4. COOP ACTIVATION

The following situations could necessitate the activation of the Office of Licensing's COOP:

- The Department's headquarters/regional offices are closed to normal business activities as a result of an actual event or credible threat of an event that would preclude access to or use of the facility and the surrounding area or pose a threat to the safety of child care licensing staff.
- A child care facility within the Department's regulatory purview is closed to normal business activities as a result of an actual event or credible threat of an event that would either preclude access or use of the facility and the surrounding area or pose a threat to the safety of child care facility occupants or child care licensing staff.
- The city/town/county is closed to normal business activities as a result of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military attacks.

4-1 Disaster With Warning

It is expected that, in most cases, the Office of Licensing will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and deployment. The following pre-strike phases and procedures may apply to both natural and man-made disasters.

Watch Phase (Potential Threat):

Notification of a *potential* threat may originate from, but is not limited to, sources such as news outlets, County Emergency Operations Center(s), Department announcements, or calls directly to the Office of Licensing. Upon notification of a potential threat:

- The licensing supervisor, or his or her designee, will notify the R-EOT (if they are not already aware), who will determine whether the threat is credible (in the case of a man-made threat) and or determine next actions (escalation to "Warning Phase", shelter in place, or immediate evacuation).
- The R-EOT will notify the Regional Administration and the H-EOT of the situation, who will then determine notification/communication needs.
- Monitor the developing situation/threat via Department updates and the Florida Disaster website at www.floridadisaster.org.

Warning Phase (Impending, Credible Threat):

Notification of an *impending* and *credible* threat may originate from, but is not limited to, sources such as news outlets, County Emergency Operations Center(s), Department announcements, or calls directly to the Office of Licensing. Upon notification of an *impending* threat:

- The licensing supervisor, or his or her designee, will notify the R-EOT (if they are not already aware), who will determine next actions (shelter in place, or immediate evacuation).
- The R-EOT will notify the Regional Administration and the H-EOT of the situation, who will then determine notification/communication needs.
- Continue to monitor the impending situation/threat via Department updates and the Florida Disaster website at www.floridadisaster.org.
- Initiate measures to secure data and property according to Section 4-5 upon direction by the Headquarters or Regional Emergency Coordinating Officers.

- Initiate measures to shelter in place or evacuate according to sections 4-3 and 4-4 upon direction by the Regional COOP Coordinator or local emergency management officials.
- Supervisors and Regional Safety Program Managers will identify essential personnel who may be called upon to work during the emergency period.
- Non-essential licensing staff may be released from duty. Operations will be suspended on a location-by-location basis as conditions deteriorate. The decision to release from duty will be made by the Regional Managing Director. Prior to the release of any employee, that employee's supervisor will conduct a final check to ensure their licensing counselor's contact numbers and home addresses are current. The RSPM will notify the H-EOT of the suspension of operations/release from duty of any staff.
- H-EOT will provide a master list of licensed and Exempt School Readiness providers to the RSPM for each region with the instruction to print and distribute to Licensing Supervisors/Counselors and the local ELCs. A master list of Religious Exempt programs will be provided to the Religious Exempt Accrediting agencies. The list will be in excel spreadsheet format and include addresses, phone numbers, names of operators/directors, and questions regarding the status of the provider's operation.
- Child care providers in the affected area will be notified of any office closures/suspension of operations according to the procedures in Section 4-5, and the Child Care Licensing Fact Sheet entitled "Operating a Child Care Program Following a Declared Emergency: Guidelines for Department of Children and Families (DCF) Staff and Child Care Providers" will be distributed.

4-2 Disaster Without Warning

In some cases, a disaster may occur with little or no warning (for example, acts of terrorism, a fire, a gas leak, explosions, earthquake, etc.). The ability to execute the COOP following an event that occurs with little or no warning will depend on the scope and severity of the emergency and the immediate impact on the program. In the event of a disaster without warning, ensuring the safety of Office of Licensing staff is the first priority. Immediately upon becoming aware of a threatening situation, the following measures will be employed:

1. Either the Safety Coordinator or the COOP coordinator will assess the situation and direct staff whether to evacuate according to section 4-3, or shelter in place according to section 4-4, based on the following guidelines:

Fire - stay low to the floor and exit as quickly as possible. Cover nose and mouth with a wet cloth. If a door is hot to the touch, do not open it — seek an alternate escape route. Stay below the smoke at all times.

Explosion—instruct staff to evacuate as quickly and calmly as possible. However, if debris is falling from above, instruct staff to shelter under a sturdy table or desk.

Chemical Agent - authorities will instruct staff whether to seek shelter and seal the premises or evacuate immediately.

Active shooter/Violent Intruder/Threatening Situation – see building emergency plan.

FIRE	ALARM	EVACUATE	ASSEMBLE
BOMB THREAT	ALARM	EVACUATE	ASSEMBLE
SEVERE WEATHER	ALARM	SHELTER-IN-PLACE	
HAZMAT SPILL	ALARM	SHELTER-IN-PLACE	
WORKPLACE VIOLENCE	ALARM	RUN/HIDE/FIGHT	
ACTIVE SHOOTER	ALARM	RUN/HIDE/FIGHT	

2. The supervisor of the impacted office will ensure that the R-EOT is notified of the situation.
3. The R-EOT (specifically, the RSPM) will ensure that the H-EOT is notified of the situation.
4. The R-EOT will coordinate with the supervisor(s) in the impacted area to assess the need to notify providers of the suspension of operations via push notification, depending on the duration of the event. A temporary suspension of operations (less than one hour) typically will not require provider notification.

4-3 Mandatory Evacuation

In some instances, a disaster (or credible threat of a disaster) may necessitate evacuation of Office of Licensing offices. Mandatory evacuation may be ordered either by Department administration, the Floor Warden/Safety Warden, or by the County Emergency Operations Center (EOC).

Department-Ordered Evacuation

Evacuation orders typically originate from within the Department in the event of a disaster the impact of which is limited to Department facilities/staff (i.e., bomb threat, fire, gas leak, etc.). If the Department issues a mandatory evacuation of the building either by alarm signal or other notice, the following activities will occur:

Procedures:

- Remain calm.
- Immediately cease all operations.
- Leave quickly, without running.
- Shut all doors behind you.
- Accompany and assist employees or visitors with disabilities or special needs, or any co-workers who appear to need direction or assistance. These employees will meet at the primary designated safe area at the elevator lobby or at the secondary area in the nearest stairwell. They are to be accompanied by their buddy/co-worker. Team members will notify the Floor Warden that they are waiting for assistance by the Fire Department
- Proceed as quickly as possible, but in an orderly manner (DO NOT push or shove; hold handrails when you are using stairs).
- Convene at a predetermined location, according to the facility fire safety plan.
- The Floor Warden will ensure that all employees have safely left the building.
- The R-EOT will coordinate with the supervisor(s) in the impacted area to assess the need to notify providers of the suspension of operations via push notification, depending on the duration of the event. A temporary suspension of operations (less than one hour) typically will not require provider notification.
- DO NOT return to the building until authorities give the verbal “all clear” message.

EOC-Ordered Evacuation

Evacuation orders typically originate from the County EOC in the event of a disaster of wider scope or a disaster with warning (for example: a hurricane). If the County EOC declares mandatory evacuation, the following activities will occur:

- Child care providers in the affected area will be notified according to the procedures in Section 4-5, and the Child Care Licensing Fact Sheet entitled "Operating a Child Care Program Following a Declared Emergency: Guidelines for Department of Children and Families (DCF) Staff and Child Care Providers" will be distributed.
- If in an evacuation zone, licensing staff should notify supervisor of where they will be staying, and the information included on the Emergency Contact Roster
- Employees are not to return to the evacuation area until cleared to do so by the County EOC.

4-4 Sheltering In Place (SIP)/Lockdown

In certain threatening situations (tornados, chemical spills, threats of workplace violence) it may be safer to remain in the building, rather than evacuate. The safest place to shelter differs by type of hazard. For example, for a tornado, a room should be selected that is in a basement or an interior room on the lowest level away from corners, windows, doors and outside walls. In the case of an armed intruder, the best place to shelter may be the room you are in, or the nearest room that is securable. There may be circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as "sealing the room," is the most appropriate course of action. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action.

SIP Procedures:

- Remain calm.
- Immediately cease all operations.
- Do not activate the fire alarm.
- Shut doors behind you as you leave a room.
- Proceed to a designated SIP room/area, or to the nearest room that is securable. Lock and/or barricade the door if lockdown is due to the threat of workplace violence.
- Accompany and assist employees or visitors with disabilities or special needs, or any co-workers who appear to need direction or assistance.
- If building security and/or Department administration is not already aware of the situation, alert them.
- Listen to radio or television and to Department announcements for updates on the situation.
- DO NOT leave the building until authorities give the verbal "all clear" message.

Room-Sealing Procedures:

The process used to seal the room is considered a temporary protective measure to create a barrier between you and potentially contaminated air outside. It is a type of sheltering in place that requires preplanning.

- Lock doors, close windows, and air vents.
- Turn off fans, air conditioning and forced air heating systems.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Go into an interior room with few windows, if possible.

- Seal all windows, doors and air vents with 2-4 mil. thick plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time. (Cut the plastic sheeting several inches wider than the openings and label each sheet.)
- Duct tape plastic at corners first and then tape down all edges.
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

4-5 Screening/Quarantine

In certain public health emergencies (influenza, meningitis, COVID-19) it may be necessary to shut down businesses except those that are deemed essential services. The public may be urged to stay home to help minimize the spread. To limit the spread of disease, it is important to promptly identify and separate the sick individuals from those that are healthy. Screening procedures are necessary to help identify who is sick and who potentially may become sick from exposure. Screening licensing staff before entering the office will reduce the exposure for others and helps prevent the spread of disease. Child care providers may employ a similar process for children and staff before entering the facility/home. Screening may involve answering a few questions and/or taking each person's temperature.

Both quarantine and isolation involve separation of people to protect the public and can be done voluntarily or at the request of the health care authorities. Quarantine is used to keep someone who might have been exposed to an infectious disease away from others. Quarantine helps prevent the spread of disease that can occur before a person is aware they are sick or infected without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation is used to separate people infected with the disease from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and use a separate bathroom (if available).

4-6 Data/Property Security

The following measures will be taken to ensure data security in the event of a disaster/emergency:

- The Office of Licensing has an off-site server and standard daily backup procedures for all critical information systems. This function is carried out by Department of Management Services – Division of State Technology (DMS-DST)/SSRC via contract with the Department and is a required contract deliverable.
- In the event of an emergency that physically threatens a child care licensing office, staff will archive all inspection data to the off-site server in preparation for the emergency.
- Existing data sharing agreements with law enforcement, DEL, ELCs, and LLAs will still be in place wherever internet service is available. Such agreements provide view only access to provider information in the CARES data base that is non-confidential. Confidential information is protected and is not accessible to outside parties.

The Director of the Office of Licensing and Licensing Supervisor of each licensing unit assume responsibility for ensuring the security of the office space/property/physical files. Records and property will be secured, as time permits, in the following manner:

- Electronic equipment will be moved away from windows and up off the floor, disconnected from electrical supply, and covered with plastic bags to prevent water damage.
- All loose items will be removed from desktops and placed in file cabinets or desk drawers.
- All personal belongings and valuables will be secured and/or removed from the premises, as these are not covered by state liability insurance.
- All interior and exterior office doors will be closed.
- Hard copy records will be placed in locked, metal file cabinets. As possible file cabinets will be covered in plastic, to avoid water damage.
- In the likelihood of major building damage, copies of critical files will be packed in boxes and removed to a safer location.

4-7 Notification

State-Level Notification Procedures

If the Office of Licensing's COOP is activated, the Department's Emergency Coordinating Officer will notify the State of Florida Emergency Operations Center (850-413-9900).

Provider Notification Procedures

Staff of the Office of Licensing and/or field staff will notify child care providers of a developing or actual emergency and the suspension of any Office of Licensing operations via the following notification procedures:

- If normal communications are interrupted, alternate contact telephone numbers will be posted on the answering voice mail message of the office phone line and each direct phone line.
- Upon office closure or suspension of normal operations, all staff will activate their email "out of office reply" to include notification of office closures, alternate contact telephone numbers, and instruction to monitor the Department's Disaster Services updates at <http://www.myflfamilies.com/disaster> and Florida Division of Emergency Services updates at www.floridadisaster.org.
- Provide email notification using Gov Delivery communications software.
- Office closures and alternate phone numbers (if applicable) will be announced on local TV and radio stations designated by the Emergency Operations Center for emergency communications and on the Department's Disaster Services website at <http://www.myflfamilies.com/disaster>.
- Voice mail messages placed on office and staff cell phones.
- Written instructions posted on the door to the normal Office of Licensing location.
- As appropriate, the R-EOT will coordinate with Regional Leadership to notify press, news media, outside customers of any changes in Child Care Licensing operations (including any changes to Office of Licensing contact information).

Parent Notification/Reunification

Notification of parents and the reunification of children with their families is primarily the responsibility of the child care provider and/or law enforcement (in the event that the provider has been rendered incapable of performing these tasks). However, staff of the Office of Licensing may be called upon to

assist with the notification of parents and reunification of children with their families in certain situations.

If children are to be temporarily moved to alternate sites for purposes of parent reunification, child care providers are responsible for notifying the licensing authority, as well as informing the parents. Both licensing staff and the provider should work with their local Resource and Referral agency to help get the message out, to confirm temporary location changes, and to ensure all children are provided care in a healthy and safe environment.

Section 5. CONTINUITY OF OPERATIONS

5-1 Post-Strike Assessment and Triage – Child Care Program Operations

As soon as practicable after mandatory evacuations have been lifted and roads have been deemed safe for travel:

- 1) The H-EOT/R-EOT will assess each impacted office for damage and presence of functioning utilities and determine the need to operationalize an alternate relocation point according to Section 5-3 or to authorize staff to telecommute according to Section 5-3.
- 2) The supervisor of each impacted office, or his or her designee, will locate and communicate with each of his or her staff via phone, email, or home visit to determine their safety and ability to report for work and the need to potentially mobilize licensing staff from unaffected Regions.
- 3) Supervisors will begin to facilitate the recovery of any property if the building has sustained damage (i.e. computer equipment, documents, files and other items). Any damage to property or records will be reported to the appropriate Regional Safety Program Manager.

The results of these assessments will be reported to the R-EOT and the H-EOT and used to determine the level of activation of the COOP and to prioritize next steps. In the event of a regional, county-specific, or location-specific disaster, the Department will initiate COOP activation measures as determined necessary by the H-EOT and R-EOT based upon the following:

- Assessment of impact on child care providers through geo-mapping, phone contact and onsite visits as necessary
- Assessment of impact on Child Care Program operations
- Assessment of impact on contracted agencies
- Consultation with the Safety Program Manager/Local Licensing Agency and Regional COOP Coordinator of any affected counties through personal or phone contact
- Participation in Emergency Operations Center public briefings
- Mandates issued to the governmental offices and/or public safety departments of any affected county

The H-EOT and/or R-EOT will communicate daily (by phone or in person) to assess impact, identify COOP activation measures, assess the status of delivery of mission-essential functions, and to revise strategies as necessary to ensure that service delivery is resumed as quickly as possible until such point as full operations are resumed. H-EOT will identify program office staff responsible for communicating with contractors (TCAs, Jacobs, FCIM, and Children’s Forum) to determine their status and level of support needed, if any.

5-2 Relocation

Alternate Relocation Point

The determination of the alternate relocation point should be made at the time of activation by the Regional Managing Director in coordination with the R-EOT, and will be based on the incident, threat, risk assessments, and execution timeframe. Alternate relocation points will be evaluated and determined based on:

- Safety and ease of physical access;
- Adequate parking;
- Access to databases;

- Internet capability to allow access to email, web-based records systems, and related information;
- Telephone capabilities for both local and long-distance calls;
- Ease of access for providers; and
- Availability for up to 30 days.

Relocation Teams

Regional/local licensing personnel who are responsible for relocating services under this plan to the selected alternate facility are known collectively as the Relocation Team. In the event of an emergency that requires relocation, each region will establish a temporary Relocation Team, composed of essential regulatory and support staff who are able to be deployed. In the event of a widespread emergency, it may be necessary for selected staff from unaffected areas to serve on a region/local licensing agency's Relocation Team. Office of Licensing personnel who are not designated as Relocation Team members may be directed to move to other facilities or duty stations or may be advised to remain at or return home pending further instructions, as determined by the Office of Licensing.

Relocation Team Responsibilities

The main goal of the Relocation Team is ensuring mission-essential functions of the Office of Licensing are maintained and capable of being performed using the designated alternate facility until full operations are re-established. As soon as possible following their arrival at the designated alternate relocation point, the Relocation Team members will begin providing support for the following functions:

- 1) Coordinating the transition of mission-essential functions to the alternate relocation point.
- 2) Disseminating administrative and logistics information upon arrival. This information must cover the operational procedures for the next 30 days.

Site-Support Responsibilities

Following notification that a relocation of operations has been ordered or is in progress, the Relocation Team will:

- Provide for the protection and movement of records, equipment, and supplies.
- Establish communications.
- Establish connectivity and maintain support for the required systems and databases.

Transition to Alternate Operations

All staff necessary to perform the mission-essential functions of the Child Care Program will be contacted and advised to report to the relocation site. Since alternate facility space and support capabilities may be limited, the membership of the Relocation Team is restricted to only those personnel who possess the skills and experience needed for the execution of mission-essential functions. Other staff (non-relocating staff) will be instructed to go to or remain home pending further instructions. When it is determined to be feasible, non-relocating staff may be allowed to telecommute from their homes according to section 5-3 until the affected licensing office can be reoccupied or another facility established.

The R-EOT will notify the H-EOT and the State of Florida Emergency Operations Center when relocation of the Child Care Program staff is complete, and the relocation site is operational and will provide new contact numbers if applicable.

5-3 Telework

The R-EOT will authorize, on a situation-by-situation basis during activation of the COOP, employees to telework. In the case of a county-wide disaster, when it may be unsafe to travel within the county and/or utilities are not available, teleworking may be considered the primary way of doing business. Employees should make this assumption, until directed by their supervisor to report to their office or an alternate location.

Following notification that telework has been authorized, each employee that chooses to participate must complete a telework agreement form which is included in Section 7: Appendices. Equipment needs will be assessed and provided as necessary. Individual phone lines will be forwarded to state issued cellular phones, and the messaging for the main office line and the Child Care Training Information Center (CCTIC) will be updated accordingly.

While teleworking, staff should:

- Stay tuned to local media coverage.
- Submit activities daily to your supervisor.
- Have regular communication scheduled with your supervisor.
- Have a communications plan and know your DCF region Emergency Information Line.

5-4 Post-Strike Operations

The R-EOT, having assessed the status of the Child Care Program offices and operations according to Section 5-1, will provide direct instructions to staff regarding whether to report to the office, an alternate location, or to telecommute. During this period:

- Licensing counselors and support personnel will be recalled as needed to safely re-establish critical licensing functions, such as post-event damage assessments, as prioritized by the R-EOT.
- All staff will call the Region Emergency Hotline for work instructions. Supervisors may also contact their personnel for specialized instructions on reporting to work. Staff should not report to the office until directed to do so by their supervisor, or his or her designee.
- The R-EOT will coordinate with licensing supervisors to determine if reduced work hours are appropriate due to curfews or dangerous travel conditions.

COOP execution measures that require travel will be postponed until it is determined by the county Emergency Operations Center that it is safe to travel within the affected counties and/or until the R-EOT has coordinated with the county EOC and public safety agencies to ensure that child care licensing personnel are cleared for entry into restricted disaster areas. Safety of the Child Care Program staff is a primary concern in implementation of this COOP. It is expected that staff will use good judgment to ensure their own safety when determining whether to attempt to travel to the Department offices during and after the time of emergency activation of the COOP.

Full, normal operations will resume as soon as conditions permit, as determined by the Regional Safety Program Manager in coordination with the licensing supervisor(s) and Emergency Management.

5-5 Child Care Provider Assessment and Triage

Hurricane, forest fire, or other natural disaster response:

Within 24 hours after a declared emergency (hurricane, forest fire, or other natural disaster), the Florida Administrative Code requires the owner, operator, or director of a child care facility or family day care home (licensed, large, or registered) to notify the licensing authority about the status of operation.

As soon as practicable after an emergency, Family Services Counselors will focus immediately on contacting child care programs and homes to determine their operational status. Headquarters staff will focus on contacting registered family day care homes to determine their operation status and whether an onsite visit is warranted. In coordination with other partnering agencies exempt providers that are School Readiness and/or VPK will be contacted by the ELCs and religious exempt providers will be contacted by the religious exempt accrediting agencies. Providers that are licensed in Broward, Hillsborough, Palm Beach, Pinellas, or Sarasota will be contacted by the Local Licensing Agency respectively. Results of the assessment will be reported to the R-EOT and H-EOT using the Hurricane Damage Tracking Sheet (Section 7: Appendices) according to the following categories and criteria:

No Structural Damage/Operational (phone contact only, no inspection required)

- 1) A child care facility or family day care home WILL be able to re-open/remain open if the owner/operator reports:
 - It has NO structural damage, AND
 - The water and sewage/septic tank are working properly, AND
 - It has FULL electrical service.

- 2) A child care facility or family day care home MAY be able to re-open/remain open (based on a case-by-case assessment by the Department) if the owner/operator reports:
 - It has NO structural damage, AND
 - The water and sewage system/septic tank are working properly, AND
 - It is without electricity, BUT lighting and temperature control needs are being met through the use of either batteries or an alternate power source such as a generator that is permanently installed and maintained in accordance with the manufacturer's recommendations and complies with the Florida Building Code/Fire Prevention Code 69A-60, F.A.C. Additionally, if the generator is gas powered, the facility must install and maintain a carbon monoxide detector. Under NO circumstances are candles, open flames, gas or fuel lanterns to be used.

Structural Damage/Operational (inspection required)

A child care facility or family day care home that reports that it has *sustained structural damage* MAY be able to re-open if an on-site inspection conducted PRIOR to caring for children determines that:

- Structural damage, but on-site inspection reveals that the ENTIRE structure is sound, AND
- The water and sewage system/septic tank are working properly, AND
- It either has full electricity OR it is without electricity, BUT lighting needs are being met through the use of either batteries or an alternate power source such as a generator that is permanently installed and maintained in accordance with the manufacturer's recommendations and complies with the Florida Building Code/Fire Prevention Code 69A-60, F.A.C. Additionally, if the generator is gas powered, the facility must install and maintain a carbon monoxide detector Under NO circumstances are candles, open flames, gas or fuel lanterns to be used.

Structural Damage/Partially Operational (inspection required)

A child care facility or family day care home that reports that it has *sustained structural damage* MAY be able to re-open if an on-site inspection conducted PRIOR to caring for children determines that:

- Structural damage, but on-site inspection reveals that certain portions of the structure are sound. In some cases, the use of indoor areas and/or outdoor areas may be restricted until repairs can be made, and the capacity may need to be adjusted accordingly, AND
- The water and sewage system/septic tank are working properly, AND
- It either has full electricity OR it is without electricity, BUT lighting needs are being met through the use of either batteries or an alternate power source such as a generator that is permanently installed and maintained in accordance with the manufacturer's recommendations and complies with the Florida Building Code/Fire Prevention Code 69A-60, F.A.C. Additionally, if the generator is gas powered, the facility must install and maintain a carbon monoxide detector Under NO circumstances are candles, open flames, gas or fuel lanterns to be used.

Structural Damage/Non-Operational

A provider will not be allowed to operate if it is determined that child safety is in jeopardy due to:

- An unsound structure
- Exposure to open sewage
- Live wires are exposed

On-site inspection to determine operational status may be accomplished in collaboration with other departments or agencies, such as School Readiness coalitions and Resource and Referral Agencies. They can be very helpful in trying to locate owners/staff and working as a team may be more efficient. H-EOT will maintain survey results statewide and report to Department leadership and to the federal Office of Child Care frequently until all providers are accounted for. The statewide results will be housed on the Child Care common drive for easy access.

Infectious disease, epidemic/pandemic response:

As soon as practicable after a declared public health emergency (infectious disease, epidemic/pandemic), contact with providers will be initiated either by electronic means or by phone to determine their operational status. Family Services Counselors will focus immediately on contacting facilities and homes. Headquarters staff will focus on contacting registered family day care homes. In coordination with other partnering agencies exempt providers that are School Readiness and/or VPK will be contacted by the ELCs and religious exempt providers will be contacted by the religious exempt accrediting agencies. Providers that are licensed in Broward, Hillsborough, Palm Beach, Pinellas, or Sarasota will be contacted by the Local Licensing Agency respectively. CARES must be updated for each provider that is non-operational due to the public health emergency. Results of the assessment will be reported to the R-EOT and H-EOT using reports generated from CARES showing the total number of providers in each area that are non-operational and ones that are operational. Reports will be required daily until further notice.

Providers that remain open must be reminded of licensing requirements related to handwashing, cleaning/disinfecting, and communicable disease control. Additionally, providers should be encouraged to following recommendations offered by the CDC and the FLDOH. Operational programs will be subject

to licensing inspections should their inspection window open during this time. Headquarters will assess inspection policies to determine any modifications to the inspection process for the affected area(s). If onsite inspections continue, Family Service Counselors will be required to wear masks and gloves, and must disinfect all equipment (laptop/tablet, cellular phone, light meter, etc.) after each inspection.

5-6 Post-Disaster Inspection Standards

If the Governor has issued an Executive Order giving the State Coordinating Officer the authority to suspend statutes, rules and orders on a temporary basis, Headquarters will notify regional staff as to which standards have been suspended, and the Post-Disaster Inspection Protocols. The following standards may be suspended or reduced:

- If potable water is not available, bottled water may be allowed temporarily until the water supply may be restored. If a Boil Water Notice has been issued for the county, child care providers must abide by special procedures for tap water used for handwashing, cooking, and cleaning. Additional guidance can be found at the following link: <http://www.floridahealth.gov/environmental-health/drinking-water/2020hurricane-letter-food-bulletin-bwn-guidelines.pdf>.
- The square footage requirement may be revised to 15 or 20 square feet per child (15 sq. ft. per child for those centers that have a good history of compliance with health and safety standards).
- Child care providers may be temporarily allowed to combine their children and staff into one center/home, depending on individual situations.
- Programs may be granted a waiver from the outdoor space requirement if it is not usable/safe; however, children must be kept out of that play area completely or by setting up temporary fencing/barriers to prohibit access.
- The requirements for complete medical records may be waived for children who are being cared for on a temporary basis until the emergency has passed.

Issues to Consider:

- ✓ Provisions must be made for the facility/home to be kept cool and comfortable when children are in care. Fans may be appropriate; however, they must have safety features and be kept out of the reach of children.
- ✓ If flooding has occurred within the facility/home, clean up must occur before allowing children in care, including the disposal or sanitization of any toys and equipment impacted by the water.
- ✓ Consultation with the local health department is critical regarding sewage contamination and septic tank capacity, damage, and stress created by excessive rains, flooding, and standing water.
- ✓ Outdoor areas must be safe for play and free from debris. Do not allow children to play near downed power lines or flooded areas.
- ✓ Children may be accepted on a temporary basis; however, the licensed capacity may NEVER be exceeded. Enrollment information is required, and contact numbers are extremely critical.
- ✓ Documentation of structural stability should clearly reflect “at this time”, as stability can diminish as time passes.
- ✓ Generators, if used as an alternate power source, must be permanently installed and maintained in accordance with the manufacturer’s recommendations and complies with the

Florida Building Code/Fire Prevention Code 69A-60, F.A.C. Additionally, if the generator is gas powered, the facility must install and maintain a carbon monoxide detector.

Chapter 11 of the Child Care Desk Reference Guide (entitled “Emergency Management) should be used as a resource for preparing for and conducting post-disaster inspections.

5-7 Priorities for Care

In the event of a widespread reduction in child care provider capacity, care for infants and toddlers, or services for children with disabilities or chronic medical conditions; staff of the Office of Licensing may be called upon by the Division of Early Learning/local Early Learning Coalitions to assist with coordination of care for these particularly vulnerable populations.

In addition, staff of the Office of Licensing may be called upon to assist with coordination of care for children of First Responders and other mission-critical staff whose regular child care provider is not operational.

5-8 Staff Safety and Well-Being

The Office of Licensing has responsibility for consideration of the health and emotional well-being of their staff. The Department recognizes that staff in the affected area, while being called upon to ensure the safety of others, may also need disaster/recovery assistance and services. This includes ensuring that staff is provided information and guidance on any medical or special needs of their staff and families, including:

- Referrals to the Employee Assistance Program (EAP),
- Disaster assistance from national and state agencies,
- Community resources offered by the local United Way, County Health Departments, local hospitals and other social service agencies.

Licensing supervisors will ensure that staff who are in need of disaster services are granted leave in order to obtain services. When adults have the following signs, they may need crisis counseling or stress management assistance:

Difficulty maintaining balance in their lives.	Difficulty communicating thoughts.
Difficulty sleeping.	Difficulty concentrating.
Poor work performance.	Mood swings
Disorientation or confusion.	Overwhelmed feelings, guilt, self-doubt
Low threshold of frustration.	Fear of crowds, strangers, or being alone.
Limited attention span.	Depression, sadness.

Licensing supervisors may want to coordinate wellness checks either as a group or individually and encourage staff to participate in routine well-being activities.

5-9 Augmentation of Staff and Other Resources

If it becomes evident that disaster-affected Office of Licensing staff are unable to ensure the continuous performance of mission-essential functions, the R-EOT will coordinate with the H-EOT to determine the additional positions necessary to ensure the continuous performance of mission-essential functions.

Section 6. TERMINATION OF COOP

6-1 Termination of Alternate Location

Termination procedures will commence when it is ascertained that the emergency situation has ended and is unlikely to reoccur, that the original office location is safe to occupy and fully operational, and/or that an alternate and more long-term facility has been secured. Once this determination has been made, the Relocation Team will begin an orderly return to the main facilities/new long-term location and reconstitute full operations.

6-2 After-Action Review and Remedial Action Plan

Each affected region will conduct an After-Action Review (information collection process) after the cessation of disaster operations. The information to be collected will, at a minimum, include input from any employee working during the COOP activation and a review of the strengths and weaknesses of the COOP plan and disaster operations.

Written After-Action Reports will be submitted to the H-EOT, which will then coordinate with the R-EOT to develop a COOP Remedial Action Plan. Recommendations for changes to the COOP and any accompanying documents will be developed and incorporated into the COOP annual review process.

Section 7. APPENDICES

7-1 Florida Department of Children and Families Emergency/Disaster Plan

CFP 215-4 is an emergency plan developed by the Department of Children and Families and is applicable to all department employees, their families, department partners, clients, and facilities. The Emergency Plan is intended to provide information and guidance for addressing a range of emergencies/incidents or threats that may impact applicable parties and the community throughout the state.

To access the CFP-215-4 click [here](#).

7-2 “Hurricane Preparedness Tips” Fact Sheet

The Hurricane Preparedness Tips fact sheet was developed for Office of Licensing staff. The fact sheet reminds staff of their role before/after an emergency event and offers guidance on preparation and general safety measures.

To access the “Hurricane Preparedness Tips” click [here](#).

7-3 “Natural Disaster” Fact Sheet

The “Natural Disaster” Fact Sheet was developed for child care providers. The fact sheet reminds providers of their responsibility to report their operational status to the licensing authority within 24 hours of an emergency/disaster event. Additionally, offers guidance on preparation measures, general safety measures, evaluation tools, and other resources.

To access the “Natural Disaster” Fact Sheet click [here](#).

7-4 Provider Damage Tracking Sheet

This tracking sheet must be used by the R-EOT and P-EOT2 to report totals to H-EOT.

To access the Provider Damage Tracking sheet, click [here](#).

7-5 Inventory of Disaster Emergency Supplies

Generic supply list includes:

- Plastic bags
- Flashlights
- Batteries for flashlights and...
- Packing tape
- Duct Tape
- First Aid Kit
- Paper Inspection Forms
- Paper Hurricane Damage Tracking Sheets

7-6 Telework Agreement

CF 1916 is the Department of Children and Families State Employee Telework Program which establishes the terms and conditions for employees that choose to participate in the program.

To access the CF 1916 click [here](#).