

# Early Learning Indiana Disaster Response

	<b>Program Information</b>
Name of program	Early Learning Indiana, Inc
Street address	1411 Roosevelt Avenue, Suite 202
City	Indianapolis
State	Indiana
Zip code	46201
Telephone number	317-636-9197
EID	35-0888763
	<b>Primary Emergency Contact</b>
Name	Maureen Weber, President & CEO
Telephone number	Office: 317-737-1229
Alternate telephone number	Cell: 317-363-2487
E-mail address	MaureenW@earlylearningindiana.org
Telephone number outside of area	
	<b>Who We Will Contact Emergency/Non-Emergency</b>
Emergency	9-1-1
Non-emergency police	317-327-3811
Insurance provider	Gregory & Appel Phone: 317-686-6486 Email: LMariner@gregoryappel.com
	<b>Types of Disasters Most Likely to Occur in Our Area</b>
	Tornado
	Fire
	<b>Members Emergency Management Team</b>
Staff	Maureen Weber
Staff	Jonathan Dille
Staff	Dave Stewart
Staff	Erin Kissling
Staff	Heather Pease
Staff	Denise Hancock
Staff	Shawn Chambers

	<b>Name and Phone Number of Those Who Will Coordinate Disaster Response Plan</b>
Local Emergency Management	Indianapolis Metropolitan Police Department Homeland Security Bureau 201 N. Shadeland Avenue Indianapolis, IN 46219 Dennis Peters Phone: 317-327-3057
State Emergency Management	Indiana Department of Homeland Security Indiana Government Center South 302 West Washington Street, Room E208 Indianapolis, Indiana 46204-2767 Phone: 317-232-3986 Fax: 317-232-3895
Federal Emergency Management	<b>Region V Main Phone: 312-408-5500</b>
Important Contacts:	Chase Bank: 317-767-8616, Brent Holmes Gregory & Appel: 317-686-6481, Andy Brown GadellNet Technology Solutions: 317-844-8990 Stenz Mgmt Group: 317-262-4999, Halie Clark
	<b>Evacuation Plan</b>
Office evacuation manager & alternate	Dave Stewart, primary; Denise Hancock, secondary
Person responsible for issuing all clear	Dave Stewart, primary; Denise Hancock, secondary
Temporary site manager and alternate	Jonathan Dilley, primary; Dave Stewart, secondary
Responsibilities of temporary site manager	Account for all staff Establish temporary service provision
<b>Staging Area:</b> Location to which we will evacuate nearby (street address, phone number, contact person, e-mail, fax number)	IU Health Day Early Learning 2140 Boulevard Place Indianapolis IN 46202 317-238-3838 Contact: Chelsea Ndaiga IUHinfo@dayearlylearning.org
<b>Distant Temporary Site:</b> Location to which we will evacuate out of the immediate area (street address, phone number, contact person, e-mail, fax number)	Day Early Learning Family Center 3522 N. Central Avenue Indianapolis IN 46205 317-926-1203 Contact: Darvin Lewis Lillyinfo@dayearlylearning.org

	<b>Communications</b>
How we will communicate our emergency plans to the staff	Training, written documentation, and reminders
How we will communicate with the staff	Text messaging alerts, cell phone, and emails
	<b>Cyber Security</b>
How we will protect our computer software	All computer software/keys are saved on the server and are backed up with all of our data
	<b>Back-Up of Records</b>
Person responsible for backing up critical records, including referrals, provider database, payroll, accounts, etc.	All internal servers are virtual; no physical backups are necessary. All other software and their data is housed and backed up with the individual vendor
Where back-up records including a copy of insurance policies, facility plans, bank account records, and computer back-ups are stored onsite	Insurance policy: Kept off site with CFO, Insurance Broker, and Controller Bank Account Records: Kept off site with CFO and Controller
Offsite location of another set of back-up records	All documents and software backed up off site by GadellNet; SaS is backed up by the vendor.
How the program will provide for continuity if the records are destroyed	All critical records stored on the computer back up. Accounting and HR software are web based and backed up in the cloud. Software, files and data are accessible through the VPN.
	<b>Emergency Contact Information</b>
	<b>Annual Review</b>
Date the emergency plan will be reviewed and updated	1/1/2024

**Should business be disrupted for a period of time the following staff are responsible for:**

Maureen Weber Primary point of contact with emergency management teams; communicates with community stakeholders, key funders, and media.
Denise Hancock, If team members are not at one of the designated staging sites, communicate via text message and phone to ensure safe and accounted for.
Jonathan Dilley Set up off-site central office and establish staffing schedule in coordination with Lead Team; keep team members informed through regular email and text message updates
Dave Stewart Contacts GadellNet to restore access via back up and manage VPN access; serves as primary point of contact with property management companies, bank, insurer, and primary vendors.
Heather Pease Coordinates response to family/community; primary communication contact for local media, community
Shawn Chambers Ensure messages posted on website and social media channels, as appropriate
Erin Kissling If disaster occurs at a Day Early Learning center, engages and leads Center Disaster Response Plan.