

(v) Programs shall develop an emergency operations plan (EOP) which shall:

- (1) Be modeled on the National Incident Management System (NIMS), which includes the “Incident Command System” (ICS), in coordination with local emergency response agencies in the community in which the program is located;
- (2) Contain procedures for communication and reunification with families; and
- (3) Include response actions, for natural, human-caused, or technological incidences including, but not limited to:
  - a. Evacuation, both within the building and off-site (relocation);
  - b. Secure campus;
  - c. Drop, cover and hold;
  - d. Lockdown;
  - e. Reverse evacuation;
  - f. Shelter-in-place; and
  - g. Bomb threat (scan).

(w) Programs shall develop a Continuity of Operations Plan (COOP) to ensure that essential functions continue to be performed during, or resumed rapidly after, a disruption of normal activities.

(x) All response actions in (v) above shall include accommodations for infants and toddlers, children with chronic medical conditions, and children with disabilities or with access and functional needs.

(y) Programs shall practice no less than two components of their EOP as described in (v) above with all staff and children at least twice per year.

(z) All staff shall review the program's EOP in accordance with the following:

(1) For currently employed staff, within the first 30 days of the development of the EOP pursuant to (v) above; or

(2) For newly hired staff, within the first 30 days of employment.

(aa) Verification of the review required in (z)(1) and (2) above shall be documented in each staff member's personnel file.

(ab) Upon enrollment, programs shall provide families with information from the EOP that addresses communication and reunification procedures, as specified in (v)(2) above.

## **ACRONYMS**

CCAoA:	Child Care Aware of America
CCAoNH:	Child Care Aware of New Hampshire
CCLU:	Child Care Licensing Unit
COOP:	Continuity of Operations Plan
DHHS:	Department of Health and Human Services
EOP:	Emergency Operations Plan
ICS:	Incident Command System
NIMS:	National Incident Management System

## **Presentation Resources**

CCAoNH EOP Facebook Page: <https://www.facebook.com/groups/CCAoNHEOP/>

Manchester/Concord Area Map: <https://arcg.is/104Xur>

Child Care Map: <http://nh.childcareaware.org/data-report/data-reports/>

CCAoNH Emergency Planning Page & COOP Materials:  
<http://nh.childcareaware.org/emergency-planning/>

NH Child Care Licensing Rules 2017-2027:  
<http://nh.childcareaware.org/wp-content/uploads/2018/01/He-C-4002-eff-11-2017.pdf>