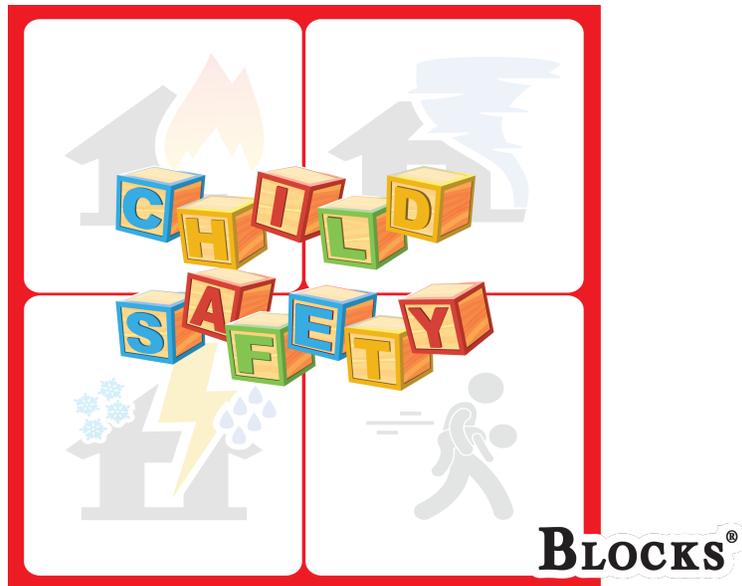


# National Childcare Disaster Readiness Certification Program



## Gold-Level Disaster Ready Certification Application





## **National Childcare Disaster Readiness Certification Gold-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 Inc. at [contact@blocksusa.org](mailto:contact@blocksusa.org).

### **Preface**

A Gold-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, the 2014 Childcare Development and Block Grant Act, and the recommendations of the 2010 National Commission on Children and Disaster. A Gold-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 Gold-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.

<b>CERTIFICATION COST BREAK DOWNS</b>	
<b>CHILD CAPACITY</b>	<b>COST</b>
< 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



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

4

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



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

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 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.



## **Gold-Level Disaster Ready Childcare Application Cover Sheet**

Name of Childcare Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Date of Bronze-Level Certification: \_\_\_\_\_

Date of Silver-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 & Silver-level certification dates/enclosed applications
- ◇ Documentation of Director/Assistant Training Complete
- ◇ Documentation of Evacuation & Reunification Plan Testing
- ◇ Continuity Plan Drafted
- ◇ 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 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 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: \_\_\_\_\_



## **Documentation of Director/Assistant Training Section**

I. Name of childcare organization director: \_\_\_\_\_

\_\_\_\_\_

II. Name of childcare organization assistant director (n/a if no assistant): \_\_\_\_\_

III. Documentation of Federal Emergency Management Agency (FEMA) Independent Study (IS) – 100SCA Introduction to Incident Command System for Schools within last 12 months. Course can be accessed at:

<http://training.fema.gov/is/courseoverview.aspx?code=IS-100.sca>

- a. Attach IS-100SCA certificate of completion for director and assistant director (label as Enclosure A)

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 Evacuation and Reunification Plan Section**

I. Provide documentation that your childcare organization conducted testing of your childcare organization's evacuation and



reunification plan in an emergency drill setting in the last 12 months. This requirements does not mean that the entire childcare be evacuated, this can be a phased approach, perhaps evacuation of infants and toddlers, or 2 year olds and pre-K, etc. This documentation can take many forms but at a minimum must include: when the testing/drill was conducted, how many staff participated, how many children participated, transportation utilized and by whom, results for drills conducted (how long it took, or logistic shortfalls discovered, etc.), 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 B.

## **Documentation of Continuity Plan Drafting**

I. Provide documentation that answers the following questions about continuity of operations in the event of a disaster. This documentation can take many forms but at a minimum must include: plans for filing claims, where you would relocate to for temporary operations, plans for obtaining supplies, staff employment or phasing plan, agreements with other childcares to take children part time or temporarily (if applicable), how you will communicate with parents about childcare availabilities and priorities for accepting children back (i.e. infant over pre-k or vice



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

12

versa). The primary objective is to stimulate thought and discussion among childcare staff, parents and the community to help enable a quick return to operations. Label this information Enclosure C.

II. Please attach a separate sheet detailing a draft continuity of operations plan with the aforementioned information included and demonstrating other areas completed or in draft to help enable continuity as Enclosure D.