

# Continuity of Operations Plan (COOP)

## Office of Early Learning Agency for Work Force Innovation



EARLY LEARNING COALITION OF  
**SOUTHWEST**  
**F L O R I D A**

### *Early Learning Coalition of Southwest Florida*

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Warning: This document contains information pertaining to the deployment, mobilization, and tactical operations of the Florida Partnership for School Readiness and the local school readiness coalition in response to emergencies and is exempt from public disclosure under the provisions of section 281.301, Florida Statutes.

Approved: \_\_\_\_\_

Sabra Cecil, Chair  
Early Learning Coalition of Southwest Florida

Date: \_\_\_\_\_

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## SECTION I: INTRODUCTION

### I-1 Purpose

Pursuant to Florida Statutes, Chapter 252.365: Emergency Coordination Officers; disaster-preparedness plans, this Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the continued execution of the mission-essential functions for the Office of Early Learning (AWI) and the local Early Learning Coalition in the event that an emergency threatens or incapacitates operations, and requiring the relocation of selected personnel and functions of the Early Learning Coalition of Southwest Florida, 12651 McGregor Blvd. Suite 4-402, Ft. Myers, Florida 33919.

Specifically, this plan is designed to:

- a. Ensure the coalition is prepared to respond to emergencies, recover from them, and mitigate their impact.
- b. Ensure the Early Learning Coalition referenced above is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

### I-2 Applicability and Scope

Name of Coalition: Early Learning Coalition of Southwest Florida

Mailing Address: 12651 McGregor Blvd.  
Suite 4-402  
Ft. Myers, FL 33919

Physical Address: Same as above

Primary Phone Number: (239) 267-4105  
Alternate Phone Numbers: (239) 823-3720

Alternate Fax: Fax Number: (239) 267-4109  
(239) 267-4313

Primary Email Address: [barbara.saunders@elcofswfl.org](mailto:barbara.saunders@elcofswfl.org)  
Alternate Email Address: [dee.goforth@elcofswfl.org](mailto:dee.goforth@elcofswfl.org)

Contact Name: Barbara Saunders  
Executive Director

Counties Served: Collier, Glades, Hendry and Lee

Administrative Entity: Early Learning Coalition of Southwest Florida

Fiscal Entity: Early Learning Coalition of Southwest Florida  
Mailing Address: 12651 McGregor Blvd.  
Suite 4-402  
Ft. Myers, FL 33919

Physical Address: Same as above

Primary Phone Number: (239) 267-4105

Alternate Phone Numbers: (239) 823-3720

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Contact Name: Ms. Nga Cotter  
Fiscal Director

## **SECTION II: CONCEPT OF OPERATIONS (COOP)**

### **II-1 Objectives**

The objective of this COOP is to ensure that the capability exists to continue essential functions across a wide range of potential emergencies, specifically when local coalitions' administrative and fiscal office and/or subcontractor offices are either threatened or inaccessible. The objectives of this plan include:

- a. Ensuring the continuous performance of the local coalition's essential functions/operations during an emergency;
- b. Protecting essential facilities, equipment, records, and other assets;
- c. Reducing or mitigating disruptions to operations
- d. Providing for the safety of staff and visitors to facilities, reducing loss of life, minimizing damage and losses;
- e. Identifying and designating principals and support staff to be relocated;
- f. Facilitating decision-making for execution of the plan and the subsequent operations; and
- g. Achieving a timely and orderly recovery from the emergency and resumption of full service to all customers.

### **II-2 Planning Considerations**

- a. In accordance with State guidance and emergency management principles, the coalitions COOP:
  - Will be maintained at a high-level of readiness;
  - Will be capable of implementation both with and without warning;
  - Will be operational no later than 12 hours after activation, if at all possible;
  - Will be capable of maintaining sustained operations for up to 30 days;
  - Will take maximum advantage of existing state or federal and local governmental infrastructures; and
  - Addresses protection of equipment and other coalition assets.

## **II-3 Assumptions**

In the event of an emergency it is assumed that:

- All mission-essential functions provided by other State agencies in support of the local coalition will continue in accordance with their respective continuity of operations plans. This includes, but is not limited to, services provided by the Office of Early Learning / Agency for Workforce Innovation.
- It will be determined (taking into consideration staffing and technical resources) if the mission-essential functions of the affected primary facility can feasibly be temporarily transferred to an established unaffected state or community based facility as an alternative to physically relocating staff.

## **II-4 COOP Execution**

- a. Emergencies or potential emergencies may affect the ability of the coalition to perform its mission-essential functions from any or all of its primary facilities. The following are scenarios that could mandate the activation of the local early learning coalition's COOP.
  - The coalition's administrative/fiscal offices are closed to normal business activities as a result of an event or credible threats of an event that would preclude access to or use of the facility and the surrounding area.
  - The facilities/subcontractor for eligibility, resource and referral and other required services is closed to normal business activities as a result of an event or credible threats of an event that would preclude access or use of the facility and the surrounding area.
  - The city/town/country 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.
- b. In an event so severe that normal operations are interrupted, or if such an incident appears imminent and it would be prudent to evacuate the facilities or the city/town/county, as a precaution, the coalition's designated employee, may activate the local early learning coalition's COOP. The designated alternate facility will be activated, if necessary, and at the discretion of the designated employee of the coalition.
- c. The Relocation Team (composed of subject matter experts and essential support staff) for the coalition will ensure the mission essential functions of the coalition are maintained and capable of being performed using the designated alternate facility until full operations are re-established at the administrative/fiscal entity and/or subcontractor offices.
- d. Selected staff from appropriate coalition, county, or other agencies may supplement the coalition's Relocation Team. The Relocation Team will either relocate temporarily to the designated alternate facility, if necessary, or operate remotely from a predetermined secure location serving as an assembly site. The Relocation Team will be responsible for continuing mission essential functions of the coalition within 12 hours and for a period of up to 30 days pending regaining access to the administrative/fiscal or the full occupation of the designated alternate facility.

- e. All staff necessary to perform the mission-essential functions of the coalition will be contacted and advised to report to either the alternate facility, a predetermined secure location, or other location as determined by the coalition's designee. Other staff (non-relocating staff) will be instructed to go to or remain home pending further instructions.
- f. Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the COOP will be executed in response to a full-range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures.
- g. It is expected that, in most cases, the coalition and/or subcontractor 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.
- h. Without warning, the process can become less routine, and potentially more serious and difficult. 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 administrative/fiscal entity and/or the subcontractor's facilities, and whether the coalition's or subcontractor's personnel are present in the building or in the surrounding area.

**Included, under Attachment 1, is the composition of the Relocation Team for the Early Learning Coalition of Southwest Florida**

**Included, under Attachment 2, is a list of alternate site locations for facilities to ensure services continue.**

The individual designated by the Early Learning Coalition of Southwest Florida, as the responsible party for activation of the coalition's COOP at the local level, based upon feedback and input from the Collier, Glades, Hendry and Lee County Emergency Operations Center and the Coalition Chairperson, is:

**Ms. Sabra Cecil**

## **II-5 Disaster Magnitude Levels**

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

- **Minor Disaster.** Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance, and would not necessarily require activation of the COOP.
- **Major Disaster.** Any disaster 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.

- Catastrophic Disaster. Any disaster that will require massive state and federal assistance, including immediately military involvement. Federal assistance will involve response as well as recovery needs.

The Early Learning Coalition of Southwest Florida will determine whether or not to activate its COOP plan based upon the following:

- **Consultation with any of the above Counties Emergency Operations Center through personal or phone contact**
- Participation in Collier, Glades, Hendry and Lee Counties, Emergency Operations Center-run public briefings
- **Consultation with the Superintendents, School Boards of Collier, Glades, Hendry and Lee Counties through personal or phone contact**
- Mandates issued by Collier Glades, Hendry and Lee Counties governmental and public safety departments

## **II-6 Emergency Coordinating Officer**

The coalition will need to designate an Emergency Coordinating Officer. At the local level, this may be done through selecting a staff person of the coalition and/or subcontractor, or can be a member of the Local Learning Coalition. IN an emergency, the Emergency Coordinating Officer will work closely with the appropriate County Emergency Operations Center and the State of Florida Emergency Operations Center to provide information and direction to the Emergency Coordinating Officer and affected staff to provide immediate response capability to protect life and property and to ensure minimal disruption to the continuance of the coalition's mission-essential functions.

**Included, under Attachment 3, is the name and contact information of the Emergency Coordinating Officer for the Early Learning Coalition of Southwest Florida**

## **II-7 Executive Leadership Team**

The Executive Leadership Team, which may be a standing committee of the Early Learning Coalition, 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. The resources necessary to ensure adequate maintenance and operation of the COOP will be considered in the coalition's planning process.

The Executive Leadership Team consists of leadership staff with responsibilities linked to the mission-essential functions of the coalition. This team has the responsibility for assessing the situation, activating the COOP, selecting alternate facilities, providing information to and from the Office of Early Learning/AWI and other appropriate state and federal entities. The Executive Leadership Team will ensure that rosters for their respective staff are kept current and that staff members are informed and provided reporting instructions.

**Included, under Attachment 4, are the names and titles of the members of the Executive Leadership Team of the Early Learning Coalition of Southwest Florida**

## **II-8 Relocation Team**

Coalition personnel who are responsible for relocating services under this plan to the selected alternate facility are known collectively as the Relocation Team (Attachment 1).

- a. The Relocation Team must be able to continue operations and the performance of mission-essential functions for up to 30 days at an alternate facility. Each alternate facility must be currently equipped with telephones, computers and fax machines. If the coalition does not currently have equipment such as laptops, computers, FAX machines, printers, cell phones, and a disaster should occur, the Office of Early Learning and AWI may assist the Relocation Team in obtaining these once the disaster/need occurs. The Relocation Team should be able to work from a remote facility to insure childcare services are not disrupted.
- b. 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.
- c. Coalition personnel who are not designated 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 coalition. When it is determined to be feasible, associates may be allowed to telecommute from their homes until the affected facility can be reoccupied or another facility established.
- d. COOP activation should not, in most circumstances, affect the pay and benefits of either Relocation Team members or other personnel. Staff who is required to temporarily relocate to another geographical area of the State should be compensated for travel expenses in accordance with Florida Statutes, Chapter 112.061.

**1. Describe your plan to implement the above section. This should include, at a minimum, your coalition's ability to maintain fiscal controls and integrity, maintain payroll to staff and subcontractors/child care service providers, and maintain childcare referral services and eligibility determinations, etc.**

In the event of activation of the COOP, the Coalition's Emergency Coordinating Officer, Ms. Barbara Saunders, Executive Director or alternate, Ms. Sabra Cecil, Chairperson, will implement the following measures, as soon as it is determined (by Collier, Glades, Hendry and Lee Counties Emergency Operations Center, in the event of a county-wide emergency) that it is safe to travel within the county. This procedure would pertain to a regional disaster as well as a county specific disaster:

#### a. Assessment and Triage

- 1) Assess the coalition's offices for damage and presence of functioning utilities.
- 2) Locate (via phone or drive-by to staff home address) and communicate with all coalition staff to determine their safety and availability to report for work.
- 3) Communicate with the central agency and fiscal agent to determine the status of the central agency's offices for damage, presence of functioning utilities, staff safety and availability to report for work, and ability to resume mission-essential functions for which they are responsible (resource and referral, eligibility determination, billing and provider payments, provider support, etc.)
- 4) Report to the Relocation Team (via phone or drive-by) the status of the coalition, central agency, and fiscal agent offices and ability of the coalition to resume mission-essential functions.
- 5) Convene (by prearranged agreement) a meeting of Relocation Team at noon, the day following the termination of the immediate danger or threat, at the Coalition offices. If the coalition office is uninhabitable, the prearranged meeting place will follow the sequence of alternative site locations for coalition operations identified in Attachment 2. The Relocation Team will discuss options for resumption of all mission-essential functions of the coalition and its subcontractors, and develop a plan and timetable for implementation that is appropriate given the status of the emergency.
- 6) Communicate daily (by phone or prearranged meeting) until the emergency has passed to 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 and maintained.

#### b. Fiscal Controls and Integrity, Payroll, and Provider Payment Functions

- 1) If given adequate warning of impending disaster or emergency, the coalition Executive Director and Fiscal Agent will make arrangements for necessary fund transfers and/or payments in advance of usual payment schedules, to ensure that fiscal soundness of the coalition and timely provider payments are maintained. Payment will be sent to the Central Agency, according to an accelerated schedule if necessary, to insure that providers are paid as contracted. When the situation warrants, fund transfer will be made to the Central Agency based on an estimated invoice amount and adjustments subsequently made. The subcontracted Central Agency will implement their own internal COOP policies to pay providers in a timely fashion, as required by contract. (Note: Child Care of Southwest Florida, Inc. is the coalition's Central Agency. A copy of the Central Agency COOP is on file in the Coalition office.)
- 2) In the absence of pre-warning of disaster or emergency, the coalition's Emergency Coordinating Officer (Executive Director or alternate), Fiscal Agent, and Central Agency CEO (all members of the Relocation Team) will meet as soon as practical to assess the status of fiscal integrity of the coalition, and to plan for continuation of critical functions.
- 3) Using generators or other sources of power, as possible, the Fiscal Agent will access coalition fiscal records and accounts and perform necessary transactions required by the coalition. If it is not possible to power-up the normal offices of the Fiscal Agent, coalition fiscal operations will resume from the Fiscal Agent's alternate location as identified in their internal COOP. The Southwest Florida Force Development Board maintains data back-ups routinely which can be operationalized from remote site locations, enabling it to continue to provide fund transfers and payroll despite loss of power at the main office site. (Note: At the present time, the Southwest Florida Workforce Development Board, Inc. is the coalition's fiscal agent. (A copy of the Southwest Florida Workforce Development Board, Inc. COOP is on file in the Coalition office.)

- 4) Request assistance, as necessary, from the Office of Early Learning to access copies of fiscal records necessary to conduct coalition fiscal transactions.
- 5) Communicate daily with the Fiscal Agent, and CEO- Central Agency (by phone or prearranged meeting) until the emergency has passed to assess the status of delivery of mission-essential fiscal functions and to revise strategies as necessary to ensure that fiscal service delivery is resumed as quickly as possible and maintained.

c. Resource and Referral and Eligibility Operations

- 1) Convene (by prearranged agreement) a meeting of Relocation Team at noon, the day following the termination of the immediate danger or threat, at the Coalition offices. If the coalition office is uninhabitable, the prearranged meeting place will follow the sequence of alternative site locations for coalition operations identified in Attachment 2. The Relocation Team will discuss options for resumption of all mission-essential functions of the coalition and its subcontractors, including childcare resource/referral/eligibility and develop a plan and timetable for implementation that is appropriate given the status of the emergency.
- 2) The subcontracted Central Agency , Child Care of SW Florida, will activate and implement its own internal COOP (copy on file in the coalition office), which outlines specific actions to be taken to re-establish and maintain resource/referral/eligibility functions in the even of an emergency.
- 3) Communicate daily (by phone or prearranged meeting) until the emergency has passed to assess the status of delivery of these mission-essential functions and to revise strategies as necessary to ensure that service delivery is resumed as quickly as possible and maintained.
- 4) As necessary and appropriate, work with the Central Agency to relocate the resource/referral/eligibility functions to sites that are undamaged and have functional utilities (most likely to the alternate site locations for coalition operations identified in Attachment 2). This decision will be made jointly by the coalition's Emergency Coordinating Officer and the CEO- Central Agency. A battery-powered laptop computer and wireless network access card are available to allow resource/referral/eligibility functions to continue from a variety of remote locations, including the homes of parents seeking services.
- 5) As necessary, request assistance from the Office of Early Learning and other local coalitions and/or central agencies/resource and referral providers to access records necessary to conduct coalition resource and referral and eligibility functions.

d. Provider Support and Assistance

- 1) Convene (by prearranged agreement) a meeting of Relocation Team at noon, the day following the termination of the immediate danger or threat, at the Coalition offices. If the coalition office is uninhabitable, the prearranged meeting place will follow the sequence of alternative site locations for coalition operations identified in Attachment 2. The Relocation Team will discuss options for resumption of all mission-essential functions of the coalition and its subcontractors, including provider support, and develop a plan and timetable for implementation that is appropriate given the status of the emergency.
- 2) Working with the Program Coordinators and other staff of the Central Agency, conduct damage assessments at all school readiness and VPK childcare providers and family childcare homes throughout the county. All efforts must be coordinated between the Coalition, Child Care of SW Florida, and Dept. of Children and Families. Assessments will begin with a phone survey (if phone service is in effect), followed by a site visit to each provider reporting damage. Site visits will be

made by the Executive Director (or designee) and/or Resource Counselors. The Executive Director will maintain the following information for every school readiness and VPK provider to facilitate contacts post-emergency: business address and phone number, home address and home and cell phone numbers of the center owner/operator/director (as appropriate for the site), and a map of Collier, Glades, Hendry and Lee Counties showing the physical location of each provider. These resources will be updated by the Executive Director at least twice each year.

- 3) Implement disaster-relief projects as appropriate (such as mini-grants, delivery of replacement supplies, etc.) and will distribute information to providers on sources of local, state and federal assistance (FEMA, United Way, etc.). The Executive Director has been granted automatic authorization, by the Coalition (see Attachment 7b) to access and expend up to \$10,000.00 in Coalition funds to assist providers to resume operations as quickly as possible.
- 4) As necessary, request assistance from the Office of Early Learning and other local coalitions and/or central agencies/resource and referral providers to access records necessary to conduct coalition resource and referral and eligibility functions.
- 5) Communicate daily (by phone or prearranged meeting) with the Central Agency staff and providers until the emergency has passed to assess the status of childcare centers and to revise strategies as necessary to ensure that service delivery is resumed as quickly as possible and maintained.

**2. Describe under what circumstances the coalition would allow staff to telecommute from their homes until the affected facility can be reoccupied, how the integrity of the system would be maintained, and whether or not backup systems are in place to continue payroll and travel reimbursements.**

Telecommuting

- 1) Safety of the coalition, fiscal agent, and central agency staff are a prime concern in implementation of this COOP. It is expected that staff will use good judgment to ensure their own safety when determining whether or not to attempt to travel to the coalition offices during and after the time of emergency activation of the COOP. In general, the following guidelines will apply:
  - The Emergency Coordinating Officer, having assessed the status of the coalition offices and county-wide operations (based on feedback from the Collier, Glades, Hendry and Lee Counties Emergency Operations Center), will provide direct instructions to staff regarding whether or not to report to the office.
  - Staff should not report to the office until directed to do so by the Emergency Coordinating Officer. In the interim, staff should make every reasonable effort to contact the Executive Director by telephone, cell phone and/or email to apprise the Executive Director of their personal status, location, and availability to return to work.
  - The Emergency Coordinating Officer will authorize, on a situation-by-situation basis during activation of the COOP, employees to telecommute. In the case of a county-wide disaster, when it may be unsafe to travel within the county and/or utilities are not available, telecommuting may be considered the primary way of doing business. Employees should make this assumption, until directed by the Executive Director to report to the coalition office or an alternate location.

- The Executive Director will be expected to maintain, at all times, access via cell phone, home phone, and home-accessible email.
- Employees will be reimbursed for reasonable and appropriate expenses incurred due to telecommuting during activation of the COOP, as authorized by the Executive Director and Coalition.

#### Back-Up Systems for Payroll and Travel Reimbursements

- 1) Using generators or other sources of power, as possible, the Fiscal Agent will access coalition fiscal records and accounts and perform necessary transactions required by the coalition.
- 2) If it is not possible to power-up the normal offices of the Fiscal Agent, coalition fiscal operations will resume from the Fiscal Agent's alternate location as identified in their internal COOP.
- 3) The Early Learning Coalition of SW Florida maintains data back-ups routinely which can be operationalized from remote site locations, enabling it to continue to provide fund transfers and payroll despite loss of power at the main office site.
- 4) A copy of the Early Learning Coalition of SW Florida Fiscal Operations Manual is on file in the Coalition office.
- 5) If necessary, payroll and/or travel reimbursements can be completed manually.

#### **II-9 Alternate Relocation Point**

- a. The determination of the alternate relocation point should be made at the time of activation by the Coalition's designated employee in consultation with the Executive Leadership Team of the Coalition, if time permits, and will be based on the incident, threat, risk assessments, and execution timeframe.
- b. To ensure the adequacy of assigned space and other resources, the Emergency Coordinating Officer should review all alternate facilities annually, within a fiscal year (July 1 – June 30). The Early Learning Coalition will be advised of the results of this review and of any updates to the alternative relocation point information.
- c. The designated alternate relocation point should be pre-equipped with telephone, fax and computer lines which have electronic access to the coalition's records and statewide school readiness system databases.
- d. The alternate relocation points have adequate parking capability to support the Relocation Team. Information on dining and lodging should be provided to the Relocation Team members as soon as possible upon COOP activation.

#### **1. Attachment 2 provides at a minimum two alternate site location in the event of a disaster/emergency situation. Provide a description of how alternate site selection determinations were made and the basis for choosing the alternative facilities.**

- 1) Alternate site locations were determined through discussion at the March 30, 2007 meeting of the Early Learning Coalition of Southwest Florida, during which the operational requirements for continuation of coalition operations were discussed.

- 2) Only possible alternate site locations with the following characteristics in the event of an emergency were considered: 1) ease of physical access and adequate parking, 2) access to existing computer equipment, 3) internet capability to allow access to email, web-based records systems, and related information, 4) fax capabilities, 5) telephone capabilities for both local and long-distance calls, 6) compatibility of mission and function (shared client base), and 7) ease of access for providers.
- 3) Potential alternate sites were prioritized, and a list of alternate sites within all four counties and in neighboring counties (in case of county-wide disaster) was selected.
- 4) Selected alternate sites are listed, in order of preferred access, in Attachment 2. Attachment 2 will be reevaluated by the coalition at least annually, and revised and updated as necessary.

**2. Provide the notification process by the Emergency Coordinating Officer to the Relocation Team in the event that an alternative site must be used to temporarily set-up day-to-day operations.**

Should the Emergency Coordinating Officer determine that it is necessary to relocate Coalition operations to an alternate site, he/she will notify the Relocation Team of the new site using the following method(s). (These are listed in order of preference; actual method(s) used will be situation-dependent.)

- 1) Telephone call to Team members on office, home, and/or cell phone- if telephone or cellular services are available.
- 2) Voice mail messages placed on office and staff cell phones.
- 3) Written instructions posted on the door to the normal coalition office location.
- 4) Automated response message to incoming emails.
- 5) Announcement on the local TV (WBESK channel 2, WZVN channel 7, and WINK channel 5) and radio stations (1270 am/1200 am) designated by Collier, Glades, Hendry and Lee Counties Emergency Operations Center for emergency communications, if operational.
- 6) If travel is safe within the county, notification by drive-by to Team members office and/or home locations.
- 7) If services are available, broadcast fax and/or email communications.

**II-10 Mission-Essential Functions**

It is important to establish priorities before an emergency to ensure that the relocated staff can complete the mission-essential functions. All Relocation Team members shall ensure that mission-essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed mission-essential may be deferred until additional personnel and resources become available.

In the event of an emergency, the following primary functions are considered mission-essential for the Office of Early Learning/AWI:

1. Administration of Early Learning services at the local level
  - Coordinating responses to all subcontractors and child care providers regarding activities and services which may be affected
  - Insuring contact points are maintained and communication is intact

## 2. Distribution of Programmatic Funds

To ensure reliable infrastructure support for the coalition, the following support functions are also considered to be mission-essential:

- Executive Direction
- Information Technology Support and Maintenance
- Finance and Accounting Services
- Communications
- Facilities/Property Management
- Human Resource Management

To ensure adequate reproduction of records and databases, the coalition must maintain off-site records storage. The Office of Early Learning Information Technology Services Unit has standard daily backup procedures for all critical information systems at the state level, however, local coalitions must maintain back-up systems in case of a disaster/emergency situation.

### **1. Provide your coalition's procedures to insure all data at the local level is updated on a regular basis. Describe who is responsible for the backup of data, how often this is done, and where the information is stored (off-site) to insure its safety.**

- 1) Data on the coalition staff computers is backed-up weekly on CD's, file by file by staff where the coalition office is located.
- 2) Data back-ups are stored on CD at a remote site, apart from the coalition office building.
- 3) When notice of potential disaster is adequate, Coalition staff backup data onto CD-ROM disks or other removable storage media, and keep the backup copies in their personal possession for the duration of the emergency.
- 4) Finally, critical files and documents are routinely emailed to home-access computers of the coalition's Executive Director and Office Manager in order that they can be accessed in the event of an emergency.
- 5) Data maintained by the Fiscal Agent and Central Agency- including client files, major databases, and fiscal records- is backed-up by procedures identified in their own internal COOP plans (copies on file at the coalition office).

### **2. Provide your coalition's procedures to maintain hard-copy files of participant records and of administrative/fiscal records; where the records are located; and how the records would be secured , if time permits, in case of a disaster.**

- 1) Hard copy records of critical coalition operation files are maintained at the coalition office, the office of the Fiscal Agent, and the office of the Central Agency (Fort Myers, Bonita Springs and Naples offices).

- 2) Duplicates of the most critical administrative files are maintained in the home-based files of the Executive Director and Office Manager, for ready access during an emergency. In addition, electronic copies of these documents are maintained, as possible, for use in reconstituting hard copies if necessary.
- 3) Client and provider hard-copy files are secured at the Fort Myers and Naples offices of the Central Agency (Child Care of Southwest Florida, Inc). Hard copies of fiscal records are maintained in the office of the Fiscal Agent, with duplicate copies of critical documents also maintained in the files at the coalition office.
- 4) Records would be secured, if time permits, in the following manner:
  - Full computer backups of critical files made, and taken off-site, to be used to reconstitute hard-copy records if required post-emergency.
  - Hard copy records would be placed in locked, metal file cabinets
  - As possible file cabinets and/or records files would be covered in plastic, to avoid water damage.
  - In the potential likelihood of major building damage, copies of critical files would be packed in boxes and removed to a safer location.
  - Files and records secured as outlined in the internal COOP documents of the Fiscal Agent and Central Agency (copies on file in the coalition office).

**3. If the hard copy of records were destroyed (to include fiscal and programmatic) describe how the coalition would recreate the information and from what sources the data would be recreated.**

Hard copy documents would be recreated from the following records and processes:

- 1) Alternate hard-copy file storage locations accessed (described previously), and duplicate copies of necessary records retrieved from them.
- 2) Records printed from existing databases at the coalition office, fiscal agent office and/or central agency office(s).
- 3) Records printed from back-up copies made of records, files and databases (as described previously).
- 4) The Office of Early Learning/ AWI, Children's Forum and other related agencies would be contacted and asked to provide (at coalition expense) copies of records that could not be duplicated from the sources listed above.
- 5) Contractors, vendors and other entities doing business with the Coalition would be notified, and asked to provide (at coalition expense) copies of records that could not be duplicated from the sources listed above.

## **II-11 Delineation of Mission Essential Functions**

In the event the capacity of the coalition is such that it cannot respond to the needs of customers or deliver crucial services, the coalition's functions will need to revert to alternative providers.

**1. To be included under Attachment 5, provide a list of potential alternative service providers that may be considered under such situations. This may include other state departments and/or community based organizations located at the local level which may be able to deliver services, community-based organizations, etc.**

**Included, under Attachment 5, is the coalition-approved list of approved potential service providers.**

## **II-12 Warning Functions**

- a. With Warning. It is expected that, in most cases, the coalition 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 of the Relocation Team to an assembly site or a pre-identified alternate relocation points.
- b. Without Warning. The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel that survive. If the deployment of staff to an alternate relocation point is not feasible because of the loss of personnel, temporary leadership of the coalition will be passed to the Office of Early Learning/AWI which shall implement the coalition's COOP at the local level.
  - (1) Non-duty Hours. Affected staff should be able to be alerted and the Relocation Team activated to support operations for the duration of the emergency.
  - (2) Duty Hours. If possible, the COOP will be activated immediately to support operations for the duration of the emergency.

**1. To be included under Attachment 6, provide a list of all employees and their contact information and contact information for subcontractors. If this changes, the attachment must be revised and submitted to the Office of Early Learning.**

**Included, under Attachment 6, is the list of all coalition employees and their contact information, and contact information for subcontractors.**

## **II-13 Direction and Control**

- a. In the event that the Director and Chair is incapacitated or unavailable to make decisions regarding the coalition's COOP, authorized successors to the Director must be specified.

Lines of succession should be maintained by the coalition organizational elements, to ensure continuity of mission-essential functions (Operating Organizational Chart). As organizational changes occur, the Operating Organizational Chart should be updated and submitted to the Partnership.

- b. Pursuant to Sections 20.05 (1) (b) and 20.50 (3), Florida Statutes, the coalition must have an official memorandum for Delegation of Authority for managers and officers within the local coalition.
- c. The Director and/or their designee may order activation of the coalition's COOP.
- d. The Emergency Coordinating Officer, which may be the same individual, will be responsible for disseminating COOP guidance and direction during the activation and relocation phases.
- e. When executed, the Emergency Coordinating Officer will notify the Office of Early Learning/AWI, the appropriate County Emergency Operations Center and the State of Florida Emergency Operations Center (850-413-9900).

**1. Provide the list of titles/chain of command of individuals to act in a decision making capacity for the coalition should the Executive Director and/or Chair be unavailable.**

*In accordance with Section II-13, Direction and Control, the Early Learning Coalition of Southwest Florida agrees to the following Delegation of Authority for continued operations of the Coalition in the event of an emergency or disaster should the Coalition's Director and/or Chair be unavailable. This agreement was reached at the Coalition's meeting conducted on February 17, 2005.*

**Sequence of Delegation of Authority**

- Primary: Executive Director (Barbara Saunders)
- Alternate 1: Coalition Chair (Sabra Cecil)
- Alternate 2: Coalition Vice Chairperson (Phillip Keyes)
- Alternate 3: Coalition Treasurer (Alan Dimmitt)
- Alternate 4: Coalition Secretary (Joe Paterno)

**2. To be included under Attachment 7, provide the coalition's current Organizational Chart and an official memorandum as approved by the Early Learning Coalition, for the Delegation of Authority should the Director and/or Chair is unavailable.**

**Included, under Attachment 7a, is the coalition's current organizational chart. Included, under Attachment 7b, is the coalition's Delegation of Authority document.**

**II-14 Operational Hours**

- a. During COOP contingencies, the coalition's individual under the Delegation of Authority will determine the hours of work for the staff.

## **II-15 Alert and Notification**

Procedures must be followed in the execution of the coalition's COOP. The extent to which this will be possible will depend on the emergency, the amount of warning received, whether personnel are on duty or off duty, and the extent of damage to the affected facilities and occupants. This plan is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this plan is implemented depends on the type and magnitude of the events or threats thereof.

**1.Alert procedure: If the situation allows, warning staff, subcontractors, parents and child care providers will be completed prior to activation of the COOP. Describe our procedures and processes to notify staff, subcontractors, parents and child care providers warning of the activation of the coalition's COOP plan.**

Responsibilities for notification are as follows:

Coalition: Coalition staff, Coalition members, Relocation Team members, Office of Early Learning/AWI, Florida Children's Forum, Child Care of Southwest Florida, Inc. (Fort Myers, Naples, Immokalee and La Belle),Fiscal Agent, Emergency Operations Center, State Emergency Operations Center, and local news media.

Fiscal Agent: Internal staff associated with coalition billing and payroll operations.

Central Agency: Internal staff associated with coalition provider payments, resource and referral/eligibility operations, and provider support programs, all school readiness childcare providers.

Providers: Parents and childcare center staff.

Preferred routes for distribution of communication about activation of the Coalition's COOP will be conducted using the following methods (several of which would be activated concurrently), shown in order or priority and with estimated time to implement:

- 1) Voice mail messages placed on office and staff cell phones (5 minutes)
- 2) Broadcast Email notifications to a pre-existing email list of critical contacts (5 minutes)
- 3) Broadcast voice mail notifications to a pre-existing list of critical contacts (15 minutes)
- 4) Broadcast fax notifications to a pre-existing list of critical contacts (30 minutes)
- 5) Notice placed on web site (15 minutes)
- 6) Telephone calls to a pre-existing list of critical contacts (2-4 hours); a telephone "tree" will be used to expedite this process.

- 7) Written instructions posted on the door to the coalition, fiscal agent, and central agency office locations (15 minutes)
- 8) Public service announcements emailed or faxed to local newspapers (15 minutes)
- 9) Announcement on the local TV and radio stations designated by the Collier, Glades, Hendry and Lee Counties Emergency Operations Center for emergency communications (1 hour)
- 10) Notification by drive-by to sites, offices, and/or home locations (if all other communication methods are unavailable and if safety permits) (8+ hours- only for last resort)

**2. The coalition needs to develop standardized notifications and “canned” news releases which can be easily disseminated to the media and required individuals. To be included under Attachment 8, provide all standardized communications and “canned news releases to be used in case of activation of the coalition’s COOP.**

**Included, under Attachment 8, are standardized press releases to be used in case of activation of the coalition’s COOP.**

**Press releases would be automatically distributed to the following newspapers, TV, and radio stations:**

The News-Press

P.O. Box 10  
Fort Myers, FL 33902  
Newsroom phone: 239-335-0350  
Newsroom fax: 239-334-0708  
Newsroom email address: [www.news-press.com](http://www.news-press.com)

Naples Daily News

1075 Central Avenue  
Naples, FL 34102  
Newsroom phone: 239-262-3161  
Newsroom fax: 239-263-4816  
Newsroom email address: [info@naplesnews.com](mailto:info@naplesnews.com)  
[www.naplesnews.com](http://www.naplesnews.com)

Bonita Banner

9102 Bonita Beach Road  
Bonita Springs, FL 34135  
Newsroom phone: 239-992-2110  
Newsroom fax: 239-992-7819  
Newsroom email address: [www.bonitabanner.com](http://www.bonitabanner.com)

Immokalee Bulletin

P.O. Box 518  
Labelle, FL 33935  
Newsroom phone: 239-657-6000

Newsroom fax: 239-675-1449  
Newsroom e mail address: [cb-editor@LHA.net](mailto:cb-editor@LHA.net)

WWGUF Radio 90.1 FM

10501 FGCU Blvd. S  
Ft Myers, FL 33965  
Phone: 239-590-2500  
Fax: 239-590-2520  
Email address: [wgcufm@fgcu.edu](mailto:wgcufm@fgcu.edu)

WWGUF Radio 98.9 FM

2640 Golden Gate parkway, Suite 316  
Naples, FI 34105  
Phone: 239-435-9100  
Fax: 239-435-0580  
Email address: [wgcufm@fgcu.edu](mailto:wgcufm@fgcu.edu)

WINK Radio 1200 AM

2824 Palm Beach Blvd  
Ft Myers, FL 33916  
Phone: 239-337-2346  
Fax: 239-332-0767  
Email address: [www.winkfm.com](http://www.winkfm.com)

WNOG Radio 1270 AM or 1240 AM

2824 Palm Beach Blvd  
Ft Myers, FL 33916  
Phone: 239-337-2346  
Fax: 239-332-0767  
Email address: [www.winkwnog.com](http://www.winkwnog.com)

WBBH (NBC 2) Channel 20, Cable 2

Newsroom Phone: 239-939-6223  
Newsroom Fax: 239-939-3244  
Email address: [nbc2news@nbc-2.com](mailto:nbc2news@nbc-2.com)

WINK-TV-(CBS) Channel 11, Cable 5

Newsroom Phone: 239-334-8247  
Newsroom Fax: 239-338-4383  
Email address: [newsdesk@winktv.com](mailto:newsdesk@winktv.com)

WZVN-TV-(ABC) (Channel 26, Cable 7

Newsroom Phone: 239-334-8247  
Newsroom Fax: 239-338-4383  
Email address: [news@abc-7.com](mailto:news@abc-7.com)

WFTX-TV-(FOX) (Channel 36, Cable 4

Newsroom Phone: 239-574-3636  
Newsroom Fax: 239-574-4803  
Email address: [news@wftx.emmis.com](mailto:news@wftx.emmis.com)

WGCU-TV-(PBS) (Channel 30 Cable 3

Newsroom Phone: 239-590-2300  
Newsroom Fax: 239-590-2310  
Email address: [wgcunews@fgcu.edu](mailto:wgcunews@fgcu.edu)

Comcast Cable

Phone: Fort Myers 239-334-8055 Fax: 239-334-7023  
Phone: Naples 239-793-9600 Fax: 239-793-1317

Time Warner Cable

Phone: 239-772-2218  
Fax: 239-574-2813

Collier County Public Information Officer

Phone: 239-774-8999  
Fax: 239-774-8588

Glades County Public Information Officer

Phone: 863-946-6000 (Emergency Management)  
Fax: 863-946-1091

Hendry County Public Information Officer

Phone: 863-612-4700 (Emergency Management)  
Fax: 863-674-4040

Lee County Public Information Officer

Phone: 239-335-2269  
Fax: 239-335-2449

## **II-16 Telecommunications and Information Systems Support**

Telecommunication and information systems maintained at the local level must be assessed to determine any inconsistencies or issues which may arise if the COOP is activated. The coalition must insure that there are backup plans to address disruptions in communications in the event of a disaster.

### **1. Provide a description of your current communication system and any backup strategies that will be implemented should your current system fail or is disabled during a disaster.**

Office telephone system: Early Learning Coalition of Southwest, Fort Myers office with two line one number that roll over dedicated to the Coalition phone (239-267-4105) and one line dedicated to the Coalition fax (239-267-4109).

Cell phone system: Executive Director and most members of the Relocation Team has cellular service.

Email system: The Coalition maintains two email addresses. The primary Address (barbara.saunders@elcofswfl.org). This email account can be accessed off-site via the Internet. The secondary email address (dee.goforth@elcofswfl.org) Is the email address for the coalition's Office Manager and can be accessed from any site that has Internet access.

Backup communication strategies used in the event of emergency include:

- Extensive use of cellular phone service and Nextel direct connect features, if service is available.

- Posting alternate contact telephone numbers (cell phone, home phone) on the answering voice mail message of the Coalition office phone line.
- Automatic response notification to emails sent to the primary Coalition email address, noting alternate contact telephone numbers.
- Automatic forwarding of a copy of all incoming emails from the primary Coalition email address (barbara.saunders@elcofswfl.org) to the alternate email address (dee.goforth@elcofswfl.org), to enhance accessibility from alternate office locations.
- Posting of written communications and messages on the door of the Coalition office.
- Posting of written communications and messages on the door, and into the 24-hour drop box, at the Fort Myers, Naples and Immokalee office of the Central Agency (Child Care of Southwest Florida, Inc).
- Announcements on the local TV and radio station designated by the Collier, Glades, Hendry and Lee Counties Emergency Operations Center for emergency communications.
- Notification by drive-by to sites, offices, and/or home locations (if all other communication methods are unavailable and if safety permits).
- Utilization of emergency community “phone banks” (for telephone calls and Internet access) set up by the Collier, Glades, Hendry and Lee Counties Emergency Operations Center and/or FEMA.

## **II-17 Security and Access Controls**

- a. The coalition will insure that the COOP and the administrative/fiscal facilities and subcontractor facilities have posted evacuation route plans in all areas accessed by the public and staff.
- b. The coalition will insure all necessary security and access controls are provided at the alternate facility and that the administrative/fiscal facilities are secured during COOP operations.
- c. Electronic copies of the COOP should be secured through limited access protocols.

### **1. Provide assurances that the evacuation routes have been posted in all areas accessed by the public and employees for the administrative/fiscal facilities and subcontractor offices.**

- On an annual basis, the Executive Director will perform a facility survey and ensure that evacuation routes have been prominently posted in the public and private office spaces utilized by the Coalition staff.
- As part of annual Central Agency and Fiscal Agent monitoring processes, Coalition staff will document that these subcontractors have met the requirement that evacuation routes be posted in their primary public and private office spaces.

**2. Describe the coalition's process and/or procedures to insure security of administrative/fiscal facilities to protect property, records, equipment, etc. in the event the COOP is activated.**

- The Executive Director of the Coalition assumes responsibility to insure the security of the office space. The Coalition office security is equipped with automatic alarms, and staff conducts routine security rounds during and after an emergency.
- Within Coalition offices, records storage cabinets are always locked and secured.

**II-18 Test, Training, and Exercise**

- a. Test, training, and exercise programs must be developed to include the following components:
1. Staff awareness
  2. Leadership responsibilities
  3. Alert and notification procedures
  4. Validation and testing of equipment and communications of selected alternate facilities
- b. Exercise programs to test staff awareness and response capabilities should be initiated and performed bi-annually

**1. Describe how staff and subcontracted staff are trained to administer the COOP at the local level.**

- New staff receive formal orientation to the COOP, and a copy of the elements of the COOP that directly pertain to their job function.
- Employees of the Coalition and/or subcontractors with key roles in the delivery of the COOP receive a copy of the COOP for their office and their home.
- A copy of the COOP is on file in the office of the Coalition, the contracted Fiscal Agent and the contracted Central Agency.
- Informational notices regarding emergency response are distributed to all staff as they are received from the Collier, Glades, Hendry and Lee Counties Emergency Operations Center.
- 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 Coalition, and other agencies as appropriate.

**2. Describe how the components of the COOP plan are provided to childcare providers and parents regarding the continuity of child care services, payments, realigning children to various providers dependent upon areas affected by the disaster, contact information, alternate site designation, etc.**

- An annual newsletter special addition outlining vital COOP information of interest to providers and parents is developed, published, and distributed by the Coalition. Copies of the special newsletter are given to providers free of charge. Providers are encouraged to share this

information with their parents during parent involvement or orientation activities and open-house events.

- A copy of the special edition COOP newsletter is distributed to each Early Learning provider annually, as part of the orientation packet that includes their Provider agreement and Provider Handbook.
- Special notices pertaining to providers and parents post-disaster will be distributed to local newspapers and announced on the local TV and radio stations designated by the Emergency Operations Center.
- Special instructional and informational flyers will be hand-delivered to providers during site visits conducted by the Executive Director and/or Central Agency staff in the time period immediately following an emergency and activation of the COOP.
- As possible, information will be relayed to providers via broadcast email and fax messages.
- Information will be posted on the Coalition web site.

## **SECTION III: PHASE I – ACTIVATION PROCEDURES**

### **III-1 Initial Actions**

- a. Based on the situation and circumstances of the event, the coalition will evaluate the capability and capacity levels required to support the current mission-essential functions of the facilities and determine if the situation necessitates relocation of staff and/or other resources. If it is deemed necessary to activate the COOP, the Executive Leadership Team will select an appropriate alternate relocation point.
- b. The coalition's designated employee will initiate the immediate deployment of the Relocation Team to an assembly site or the designated alternate relocation point.
- c. The Emergency Coordinating Officer will notify staff and provide instructions and guidance on operations and the location of the alternate relocation point.
- d. The coalition's designated individual will coordinate the immediate deployment of the coalition to an assembly site or the designated alternate relocation point.
- e. After the initial notification effort is complete, the results, including individuals not contacted, must be reported to the coalition's designee responsible for this activity.
- f. The coalition will notify the facility contact at the designated alternate relocation point to expect the relocation of the administrative/fiscal and/or subcontractor facilities.
- g. The Emergency Coordinating Officer will notify the Office Of Early Learning /AWI (850-921-3180), the State of Florida Emergency Operations Center (850-412-9900) and the local Counties Emergency Offices that an emergency relocation of the local coalition and/or the subcontractor is anticipated or is in progress.
- h. All personnel and sections of the coalition should implement normal security procedures for areas being vacated.



- All Coalition members not on the Relocation Team
- Ft. Myers, Naples, Immokalee and La Belle offices of the Central Agency (Child Care of Southwest Florida, Inc), who will then notify their staff

Ft. Myers Office- 4315 Metro Parkway., Ft. Myers, FL 33916  
 Phone: 239-278-1002  
 Fax: 239-3031

Naples: 269 Airport Rd, South Naples, FL 34104  
 Phone: 239-643-3908  
 Fax: 239-643-4906

- Coalition analysts  
 Linda Parsche Office phone: (863) 904-2900 x-115

Central Agency staff or other assigned staff notifies  
 (by phone or in person):

- childcare providers

Step 2: Coalition Office Manager:

- Changes voice mail messages on office phones
- Posts notice on coalition office door
- Sets email to forward to alternate email account and to send automatic informational notice.
- Prints 100 copies of FEMA/DCF informational flyer and generic Coalition disaster-relief mini-grant application and assembles those, with Executive Director business cards, into a packet

Step 3: Executive Director sends (via fax or email) press release to local news media:

The News-Press  
 P.O. Box 10  
 Fort Myers, FL 33902  
 Newsroom phone: 239-335-0350  
 Newsroom fax: 239-334-0708  
 Newsroom email address: [www.news-press.com](http://www.news-press.com)

Naples Daily News  
 1075 Central Avenue  
 Naples, FL 34102  
 Newsroom phone: 239-262-3161  
 Newsroom fax: 239-263-4816  
 Newsroom email address: [info@naplesnews.com](mailto:info@naplesnews.com)  
[www.naplesnews.com](http://www.naplesnews.com)

Bonita Banner  
 9102 Bonita Beach Road  
 Bonita Springs, FL 34135  
 Newsroom phone: 239-992-2110  
 Newsroom fax: 239-992-7819  
 Newsroom email address: [www.bonitabanner.com](http://www.bonitabanner.com)

Immokalee Bulletin

P.O. Box 518  
Labelle, FL 33935  
Newsroom phone: 239-657-6000  
Newsroom fax: 239-675-1449  
Newsroom e mail address: [cb-editor@LHA.net](mailto:cb-editor@LHA.net)

WWGUF Radio 90.1 FM

10501 FGCU Blvd. S  
Ft Myers, FL 33965  
Phone: 239-590-2500  
Fax: 239-590-2520  
Email address: [wqcufm@fgcu.edu](mailto:wqcufm@fgcu.edu)

WWGUF Radio 98.9 FM

2640 Golden Gate parkway, Suite 316  
Naples, FL 34105  
Phone: 239-435-9100  
Fax: 239-435-0580  
Email address: [wqcufm@fgcu.edu](mailto:wqcufm@fgcu.edu)

WINK Radio 1200 AM

2824 Palm Beach Blvd  
Ft Myers, FL 33916  
Phone: 239-337-2346  
Fax: 239-332-0767  
Email address: [www.winkfm.com](http://www.winkfm.com)

WNOG Radio 1270 AM or 1240 AM

2824 Palm Beach Blvd  
Ft Myers, FL 33916  
Phone: 239-337-2346  
Fax: 239-332-0767  
Email address: [www.winkwnog.com](http://www.winkwnog.com)

WBBH (NBC 2) Channel 20, Cable 2

Newsroom Phone: 239-939-6223  
Newsroom Fax: 239-939-3244  
Email address: [nbc2news@nbc-2.com](mailto:nbc2news@nbc-2.com)

WINK-TV-(CBS) Channel 11, Cable 5

Newsroom Phone: 239-334-8247  
Newsroom Fax: 239-338-4383  
Email address: [newsdesk@winktv.com](mailto:newsdesk@winktv.com)

WZVN-TV-(ABC) (Channel 26, Cable 7

Newsroom Phone: 239-334-8247  
Newsroom Fax: 239-338-4383  
Email address: [news@abc-7.com](mailto:news@abc-7.com)

WFTX-TV-(FOX) (Channel 36, Cable 4

Newsroom Phone: 239-574-3636  
Newsroom Fax: 239-574-4803  
Email address: [news@wftx.emmis.com](mailto:news@wftx.emmis.com)

WGCU-TV-(PBS) (Channel 30 Cable 3

Newsroom Phone: 239-590-2300

Newsroom Fax: 239-590-2310

Email address: [wqcunews@fgcu.edu](mailto:wqcunews@fgcu.edu)

Comcast Cable

Phone: Fort Myers 239-334-8055 Fax: 239-334-7023

Phone: Naples 239-793-9600 Fax: 239-793-1317

Time Warner Cable

Phone: 239-772-2218

Fax: 239-574-2813

**2. Describe how child care providers and parents will be notified of the relocation of the administrative/fiscal office and/or subcontractor offices, so that services are not disrupted more than is necessary during activation of the COOP.**

- Voice mail messages placed on office and staff cell phones.
- Notice placed on School Readiness and central agency web sites.
- Written notices posted on the door to the coalition, fiscal agent, and central agency office locations.
- Written notices posted at the Counties Health Department of Children and Families (DCF) office, One-Stop Center/Workforce Board, and Health Department.
- Written notices distributed through FEMA recovery centers and other local recovery centers (Salvation Army, Red Cross, etc.)
- Public service announcements emailed or faxed to local newspapers.
- Announcement on the local radio station (see list on page above) designated by the Collier, Glades, Hendry and Lee Counties Emergency Operations Center for emergency communications.

**3. Describe how the facilities, property, equipment, participant records, fiscal records and other pertinent information will be secured at the point of notification of activation of the COOP.**

- The Coalition, Fiscal Agent, and Central Agency will follow the procedures outlined in their own COOP plans (copies on file in the Coalition office).
- Coalition office and contents will be secured following normal protocols of the Early Learning Coalition of Southwest Florida.
- If time permits, all Coalition computer equipment and servers will be covered in plastic, moved away from windows, and raised off the floor to protect from potential water damage.

**III-4 Activation Procedures Non-Duty Hours**

## **1. Describe the above process that will occur outside of normal work hours for the Coalition.**

### Step 1: Coalition Executive Director notifies (by phone or email):

- Coalition Office Manager and staff
- Coalition chair
- Each member of the Relocation Team (includes Fiscal Agent and CEO- Central Agency)
- Collier, Glades, Hendry and Lee Counties Emergency Operations Center
- State Emergency Operations Center
- Office of Early Learning/AWI

### Coalition Office Manager notifies (by phone or email)

- All Coalition members not on the Relocation Team
- Ft. Myers, Naples and Immokalee offices of Central Agency (Child Care of Southwest Florida, Inc), who will then notify staff
- Coalition analysts

### Central Agency staff

#### (by phone):

- School readiness childcare providers
- VUPK provider

### Step 2: Executive Director sends (via fax or email) press release to local news media:

- News-Press
- Naples Daily News
- Bulletin ( Immokalee, La Belle)
- Comcast Cable TV

Step 3: Executive Director calls in, faxes, or delivers to the local radio station a press release. (If not operational, press releases will be sent to Channel 2, 7 and Channel 5 Ft Myers.)

## **2. Describe how child care providers and parents will be notified of the relocation of the administrative/fiscal offices and/or subcontractor offices, so that services are not disrupted more than is necessary during activation of the COOP.**

- Written notices posted on the door to the coalition, fiscal agent, and central agency office locations.
- Written notices posted on all four counties offices of Department of Children and Families (DCF) office, One-Stop Center/Workforce Board, and Health Department.
- Written notices distributed through FEMA recovery centers and other local recovery centers (Salvation Army, Red Cross, etc.)
- Public service announcements emailed or faxed to local newspapers.
- Announcement on the local radio station (on pages 35 and 36) designated by the Collier, Glades, Hendry and Lee Counties Emergency Operations Center for emergency communications.

**3. Describe how the facilities, property, equipment, participant records, fiscal records and other pertinent information will be secured and accessed outside normal work hours at the point of notification of activation of the COOP.**

- The Coalition, Fiscal Agent, and Central Agency will follow the procedures outlined in their own COOP plans (copies on file in the Coalition office).
- Coalition office and contents will be secured following normal protocols of the Early Learning Coalition of Southwest Florida.
- If time permits, all Coalition computer equipment and servers will be covered in plastic, moved away from windows, and raised off the floor to protect from potential water damage.

**III-5 Transition to Alternate Operations**

- a. Following the activation of the COOP and establishment of communication links at an alternate facility, the Director and/or their designee should order the cessation of operations at their main site.
- b. The Director and/or his/her designee will notify the Office of Early Learning/AWI and the State of Florida Emergency Operations Center that an emergency relocation of the coalition staff is complete and will provide new contact numbers.
- c. As appropriate, the Director and his/her designee notify press, news media, outside customers, vendors, and other service providers of the temporary relocation (including any changes to coalition contact information).

**1. Provide the title(s) of the individual(s) who will be responsible for this activity.**

As identified in the Coalition’s “Sequence of Delegation of Authority” (Attachment 7b):

- Primary: Executive Director (Barbara Saunders 7-1-04)  
Alternate 1: Coalition Chair (Sabra Cecil effective 1-20-05)  
Alternate 2: Coalition Vice Chairperson (Phillip Keyes - effective 1-20-05)  
Alternate 3: Coalition Treasurer (Alan Dimmitt) - effective 1-20-05)  
Alternate 4: Coalition Secretary (Joe Paterno) - effective 1-20-05)

**III-6 Site-Support Responsibilities**

Following notification that a relocation of the coalition staff has been ordered or is in progress, the facility contact at the alternate relocation point will coordinate with the Director and/or his/her designee in preparation for the activation of the COOP and to receive the Relocation Team. This includes providing for the protection and movement of records. Staff from Partnership’s statewide data system may assist with establishing connectivity and maintaining support for the required systems and databases.

**1. Provide a description of the local coalition’s process to establish communications, computer access and transfer of records to the alternate facility. This may include accessing off-site records and/or back-up systems which have stored data available. This should include administrative, fiscal, and programmatic records/data.**

- The Coalition's Executive Director and Office Manager will deliver copies of electronic data back-ups to the alternate facility, for transfer to computers at that location.
- If possible, Coalition-related hard-copy records will be removed from the offices of the Coalition, Fiscal Agent and Central Agency and transferred to the alternate location.
- Critical files will be downloaded to the computers at the alternate location from sources such as home offices of staff, alternate offices of the Central Agency and/or Fiscal Agent, the Office of Early Learning/AWI, and other appropriate sources.
- Database records will be accessed through web-based systems and/or through the functional computer systems at neighboring Coalitions and/or Central Agencies.

## **SECTION IV: PHASE II- ALTERNATE OPERATIONS**

### **IV-1 Execution of Mission-Essential Functions**

Upon COOP activation, the coalition will begin providing support for the following functions:

- a. Monitoring and assessing the situation that required the relocation;
- b. Monitoring the status of personnel and resources;
- c. Planning and preparing for the restoration of operations at the main facilities or other long-term facility.

### **IV-2 Establishment of Communications**

- a. The coalition staff in conjunction with the Partnership Information Technology staff will ensure all necessary and preplanned communications systems are established, adequate, and functioning properly; and will service and correct any faulty or inadequate communications systems.
- b. The alternate facility should be pre-equipped with computer, telephone, and fax lines.
- c. The coalition will ensure continual updates are provided in the form of telephone contacts, press releases and web page updates in order to optimize our communication efforts to both internal and external customers.

### **IV-3 Relocation Team**

- a. Relocation Team Responsibilities. 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 transition of coalition's 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.

#### **IV-4 Augmentation of Staff and Other Resources**

- a. If it becomes evident that the coalition staff cannot ensure the continuous performance of mission-essential functions, the coalition, in coordination with the Office of Early Learning/AWI, will determine the additional positions necessary to ensure the continuous performance of mission-essential functions.
- b. The coalition, with assistance from the Office of Early Learning/AWI if needed, will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.
- c. The coalition in cooperation with the Office of Early Learning/AWI will ensure that all resources needed to sustain operations for 30 days are acquired.

#### **IV-5 Amplification of Guidance to All Personnel**

- a. The coalition will develop informative memorandum for dissemination to its staff, subcontractors, the Office of Early Learning/AWI, the local community to include child care providers and parents, regarding the duration of alternate operations, pertinent information on child care payments, location(s) for services, payroll, time and attendance, duty assignments, and travel authorizations and reimbursements. The coalition will disseminate the information to the appropriate staff.
- b. The coalition has responsibility for consideration of the health and emotional well-being of their staff and families. This includes obtaining information and providing guidance on any medical or special needs of their staff and families.

##### **1. Describe any services offered by the coalition such as an Employee Assistance Program (EAP), or community based relationships which may be assessed if needed.**

- Employee Assistance Program is offered through the Coalition and Southwest Florida Workforce Development Board, Inc.
- Employee Assistance Program is offered through the Central Agency staff employer, Child Care of Southwest Florida, Inc.
- Potential resources from national and state agencies such as the Office of Early Learning/AWI, FEMA, and the Florida Children's Forum will be accessed as available and appropriate.
- Community resources offered by United Way of Collier, Glades Hendry and Lee, the Collier, Glades Hendry and Lee County Health Departments, local hospitals and other social service agencies will be accessed as available and appropriate.

#### **IV-6 Development of Plans and Schedules for Reconstitution and Termination**

- a. The coalition will develop Reconstitution and Termination Plans and Schedules to ensure an orderly transition of all coalition functions, personnel, equipment, and records from the temporary alternate location to a new or restored facility.

- b. The coalition will approve the plans and schedules prior to the cessation of operations and will submit the plan to the Office of Early Learning/AWI in writing, as soon as it is feasibly possible.
- c. The coalition will take the lead role in overseeing the Reconstitution and Termination process.

## **SECTION V: PHASE III- RECONSTITUTION AND TERMINATION**

### **V-1 Overview**

Within 24 hours of an emergency relocation, the coalition will initiate operations to salvage, restore, and recover the affected facilities after the approval of the local and federal law enforcement and emergency services, if involved. Reconstitution procedures will commence when it is ascertained that the emergency situation has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- a. Continue to perform mission essential functions at the alternate relocation point for up to 30 days.
- b. Begin an orderly return to the main facilities affected and reconstitute full operations.
- c. Establish operations in some other facility in the same geographic area.

### **V-2 Procedures**

Upon a decision by the coalition, that the main facility can be reoccupied, or that a different facility will be secured for the coalition:

- a. The coalition will oversee the orderly transition of all functions, personnel, equipment, and records from the alternate relocation point to a new or restored facility.
- b. Prior to relocating back to the main facility or another building, the coalition will ensure appropriate security, safety, and health assessments for suitability.
- c. The staff remaining at the alternate relocation point will transfer mission-essential functions and resume normal operations when the equipment and documents are in place at the new or restored facility.

### **V-3 After-Action Review and Remedial Action Plan**

- a. An After-Action Review (information collection process) will be initiated prior to the cessation of operations at the alternate relocation point. The information to be collected will, at a minimum, include information from any employee working during the COOP activation and a review of the strengths and weaknesses at the conclusion of the operations.
- b. The information is incorporated into 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.

# PROFILE

## Early Learning Coalition of Southwest Florida

### Mailing Address

12651 McGregor Blvd.  
Suite 4-402  
Ft. Myers, Florida 33919

### Physical Address

same

**Building Contact for Coalition:** Barbara Saunders, Executive Director  
Office phone: (239) 267-4105  
Cell phone: (239) 832-3720  
Home: (239) 822-1802

### **Mission-Essential Functions Performed in Facility:**

- Executive Direction
- Programmatic Funds Distribution
- Information Technology Support/Maintenance
- Communications
- Finance and Accounting Services
- Facilities/Property Management Services
- Program Technical Assistance and Support
- Program Oversight and Direction for School Readiness Coalitions

### **Mission-Essential Data Systems and Records:**

- Resource and Referral
- Unified Waiting List
- Financial Management Tracking System (EFS)
- Simplified Point of Entry
- Web-EFS
- Customer Information Control System (CICS) Mainframe
- Internet

### **Alternate Facilities:**

Child Care of Southwest Florida, Inc. 4315 Metro Parkway Fort Myers, FL 33916	Child Care of Southwest Florida, Inc. 269 Airport Road, South Naples, FL 34104
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Note: Selected alternate facilities are fully functional offices with established telephone, computer, and fax lines.

# ATTACHMENT 1

## RELOCATION TEAM

### Early Learning Coalition of Southwest Florida

The members of the Relocation Team for the Early Learning Coalition of Southwest Florida are:

Name	Position or Title	Office Numbers	Home Address and Phone Number	Cell Phone Number
Barbara Saunders	Executive Director	Phone 239-267-4105  Fax 239-267-4109	9380 Paseo de Valencia Ft Myers, Fl 33908  239-822-1802	239-823-3720
Dee Goforth	Office Manager	Phone 239-267-4105  Fax 239-267-4109	1020 SW 21 <sup>st</sup> Street Cape Coral, Fl 33990  239-574-4150	239-464-3352
Nga Cotter	Fiscal Director	Phone 239-267-4105  Fax 239-267-4109	12858 Ivory Stone Loop Ft. Myers, FL 33913  239-634-2680	
Peter Escayg	Director of Operations	Phone 239-267-4105  Fax 239-267-4109	114 Edward Avenue Lehigh Acres, FL 33972  239-369-7264	239-826-4274
Jenny Corbett	Receptionist/ Office Assistant	Phone 239-267-4105  Fax 239-267-4109	142 SE 7 <sup>th</sup> Street Cape Coral, FL 33990  239-574-1674	239-464-3489
Shirley Losch	Director of Health Services	Phone 239-267-0324  Fax 239-267-4313	14650 Eagle Ridge Drive, #244 Ft. Myers, FL 33912  239-415-6494	239-822-5079
Melanie Holaway	Director of School Readiness Services	Phone 239-267-0324  Fax 239-267-4313	5256 Nautilus Drive Cape Coral, FL 33904  239-542-0640	239-634-7874 239-938-6837
Jean Smith	Director of VPK	Phone 239-267-0324  Fax 239-267-4313	1901 Clifford Street #1403 Ft. Myers, FL 33901  239-267-0324	239-634-7713
Gayla Thompson	PERKS Technical Assistance Specialist	Phone 239-276-0324 Fax 239-267-4313	1506 SE 2nd Street Cape Coral, FL 33909	
Nancy Starr	Director of Policy	Phone 239-489-4639  Fax 239-267-4639	5416 Brandy Circle E. Ft. Myers, FL 33919  (239) 489-4639	239-634-1589

Terri Konczak	VPK Regional Facilitator Southwest Region	Phone 239-938-6185 Fax 239-274-8056	11981 Plantation Road Ft. Myers, FL 33912	
Sabra Cecil	Chair	Phone 239-390-1200 (direct) 239-390-1248 Fax 239-495-1378	P.O. 3119 Bonita Springs, FL 34133  239-253-3724	239-253-3724
Rhea B. Mike	Executive Director Child Care of Southwest Florida, Inc. (Central Agency)	Phone 239-278-1002 Fax 239-338-1287	14800 Crystal Cove Court Apt. 903 Ft. Myers, FL 33919  239-437-8610	239-980-9002
Dr. Elizabeth Karas	School Board of Lee County representative	Phone 239-332-7819 Fax 239-332-0231	2212 SE 16 <sup>th</sup> St. Cape Coral, FL 33990  239-574-3149	239-823-8160
Laura Stacell	School Board of Collier County representative	Phone -239-868-2985 Fax 239-867-2992	1860 Randall Blvd. Naples, FL 34120  239-287-6489	239- 287-6489
Nancy Coker	Child Care of Southwest Florida, Inc. (Central Agency)	Phone 239-278-4114 Fax 239-278-3031	890 Deep Lagoon Lane Ft. Myers, FL 33919  239-454-4333	239-980-9015
Donna Philp	Child Care of Southwest Florida, Inc. (Central Agency)	Phone 239-643-3908 Fax 239-643-4906	15161 Cedarwood Lane Naples, FL 34110  239-592-0463	239-450-1833 (wk) 239-272-0463 (home)
Alice Parrish	DCF Child Care Licensing	Phone 239-338- Fax 239-338-1287		

## ATTACHMENT 2

### ALTERNATE SITE LOCATIONS FOR EMERGENCY OPERATIONS

Early Learning Coalition of Southwest Florida

In order of preference for utilization, the operations of the Early Learning Coalition of Southwest Florida will be carried out at the following alternate locations if the COOP is activated:

One-Stop Center (Workforce Development Board)  
9530 Marketplace Road, Ste 104  
Fort Myers, Florida 33912

Lee County Health Department  
3920 Michigan Ave.  
For Myers, Florida 33916

Edison College, Early Childhood Education Office  
8099 College Parkway SW  
Fort Myers, Florida

#### Sites within Collier County

Child Care of Southwest Florida, Inc.  
269 Airport Road, South  
Naples, FL 34104

Career & Service Center of Collier County (Naples)  
215 Airport Pulling Road N.  
Naples, FL 34104  
239-649-1984

Career & Service Center of Collier (Immokalee)  
750 South 5<sup>th</sup> Street  
Immokalee, FL 34142  
239-658-3300

Collier County Health Department  
3301 E. Tamiami Trail, Bldg. H  
Naples, FL 34112

Edison College, Early Childhood Education Office  
7007 Lely Cultural Parkway  
Naples, Florida

#### Sites within Hendry County

Career & Service Center of Hendry/Glades County  
215-B S Francisco Street  
Clewiston, FL 33440  
863-805-5298

Hendry County Health Department  
325 Pratt Blvd.  
La Belle, Florida 33835

Edison College, Early Childhood Education Office  
LaBelle High School  
4050 Cowboy Way  
LaBelle, Florida

Sites within Glades County

Career & Service Center of Hendry/Glades County  
215-B S Francisco Street  
Clewiston, Florida 33440  
863-805-5298

Glades County Health Department  
998 Highway 27 SW  
Moore Haven, Florida 33471

Edison College, Early Childhood Education Office  
LaBelle High School  
4050 Cowboy Way  
LaBelle, Florida

Sites outside of the Region

Early Learning Coalition of Charlotte and Desoto Counties  
3028 Caring Way, Suite 4  
Port Charlotte, FL 33952

## ATTACHMENT 3

### EMERGENCY COORDINATING OFFICER Early Learning Coalition of Southwest Florida

Barbara Saunders  
Executive Director

Office Address: 12651 McGregor Blvd, Florida 33919  
Office Phone: 239-267-4105  
Office Fax: 239-267-4109

Home Address: 9380 Paseo de Valencia  
Fort Myers, Florida 33908

Home Phone: 239-822-1802

Cell Phone: 230-823-3720

Primary Email: [barbara.saunders@elcofswfl.org](mailto:barbara.saunders@elcofswfl.org)  
Secondary Email: [dee.goforth@elcofswfl.org](mailto:dee.goforth@elcofswfl.org)

#### ***Alternate (In the Absence of the Individual Noted Above)***

Dee Goforth  
Office Manager

Home Address: 1020 SW 21<sup>st</sup> Street Cape Coral, Florida 33990  
Home Phone: 239-574-4150  
Cell Phone: 239-464-3352  
Email: [jdgoforth@earthlink.net](mailto:jdgoforth@earthlink.net)

# ATTACHMENT 4

## EXECUTIVE LEADERSHIP TEAM

### Early Learning Coalition of Southwest

The members of the Executive Leadership Team are:

<p>Early Learning Coalition of Southwest Executive Committee Members</p>	<p>Chairperson (Sabra Cecil) Vice Chairperson (Phillip Keyes) Treasurer (Alan Dimmitt) Secretary (Joe Paterno) Health and Development Chair (Joan Foss) Quality Enhancement Chair (Elaine Schaeffer) Family Services Chair (Alice Parrish)</p>
<p>Early Learning Coalition of Southwest Florida, Staff</p>	<p>Executive Director (Barbara Saunders) Office Manager (Dee Goforth) Office Assistant (Jenny Corbett) Director of Operations (Peter Escayg) Fiscal Director (Nga Cotter) Director of Health Services (Shirley Losch) Director of Policy (Nancy Starr) Director of School Readiness Services (Melanie Holaway) Evaluator (Dr. Shelley Robertson) PERKS Technical Assistance Specialist (Gayla Thompson) Director of VPK (Jean Smith) VPK Regional Facilitator Southwest Region (Terri Konczak)</p>
<p>Central Agency Representatives (Child Care of Southwest Florida)</p>	<p>Executive Director (Rhea B. Mike) Fiscal Director (Debbie Johnson) Resource and Referral Director (Nancy Coker) Collier Service Director (Donna Philp)</p>
<p>Office of Early Learning/AWI- Analysts</p>	<p>Grant Analyst (Linda Parsche)</p>
<p>Department of Children and Families (DCF)- Licensing</p>	<p>Child Care Licensing Supervisor (Alice Parrish)</p>

## ATTACHMENT 5

### POTENTIAL ALTERNATIVE SERVICE PROVIDERS

Early Learning Coalition of Southwest Florida

#### **Central Agency/R&R/Eligibility/Provider Support Functions**

##### **RCMA (State Headquarters in Collier County)**

Barbara Mainster

Office: 239-658-3560      Cell: 239-340-3317

##### **Early Learning Coalition of Charlotte and Desoto Counties**

Anna Brookbank

Office: 941-255-1650, ext. 103      Cell: 941-457-5448

##### **Community Coordinating Care for Children (4C- Orlando)**

Orange County:      Colleen Gallagher      407-532-4165

Osceola County:      Dorothy Dukes      407-532-4116

Seminole County:      Pat Frank      407-532-4124

##### **Pinellas County School Readiness Coalition**

Janet Chapman

Office: 727-547-5614

**Last Resort:** All call for help from any available agency

#### **Central Agency Billing and Fiscal Functions**

- SW Florida Work Force Development Board, Inc
- RCMA
- Early Learning Coalition of Charlotte/Desoto
- Community Coordinating Care for Children (4C-Orlando)
- Pinellas County School Readiness Coalition
- Last Resort: All call for help from any available agency

#### **Coalition Administrative Functions**

- Early Learning Coalition of Charlotte/Desoto
- RCMA
- Last Resort: All call for help from any available agency

## ATTACHMENT 6

### COALITION EMPLOYEES AND SUBCONTRACTORS CONTACT INFORMATION

Early Learning Coalition of Southwest Florida

#### Coalition Staff

Name	Position	Home Contact Information	Cell Phone
Barbara Saunders	Executive Director Early Learning Coalition of SW Florida	9380 Paseo de Valencia Fort Myers, FL 33908  239-822-1802	239-823-3720
Dee Goforth	Office Manager Early Learning Coalition of SW Florida	1020 SW 21 <sup>st</sup> Street Cape Coral, FL 33990  239-574-4150	239-464-3352
Peter Escayg	Director of Operations Early Learning Coalition of SW Florida	114 Edward Avenue Lehigh Acres, FL 33972  239-369-7264	239-826-4274
Jenny Corbett	Receptionist/ Office Assistant Early Learning Coalition of SW Florida	142 SE 7 <sup>th</sup> Street Cape Coral, FL 33990  239-574-1674	239-464-3489
Jean Smith	Director of VPK Early Learning Coalition of SW Florida	1901 Clifford St. #1403 Ft Myers, FL 33901	
Shirley Losch	Director of Health Services Early Learning Coalition of SW Florida	14650 Eagle Ridge Drive #244 Ft. Myers, FL 33912  239-415-6494	239-822-5079
Nancy Starr	Policy Analyst Early Learning Coalition of SW Florida	5416 Brandy Circle E. Ft. Myers, FL 33919  239-489-4639	239-634-1589
Melanie Holaway	Director of School Readiness Services Early Learning Coalition of SW Florida	5256 Nautilus Drive Cape Coral, FL 33904  239-542-0640	239-634-7874 239-938-6837
Gayla Thompson	PERKS Technical Assistance Specialist Early Learning Coalition of SW	1506 SE 2nd Street Cape Coral, FL 33909	239-267-4313 239-823-1129

	Florida		
Nga Cotter	Fiscal Director Early Learning Coalition of SW Florida	12858 Ivory Stone Loop Ft. Myers, FL 33913	239-634-2860

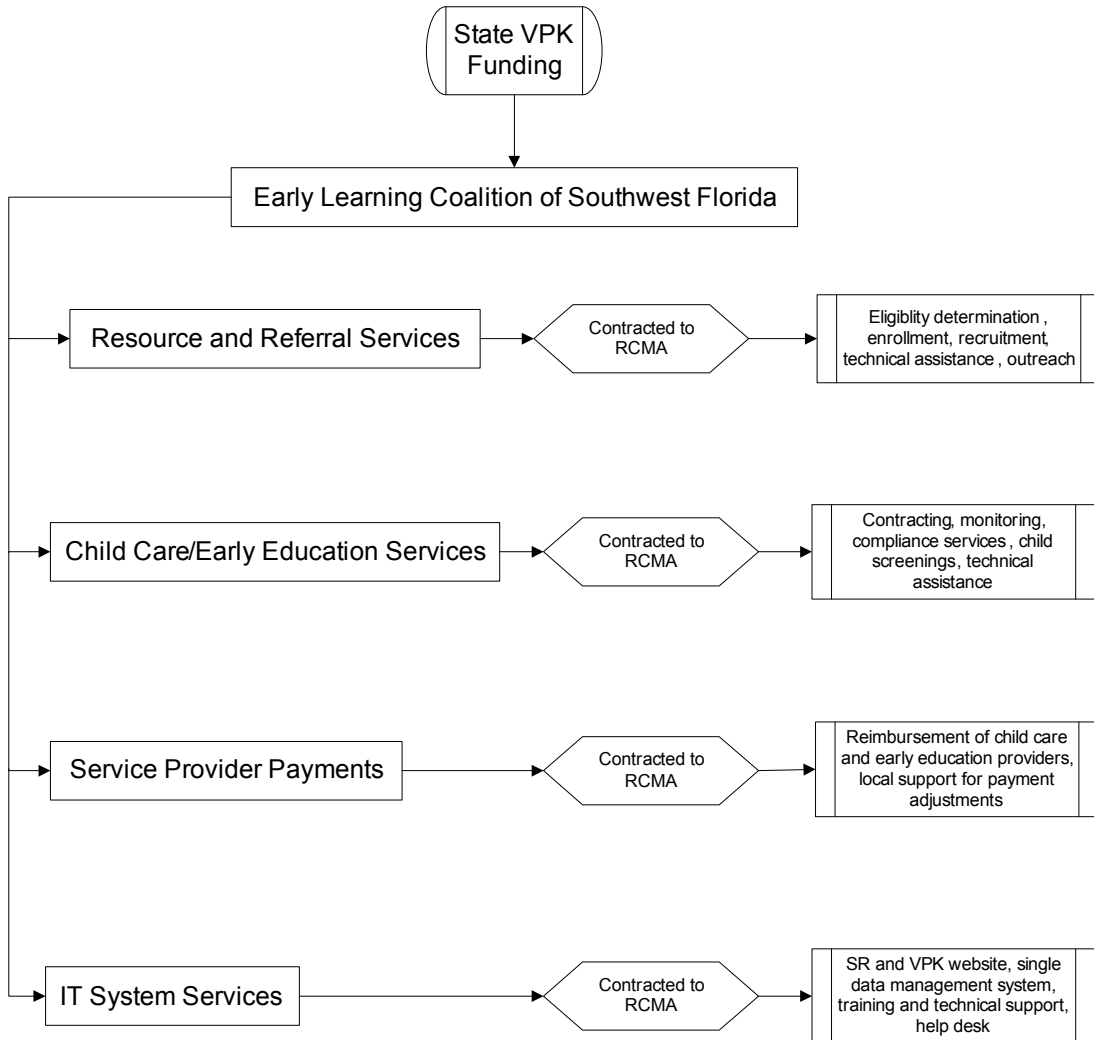
**Child Care of Southwest Florida, Inc. (Subcontracted Central Agency) Staff**

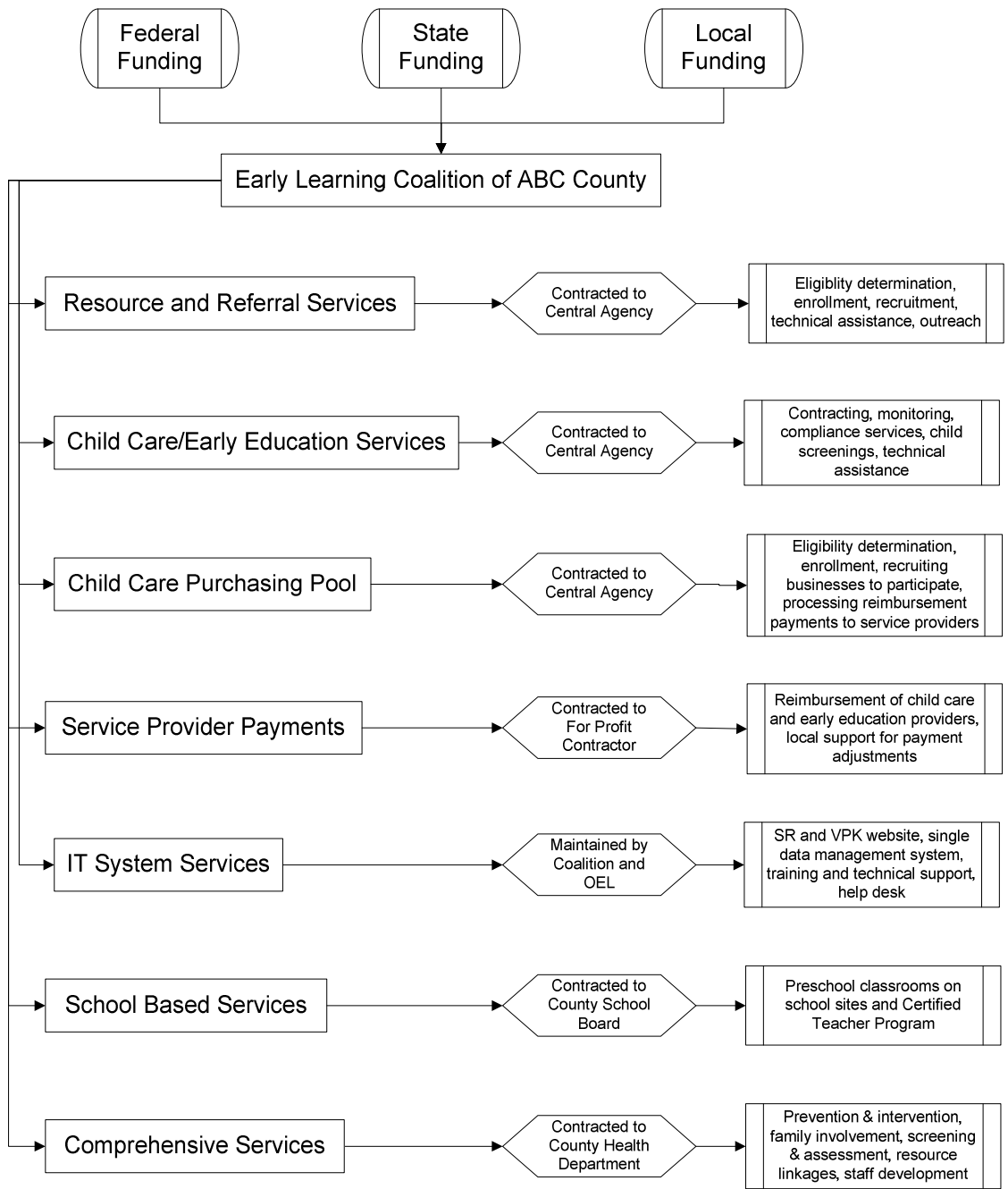
See page 50

**Early Learning Coalition of Southwest Florida (Executive Committee)**

See page 52

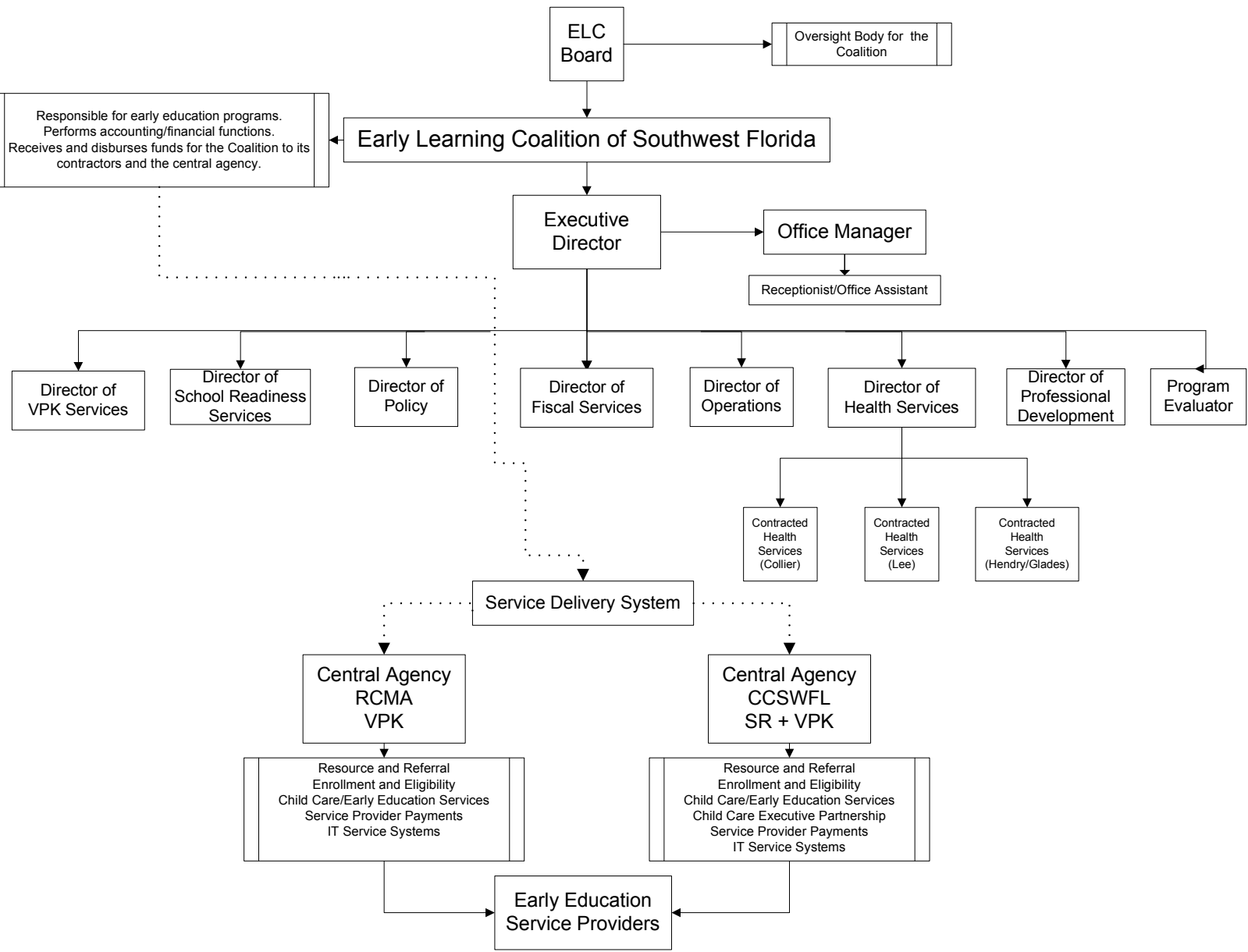
# VPK SERVICES CONTRACTED TO RCMA





# ATTACHMENT 7A

## ORGANIZATIONAL CHART (See Attached Organizational Chart)



## ATTACHMENT 7B

### OFFICIAL MEMORANDUM FOR DELEGATION OF AUTHORITY DELEGATION OF EMERGENCY FUNDS TO EXECUTIVE DIRECTOR Early Learning Coalition of Southwest Florida

*In accordance with Section II-13, Direction and Control, the Early Learning Coalition of Southwest Florida, Inc. agrees to the following Delegation of Authority for continued operations of the Coalition in the event of an emergency or disaster should the Coalition's Director and/or Chair be unavailable. This agreement was reached at the Coalition's meeting conducted on February 17, 2005.*

#### **Sequence of Delegation of Authority**

- Primary: Executive Director (Barbara Saunders- effective 3-30-07)
- Alternate 1: Coalition Chair (Sabra Cecil- effective 3-30-07)
- Alternate 2: Coalition Vice Chairperson (Phillip Keyes- effective 3-30-07)
- Alternate 3: Coalition Treasurer (Alan Dimmitt- effective 3-30-07)
- Alternate 4: Coalition Secretary (Joe Paterno effective 3-30-07)

#### **Delegation of Emergency Funds to Executive Director or Alternate**

To assist the Executive Director (or alternate as outlined above) in timely resumption of the operations of the coalition and/or to assist school readiness childcare providers in resuming timely operations following a disaster, the Coalition authorizes the Executive Director (or alternate) automatic access to up to \$10,000.00 in Coalition funds, and spending authority over those funds, when the COOP has been activated.

Sabra Cecil (Coalition Chairperson)

\_\_\_\_\_  
Signature, Coalition Chairperson

\_\_\_\_\_  
Date

Phillip Keyes (Coalition Vice Chairperson)

\_\_\_\_\_  
Signature, Coalition Vice Chairperson

\_\_\_\_\_  
Date

## ATTACHMENT 8

### COALITION STANDARDIZED COMMUNICATIONS AND NEWS RELEASES

(To be used in case of activation of the COOP)  
Early Learning Coalition of Southwest Florida

### Early Learning Coalition of Southwest Florida

**Sabra Cecil, Coalition Chairperson**

**Barbara Saunders, Executive Director**

*12561 McGregor Blvd. 4-402 Ft. Myers, Florida 33919*

*Office: (239) 267-4105 Fax: (239) 267-4109*

*Barbara.Saunders@elcofswfl.org*

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## PRESS RELEASE

**FOR IMMEDIATE RELEASE**

**SUBMITTED (INSERT DATE)**

**Contact:** Barbara Saunders  
**Office Phone:** 239-267-4105  
**Cell Phone:** 239-823-3720  
**Home Phone:** 239-822-1802  
**Fax Number:** 239-267-4109  
**Email:** [barbara.saunders@elcofswfl.org](mailto:barbara.saunders@elcofswfl.org)  
[E-mail](#)

### **Early Learning COALITION of Southwest Florida Announces Emergency Contact Information for School Readiness Childcare Providers and Parents**

The Early Learning Coalitions of Southwest Florida may be impacted by the anticipated emergency (describe nature of the problem) in (state county or counties and would like childcare providers and parents to be aware of temporary changes in operations that may occur.

The Coalition office (located at 12651 McGregor Blvd. 4-402, Ft Myers) and its normal communication systems may not be accessible during this time of emergency. If this is the case the Coalition may be contacted by any of the following methods: 1) Call the Coalition Executive Director's cell phone (239-823-3720), 2) Call Child Care of Southwest Florida, Ft Myers office (239-278-1002 or 239-278-4114), or 3) Call Child Care of Southwest Florida Collier office (239-643-3908), or 4) Contact your childcare provider.

If the Coalition office is damaged, the office may be temporarily relocated to Child Care of Southwest Florida, Inc. office at 4315 Metro Parkway, Ft Myers. As an alternate, the Coalition may relocate to the Fort Myers One-Stop Center (SW Florida Workforce Development Board) at Fort Myers. In the event that power is lost to large area and telephone service is disrupted, the Coalition will release information to the public about school readiness childcare services on WINK Radio 96.1FM. or WINK Radio 1200 AM.

The Coalition will work with all of its community partners, including our childcare centers and family childcare homes, to insure that school readiness services are maintained to children and families in the Southwest Florida region and that minimal disruption to service delivery occurs during this time of emergency.

## Early Learning Coalition of Southwest Florida

Sabra Cecil, Coalition Chairperson

Barbara Saunders, Executive Director

12561 McGregor Blvd. 4-402 Ft. Myers, Florida 33919

Office: (239) 267-4105 Fax: (239) 267-4109

Barbara.Saunders@elcofswfl.org

---

### PRESS RELEASE

FOR IMMEDIATE RELEASE

SUBMITTED (INSERT DATE)

**Contact:** Barbara Saunders  
**Office Phone:** 239-267-4105  
**Cell Phone:** 239-823-3720  
**Home Phone:** 239-822-1802  
**Fax Number:** 239-267-4109  
**Email:** [barbara.saunders@elcofswfl.org](mailto:barbara.saunders@elcofswfl.org)  
[E-mail](#)

### Early Learning Coalition of Southwest Florida Announces Emergency Contact Information for School Readiness Childcare Providers and Parents

The Early Learning Coalitions of Southwest Florida has been impacted by the emergency (describe nature of the problem) in (insert county) County and would like childcare providers and parents to be aware of temporary changes in operations that have occurred.

The Coalition office (normally located at 122651 McGregor Blvd, 4-402, Fort Myers) and its communication systems are not presently accessible. In the interim, the Coalition may be reached in the following ways: 1) Call the Coalition Executive Director's cell phone (239-823-3720), 2) Call Child Care of Southwest Florida, Ft Myers office (239-278-1002 or 239-278-4114), or 3) Call Child Care of Southwest Florida Collier office (239-643-3908), .

The Coalition office has been damaged, and has been temporarily relocated to (INSERT NAME AND ADDRESS). Until normal power and telephone services are restored to (insert County), the Coalition will release information to the public about school readiness childcare services on WINK Radio 96.1FM. or WINK Radio 1200 AM.

The Coalition will work with all of its community partners, including our childcare centers and family childcare homes, to insure that school readiness services are maintained to children and families in (insert County) and that minimal disruption to service delivery occurs during this time of emergency. The Coalition's Executive Director, Barbara Saunders, will be visiting each school readiness childcare provider and family childcare home in (insert county) over the next few days to determine their needs and provide assistance and resources.

## **ATTACHMENT 9**

### **COALITION STANDARDIZED COMMUNICATIONS FORMS**

(To be used in case of activation of the COOP)

#### **Early Learning Coalition Southwest Florida**

- Signage for Office Door
- FEMA/DCF Licensing Information
- Disaster Relief Mini-Grant Application
- Disaster Newsletter

**Early Learning Coalition of Southwest Florida**

**Sabra Cecil, Coalition Chairperson**

**Barbara Saunders, Executive Director**

*12561 McGregor Blvd. 4-402 Ft. Myers, Florida 33919*

*Office: (239) 267-4105 Fax: (239) 267-4109*

*Barbara.Saunders@elcofswfl.org*

---

**DUE TO EMERGENCY, THE COALITION OFFICE HAS BEEN  
TEMPORARILY RELOCATED TO:**

**INSERT PLACE**

**INSERT ADDRESS**

**INSERT PHONE NUMBER**

**INSERT DRIVING DIRECTIONS FROM NORMAL OFFICE LOCATION**

**You may also try to reach the Coalition's Executive Director,  
Barbara Saunders, at:**

Cell Phone: 239-823-3720

Email Address: [Barbara.Saunders@elcofswfl.org](mailto:Barbara.Saunders@elcofswfl.org)

**If power and phone systems are not operating, information regarding school  
readiness services will be broadcast on **WINK Radio 96.1FM or WINK Radio  
1200 AM.****

## Early Learning Coalition of Southwest Florida

Sabra Cecil, Coalition Chairperson

Barbara Saunders, Executive Director

12561 McGregor Blvd. 4-402 Ft. Myers, Florida 33919

Office: (239) 267-4105 Fax: (239) 267-4109

Barbara.Saunders@elcofswfl.org

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## Department of Children and Families (DCF) Licensing (239) 338-1476

If your center was damaged in the storm:

- You must report the damage to DCF licensing
- You must be reinspected by DCF before you re-open

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## FEMA

(Federal Emergency Management Agency)

## DISASTER ASSISTANCE IS AVAILABLE NOW

*If you sustained losses or damage in one of the counties declared a federal disaster area, you may be eligible for federal and state disaster aid.*

### Apply by phone

1-800-621-FEMA (1-800-621-3362)

TDD 1-800-462-7585

(For the speech and hearing impaired)

When you apply for disaster assistance please have the following available:

- Social Security Number (including spouse)
- Address and zip code of the damaged property
- Directions to the damaged home or property
- Telephone numbers where you can be reached during the day

### **CALL TODAY, YOU MAY BE ELIGIBLE, BUT YOU MUST APPLY**

Help may include:

- Grants for temporary housing, repairs and personal property for individuals and households
- Low interest loans to homeowners, renters and business owners

## Early Learning Coalition of Southwest Florida

Sabra Cecil, Coalition Chairperson

Barbara Saunders, Executive Director

12561 McGregor Blvd. 4-402 Ft. Myers, Florida 33919

Office: (239) 267-4105 Fax: (239) 267-4109

Barbara.Saunders@elcofswfl.org

**INSERT DATE**

### Announcement of Availability of Disaster Relief Mini-Grants

The Early Learning Coalition of Southwest Florida is pleased to offer a limited number of mini-grants to our subcontracted and voucher school readiness providers to help them continue to provide a safe and quality program following **INSERT NAME OF DISASTER**. Both childcare centers and family childcare homes are eligible to apply. To qualify, applicants must meet the following criteria:

- Providers must have had school readiness subsidized children enrolled and attending at their center or family child care **home INSERT MONTH OF DISASTER OCCURRENCE**.
- Providers must have a signed school readiness provider agreement on file with Child Care of Southwest Florida for 2004-2005.
- Providers must have sustained childcare business damages or losses as the direct result of Hurricane Charley **that were not covered by insurance or other sources of assistance**.

The maximum mini-grant award is \$500.00 per applicant. (Centers with multiple sites may apply for individual mini-grants for each site.) The total amount of funds available for this project will not exceed \$5,000.00 unless additional funds are obtained in the future from the Office of Early Learning/AWI or other sources.

These mini-grants must be used specifically to reimburse the cost of minor repairs to facilities or for the replacement of equipment, supplies, and other materials **destroyed or damaged as the direct result of INSERT NAME OF DISASTER**. Appropriate items could include: fence repair, roof repair, playground equipment, replacement of playground mulch, paper and art supplies, books, toys and other learning aids, food, office equipment, and others.

Mini-grant funds cannot be used for insurance deductibles, building construction or renovation, major repairs to buildings, to offset costs for staff or personnel, for staff

training, or for on-going operating expenses such as rent or utilities. (The Office of Early Learning is exploring potential sources of additional state and federal funding to assist providers with insurance deductibles and major building repairs resulting from hurricane-related claims. Information regarding these programs will be relayed to providers by the Coalition if, and when, they become available.)

If you would like to apply for a mini-grant, please complete the attached application and return it to me by **INSERT DEADLINE DATE**. Properly completed applications will be reviewed by the Coalition's Executive Director, and selections made for funding awards, by **INSERT DATE**

It is likely that the Coalition will receive more applications than it can fund, therefore applications will be evaluated and prioritized based on the following criteria:

- Proper completion of each section of the application, meeting the required application criteria, and submission of application by the deadline date.
- Documentation of need, and extent of need, that is directly related to the impact of **INSERT NAME OF DISASTER**.
- Appropriateness of the requested equipment or supplies to meet the goals of the mini-grant program.

If you would like assistance in completing your application, I would be happy to meet with you. I look forward to hearing from you! The Coalition is pleased to support our quality early childhood care providers throughout the Southwest Florida region.

Sincerely,

Barbara Saunders  
Executive Director

**Early Learning Coalition of Southwest Florida**

**Sabra Cecil, Coalition Chairperson**

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**Disaster Relief Mini-Grant Application**

**(INSERT NAME AND DATE OF DISASTER)**

Name: \_\_\_\_\_

Name of Center: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

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

**PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION.**

**1. How did this disaster affect your center or family childcare home?**

What type of damage did you have following the disaster? What was lost or destroyed as a result?

**2. What disaster-related repairs or purchases would mini-grant funds be used for, if awarded to your center or family childcare home?**

**3. What other sources of reimbursement (insurance coverage, other mini-grants, loans, donations, etc.) for these damages or losses from the disaster have you already received, or are currently pending?** *(Note: If you are awarded a mini-grant, you will be required to supply the Coalition with a copy of the receipt for your equipment purchases or repairs, or a written estimate of costs of still unfinished repairs.)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submission of this application is not a guarantee of funding.*

SEE Attached APPENDICES

Appendix 1	Approved SR and VPK Provider List
Appendix 2	Early Learning Coalition of Southwest Florida Emergency Phone Tree Contact List
Appendix 3	Early Learning Coalition of Southwest Florida Board Member List
Appendix 4	VPK Services Contracted to RCMA