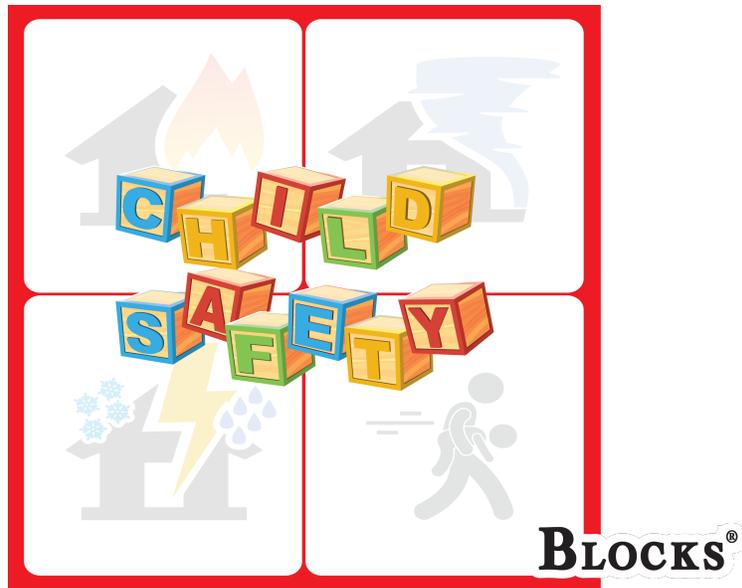


National Childcare Disaster Readiness Certification Program



Silver-Level Disaster Ready Certification Application





National Childcare Disaster Readiness Certification

Silver-Level Disaster Ready Application

Welcome!

Congratulations on your dedication to keeping our children safe! The application may take a little time to organize, but the instructions are straight forward, and the results are worth it!

Application Instructions

As you work on completing the application, click the save button frequently. All submissions must be received in appropriate packaging such as a three-ring binder, typed and properly tabbed, or submitted electronically, if applicable. If your application is not submitted in this manner, it will be returned by BLOCKS. If you have any questions, please contact BLOCKS at contact@blocksusa.org.

Preface

A Silver-Level Disaster Ready Certified Childcare Organization is a childcare organization (facility) that has committed itself to doing more than meeting the state requirements for disaster readiness and the 2014 Childcare Development and Block Grant Act. A Silver-Level Disaster Ready Childcare facility has a well-developed emergency operations plan that has been tested and refined and has conducted specific disaster readiness training with its staff.



The Silver-Level Disaster Ready Certification is available to childcare organizations. A childcare corporation may not submit an application on behalf of more than one facility. Each facility will be certified on its own merits.

Certification fees are based on the number of children the facility has capacity to provide for, not the number currently enrolled. The current certification rates are provided in the table below.

CERTIFICATION COST BREAK DOWNS	
CHILD CAPACITY	COST
< 25	\$85
≤ 100	\$190
≤ 200	\$250
≤ 300	\$300
> 300	\$400

Please include your certification fee check made payable to BLOCKS Inc. with your application package or submit online. Certification fees are not refundable.

All certifications are valid two years from approval of designated level. To maintain certification through the re-evaluation period (should that exceed the expiration date), it is recommended that applications be submitted 60-90 days prior expiration to allow enough time for evaluation prior to certification culmination. Re-certification fees are offered at a 15% discount to reward



commitment to maintenance of disaster ready standards.

Childcare organizations that would like to submit an application for upgrade within the same certification year can do so at a discounted rate. Lower level certifications applied for and granted only need the annotation of date conferred in the next level application package. These upgrade requests will be discounted 50% for the first year, and the qualification awards (if applicable) backdated to the original certification date.

For example: If a 10-child childcare certifies Silver in June 2016, they would pay \$85 for the Silver certification. If that same year they apply to upgrade to Gold and certified in October 2016, they would pay an additional \$42.50 with the application for Gold. Their recertification for Gold would be due June 2017 and would cost \$72.25 (15% off certification costs).

If the application exceeds the expiration date of the previous certification award, childcare organizations will need to submit a new application and will not qualify for the discounted upgrade rate or recertification rate.

Disclaimer

BLOCKS Bronze, Silver, and Gold Level National Childcare Disaster Readiness Certifications are not in any manner intended to serve as a warranty, representation, guarantee, or promise regarding the quality of performance or safety procedures utilized by the childcare organization. The certification program is only intended



to establish criteria relevant to disaster readiness to be met, and certify that the BLOCKS certified childcare organization has met the established criteria based upon an objective evaluation of the materials provided by that organization. An organization's status as a BLOCKS certified childcare organization is an indicator that the organization has satisfied the specific criteria identified as necessary for the applicable certification level; however, certification is not a guarantee or assurance of the competence or performance of the organization. BLOCKS specifically disclaims any and all liability for any third party claims, actions, causes of action, judgments, liabilities, monetary losses, or injuries or damages to persons or property arising out of or resulting from the services performed by, or any errors or omissions on the part of, any BLOCKS certified childcare organization. In conducting the certification program, including issuing certifications, BLOCKS is not undertaking to render professional or other services for or on behalf of any certified childcare organization, nor is BLOCKS undertaking to perform any duty owed by any person or entity. Any individual using the services of a BLOCKS certified childcare organization should rely on his or her own independent judgment as appropriate in determining the exercise of reasonable care in any given circumstances.

Indemnification

As a condition of my childcare organization's BLOCKS Inc. certification as a Bronze, Silver, or Gold-Level Disaster Ready Childcare, we (the childcare organization) hereby agree to indemnify and hold harmless BLOCKS, Inc., its affiliates and their



respective officers, directors, employees, volunteers and authorized agents/representatives from and against any and all third party claims, actions, causes of action, judgments, liabilities, monetary losses, injuries or damages to persons or property, costs and expenses (including reasonable attorneys' fees and court costs) and other amounts that arise out of or result from, directly or indirectly, my organization's performance of or failure to provide services as a Bronze, Silver, or Gold-Level Disaster Ready certified childcare organization. This duty of indemnification shall survive the voluntary relinquishment of my childcare organization's certification or the termination of my childcare organization's certification by BLOCKS Inc. for any reason.

Prohibited Conduct

Application: Childcare organizations that apply for the Bronze, Silver, or Gold-Level Disaster Ready certification are required to complete the appropriate BLOCKS certification form and application. As a condition of earning Bronze, Silver, or Gold-Level Disaster Ready certification, each applicant childcare organization must successfully meet BLOCKS requirements with respect to state compliance with disaster readiness requirements, emergency operations plan (EOP) inclusions, staff training, testing or training of emergency procedures or other requirements as detailed in the level-specific applications. It is critical that the applicant organization provide information and documentation in connection with this application process that is complete and entirely accurate. Applicant childcare organizations remain under a continuing duty to supply updated information and to correct



Building Links between Offices of Emergency Management, Childcare, and the Community, for Kids Safety 7

inaccurate information provided previously that would be relevant to their application and resulting certification. Information or documentation that is later determined to be incomplete, false, inaccurate or not the applicant's own work may result in a rejection of the application, disqualification of the applicant childcare organization, or removal of certification status.



Silver-Level Disaster Ready Childcare Application Cover Sheet

Name of Childcare Organization: _____

Address: _____

Phone Number: _____

Email: _____

Website (if applicable): _____

Date of Bronze-Level Certification: _____

Name of person submitting application of behalf of organization:

Position within the organization: _____

Years in current position: _____

Contact information if different than above: _____

Address for database (if different than above): _____

Contents Checklist:

- ◇ All materials are typed (unless otherwise specified).
- ◇ Bronze-Level Certification date or enclosed application
- ◇ Emergency Operations Plan Coordination Section Complete
- ◇ Documentation of Staff Training Complete
- ◇ Documentation of Communications Testing Complete
- ◇ Documentation of Parent Training Session Complete
- ◇ Documentation of Shelter in Place / Lockdown Drill Complete
- ◇ Application Fee included and made payable to BLOCKS Inc.



Applicant Childcare Organization Signature Sheet

I (authorized representative of applicant childcare organization, hereafter listed as I) understand that certification is subject to BLOCKS Inc. approval, and if granted, is current for a one-year period. I will execute the necessary documents and supply further information as determined by BLOCKS in support of this application. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application. I hereby voluntarily and knowingly consent and grant permission to BLOCKS Inc. or its authorized agent(s) to conduct a verification of the accuracy and authenticity of any information or documentation I submit in connection with or support of this application package.

I certify that I have followed all directions outlined in the application and submit my packet in the proper order and format. I understand that my packet may be returned without review if instructions are not followed.

I have read and acknowledge the Disclaimer, and Indemnification Information as published by BLOCKS.

Candidate Childcare Organization: _____

Candidate Name: _____

Candidate Signature: _____

Date: _____



Emergency Operation Plan Coordination Section

The emergency operation Plan (EOP) is a critical step in disaster preparedness and readiness. Please provide evidence of coordination with the local emergency management agency within the last 12 months. (i.e. emergency management organization coordinated with, name of coordinator, date coordinated, feedback or input received, recommendations or improvements made based on feedback (if any)). Please attach this information and label as Enclosure A.

Documentation of Staff Training Section

I. How many staff are employed at your childcare organization?

II. Have all staff members completed the training listed below (if not, please explain why)? _____

III. Documentation of Federal Emergency Management Agency (FEMA) Independent Study (IS) – 36 Multi Hazard Planning For Childcare. Course can be accessed at:

<https://training.fema.gov/is/courseoverview.aspx?code=is-36>

- a. Attach IS-36 certificate of completion for all staff documenting completion with the last two years (label as Enclosure B)

IV. Documentation of Federal Emergency Management Agency (FEMA) Independent Study (IS) – 366 Planning For the Needs of Children in Disasters. Course can be accessed at:



<http://www.training.fema.gov/is/courseoverview.aspx?code=IS-366>

- b. Attach IS-366 certificate of completion for all staff documenting completion with the last two years (label as Enclosure C)

Note: Independent Study Exams now require a FEMA Student Identification (SID) Number. If you do not yet have a SID, register for one here: <https://cdp.dhs.gov/femasid>.

Documentation of Testing Communications Section

I. Provide documentation that your childcare organization conducted testing of at least three communications media in an emergency drill setting in the last 12 months. This documentation can take many forms but at a minimum must include: when the testing/drill was conducted, how many staff participated, how many parents participated, results for each type of communications used, lessons learned and areas for improvement, recommendations or changes to emergency operations plans based on these results, or any other additional information that shows how value was gained and processes improved as a result of conducting these drills.

II. Please attach a separate sheet detailing this information with a signature of the submitting official as Enclosure D.



Documentation of Conducting Disaster Preparedness Training/ Information Sessions with Parents

I. Provide documentation that an information session or training on your current emergency operations plan, disaster preparedness or other relevant disaster ready program was conducted or made available to parents at your childcare organization within the last 12 months. This documentation can take many forms but at a minimum must include: when the training or information session was conducted, how many parents (or percentage of parents) attended the session, what the training consisted of, date and length of training, who conducted the training, and any follow actions or lesson learned and recommendations that resulted due to the training.

II. Please attach a separate sheet detailing this information with a signature of the submitting official as Enclosure E.

Documentation of Shelter in Place Drill Conducted Section

I. Provide documentation that a shelter in place drill was conducted at your childcare organization within the last 12 months. This documentation can take many forms but at a minimum must include: when the training was conducted, a statement of who participated (all children or infants or toddlers



only, etc. all staff, percentage of teachers, etc.); what the drill consisted of, date and length of drill, any observers or volunteers, who conducted the drill, and any follow actions or lesson learned and recommendations that resulted due to the drill.

II. Please attach a separate sheet detailing this information with a signature of the submitting official as Enclosure F.

Documentation of Lock Down Drill Conducted Section

I. Provide documentation that a lock down drill was conducted at your childcare organization within the last 12 months. This documentation can take many forms but at a minimum must include: when the training was conducted, a statement of who participated (all children or infants or toddlers only, etc. all staff, percentage of teachers, etc.); what the drill consisted of, date and length of drill, any observers or volunteers, who conducted the drill, and any follow actions or lesson learned and recommendations that resulted due to the drill.

II. Please attach a separate sheet detailing this information with a signature of the submitting official as Enclosure G.