

# DEPARTMENT OF SOCIAL SERVICES

## Emergency Preparedness & Response Plan

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### Division of Child Care Services

February 2019



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# INTRODUCTION

## Background

This Emergency Preparedness and Response Plan (EPRP) was developed by the Department of Social Services (DSS), Division of Child Care Services (CCS) with consultation from the South Dakota Office of Emergency Management (OEM) and Department of Health (DOH). This document is a resource in the event of an emergency to decrease the effect it may have on the child care community through supporting child care providers and to assist in the provision of safe and healthy child care alternatives for families during and after an emergency situation.

In South Dakota, the most common emergencies are generally associated with severe thunderstorms, tornadoes, flooding, winter snow storms, and ice storms. Considerations of other emergencies that may impact child care programs include power outages, fires, human-related disasters, acts of terrorism, technological hazards and contagious diseases. While it is impossible to plan for every disaster, these situations can occur at any given time and/or simultaneously in more than one community, therefore making it necessary to prepare with basic emergency planning.

Local governments have ultimate control of their operations during an emergency response, with support from state and federal counterparts. Specific emergency actions and responsibilities of local governmental stakeholders are found within each county's emergency operations plan.

The EPRP outlines the agency's emergency response for all locations throughout South Dakota, and the approach that will be used to respond to disasters and emergencies of all types. This plan informs, organizes, prepares and delegates responsibilities of CCS staff, emergency personnel and child care providers for the impact of an emergency. This plan establishes policy, guidance, and specific actions to be implemented to ensure the continuation of essential statewide child care services.

The ultimate objective of all emergency response is to minimize the negative consequences of any disaster or emergency situation that significantly affects a community's child care infrastructure. This is best accomplished with a plan that encompasses a state-wide approach, which includes people, systems, processes, and supporting infrastructure. CCS emergency planning and preparedness includes four primary phases:

1. Mitigation: Child care providers have training in emergency preparedness and response. Each provider develops their own provider response emergency plan. CCS has their EPRP ready to be implemented at any time.
2. Preparedness: Providers regularly conduct practice drills. CCS regularly conducts practice drills.
3. Response: Providers ensure the safety of children. CCS ensures continued support of the state Child Care Assistance Program infrastructure so benefits continue for families during a disaster; and
4. Recovery: Assist child care programs affected by a disaster so families have safe healthy child care for their children.

## Scope

In September 2014, the federal Child Care Development Fund and Block Grant, (CCDBG) was reauthorized. In South Dakota, the CCDBG Act of 2014 (also referred to as the Child Care and Development Fund or CCDF) provides resources to states that support child care, through the Administration for Children and Families, Office of Child Care. These funds, along with the required matching state funds, support child care licensing, child care subsidy and quality improvement initiatives. A key component of the CCDBG Act of 2014 was the inclusion in the requirements for participating states to develop and disseminate a Statewide Child Care Disaster Plan.

In Section 658E(c) (2) (U) of the CCDBG Act of 2014, the Statewide Child Care Disaster Plan must include:

- Guidelines for continuing CCDF assistance and child care services after a disaster, which may include provision of temporary child care, and temporary operating standards for child care after a disaster.
- Requirements for child care providers receiving CCDF to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities and children with chronic medical conditions.
- Requirements for child care providers receiving CCDF to have in place procedures for staff and volunteer emergency preparedness training and practice drills.

The provisions of this EPRP apply to Department of Social Services, Division of Child Care and its offices, as well as the regulated child care programs across the state. Support services for emergency related events will be coordinated as identified in this Plan.

## **Assumptions**

The EPRP was created using the following assumptions:

- Child care is an essential part of a community's economic sustainability and should be restored as soon as possible following an emergency event.
- Registered and licensed child care providers have emergency and disaster plans developed for their programs, have provided staff training, and implemented those plans. The child care provider plans are shared with the parents and exercised regularly for safe and timely reunification efforts in the event of a disaster.
- Providers will have supplies available to care of children during a disaster.
- CCS has provided resources and a referral network on the DSS website. This is an integral role in providing timely information to providers, parents, and communities.
- Time frames in this EPRP are approximate and may vary depending on the extent of the damages.

## Overview

The Department of Social Services, CCS is the lead agency for administration of the Child Care and Development Fund (CCDF). Services provided include the following:

- Assistance to eligible working families with their child care costs
- Regulation of child care programs
- Professional development and training opportunities for child care providers

## Child Care Assistance

South Dakota's child care assistance program provides financial support to families who are working and/or attending school. Assistance is available to pay for child care costs based on a sliding fee scale for children up to age 13 or if the child has a special need, up to age 18 or if enrolled in school, to age 19. Service delivery includes a centralized eligibility determination process for child care assistance.

## Child Care Regulation

South Dakota law defines the following types of child care programs:

- **Registered Family Day Care:** The care of 12 or fewer children in the provider's own home. Registration is voluntary.
- **Licensed Group Family Day Care:** The care of 13 to 20 children in the home or other type of facility. Licensure is mandatory prior to operating.
- **Licensed Day Care Center:** The care of 21 or more children based on facility capacity. Licensure is mandatory prior to operating.
- **Licensed Before & After School Center:** The care of 13 or more children caring for only school-age children. Licensure is mandatory prior to operating.

Regional child care licensing and registration services are located in six communities including Aberdeen, Brookings, Mitchell, Pierre, Rapid City, and Sioux Falls.

The standards to aid in protecting the health, safety and rights of children are found in ARSD Chapter 67:42:03 Family Day Care Homes; ARSD Chapter 67:42:10 Licensed Day Care Programs; Chapter 67:42:14 Before and after School Care; Chapter 67:42:16 Scope of Services for Child Care Programs and Chapter 67:42:11 Environmental Health Standards. These chapters identify the minimum level of compliance necessary to obtain a registration certificate or a license.

All providers are required to have a written emergency preparedness and response plan that includes procedures carried out before, during and after a natural, technological or human-caused event that include: evacuation, relocation, shelter-in-place, and lockdown procedures; procedures for communication and reunification with families; procedures for continuity of operations; and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.

### **Informal Child Care Providers**

Informal care defined as care for children from only one family by a provider who is not related to the family, is exempt from licensing standards. Informal providers are required to meet certain criteria before they can be reimbursed for care provided to a family receiving child care subsidy. Informal providers receive orientation training, including in the area of emergency preparedness and response. Relative providers, such as an aunt, uncle, grandparent, great grandparent and siblings over the age of 18 and who do not live in the child's home, are exempt from these requirements.

### **Training and Technical Assistance**

The Division of Child Care contracts with five Early Childhood Enrichment (ECE) Programs to provide training and technical assistance to child care providers. The ECE's provide in-person and on-line training in the area of emergency preparedness.

## **EMERGENCY PREPAREDNESS EFFORTS**

The Department of Social Services, Continuity of Operations Plans (COOP) outlines procedures carried out before, during and after an emergency. In the event of a large scale disaster, the South Dakota State Emergency Operations Center (SEOC) is activated at the state level to ensure these procedures are carried out in an efficient, coordinated manner. Each State Department has staff trained and accessible for continuous operations of the SEOC. The Governor may request federal assistance when local, state, and tribal resources are not sufficient or have been exhausted.

County Emergency Managers are the responsible entity for coordinating emergency operations at the local level. Local county emergency managers or their designee may request assistance from the State when needed.

In the event of an emergency that impacts child care programs, Child Care Services (CCS) implements this Emergency Preparedness and Response Plan. CCS staff coordinates implementation efforts with the local emergency managers. CCS efforts focus on mitigation, preparedness, response and recovery within the following framework:

1. Planning for Continuation of Services to CCDF Families
2. Coordinating with Emergency Management Agencies and Key Partners
3. Regulatory Requirements and Technical Assistance for Child Care Providers
4. Provision of Temporary Child Care Services after a Disaster
5. Rebuilding Child Care after a Disaster

## **1.0 Planning for Continuation of Services to CCDF Families**

### Mitigation

- The DSS Continuity of Operations Plan (COOP) outlines specific procedures to ensure resumption of time-sensitive business operations and functions in the event of emergency. This includes procedures for continuing payments within one week to child care providers during an emergency.
- The DSS COOP also contains procedures that address systems data security and data storage to ensure adequate backup of provider files.
- The Department of Social Services, CCS will continually examine the process of ensuring safe child care services involving all appropriate agencies to capture best practices and areas for improvement for continuity of services.

### Preparedness

- Staff training for disasters includes provisions for continuing core CCDF program functions by DSS, CCS management and staff during and after a disaster.
- Automated backup of CCS and state computer systems occurs nightly.

### Response

- The Office of Emergency Management (OEM) will activate an emergency operation center to field calls from the general public
- In the event of an emergency, CCS will implement the portions of the plan that best address the conditions of the disaster. Implementation will be conducted using Command and Control procedures.
- Depending upon the size and scale of a disaster, there may be some disruption in payment to providers serving children receiving child care subsidy. These functions may be delayed until backup systems are running and communication and support services resume.
- CCS will provide information on child care options including temporary facilities with local emergency managers to ensure emergency personnel and the general public are aware of the availability of safe child care should it be needed.

### Recovery

- Families receiving child care subsidies that require additional days or hours of care for disaster recovery will be considered in alignment with federal guidance and state plan approval at the time of the event. Wage increase will not be affected as long as earnings do not permanently exceed 85 percent of the state median income.

- Families receiving child care subsidy maintain eligibility for child care for a period of no less than 12 months regardless of temporary changes. Co-payments may not be increased between redeterminations, even if the family's annual income increases. To benefit the family, co-payments may be decreased based on a decrease in the family's income. If the family becomes permanently unemployed as a result of the disaster, certification will be maintained for 90 days to allow for job search.
- CCS will make services available to all potentially income-eligible families in the affected area. If immediate verification is not available, CCS will assist based upon verbal information with a request for formal verification to be provided within 30 days. CCS has provisions in place to activate a wait list if necessary.

## **2.0 Coordination and Communication with Emergency Management Agencies and Partners**

### Mitigation

- DSS, CCS Licensing specialists share emergency plan provisions with local county emergency managers. Information regarding the Emergency Preparedness and Response Plan (EPRP) is provided for specific CCS information and their role related to licensing.
- The CCS Division Director will oversee the annual review of the EPRP. Additional reviews of the emergency preparedness and response plan with Office of Emergency Management and other partners will occur every 3 years in alignment with CCDF plan submission.
- CCS has an ongoing partnership with the Fire Marshal's office and the Department of Health, to provide and obtain timely and accurate information in the event of an emergency. Both of these entities are very familiar with child care regulations as they review all floor plans of all child care centers during the initial licensing process.
- CCS staff participate in the Children and Families Services Workgroup. This group consists of participants from Department of Health, Department of Social Services, Department of Education, and Department of Human Services, and the Department of Public Safety. The group meets quarterly to discuss issues as well as share strategies and resources around children and families.
- CCS licensing supervisor reviews the EPRP with the licensing specialists for viability of the emergency procedures at initial employment and after any changes are made to the document.
- The Emergency Preparedness and Response Plan (EPRP) is located on the CCS website at: [https://dss.sd.gov/docs/childcare/CCS\\_Emergency\\_Preparedness\\_Response\\_Plan.pdf](https://dss.sd.gov/docs/childcare/CCS_Emergency_Preparedness_Response_Plan.pdf)

## Preparedness

- The EPRP is reviewed annually with the five Early Childhood Enrichment programs located in Sioux Falls, Brookings, Aberdeen, Pierre and Rapid City. These entities provide emergency preparedness training and technical assistance to providers.
- A list of all child care providers and their contact information is maintained off-site with the Assistant Director and the Licensing Supervisor, to ensure accessibility of information during an emergency.
- Licensing specialists keep a packet off-site, which includes contact information for the licensing supervisor (Attachment A), local emergency management personnel (Attachment B and C), the Early Childhood Enrichment Coordinators, Tribal CCDF Coordinators (Attachment D), neighboring states Licensing offices (Attachment E), and all child care programs. The packet also includes a copy of the facility inspection forms to review any proposed space to be used for temporary care.
- Licensing specialists will develop a list of known local facilities that could be used for temporary child care in their region.
- CCS provides a copy of the Child Care Emergency Preparedness Guide to all child care providers as a guide in preparation of developing their individual plans including drills and training. This is also available on the CCS website.
- Licensing specialists will keep a list of contact information to coordinate referrals for additional services at the local level.

## Response

- CCS Division Director coordinates with federal and state personnel during an emergency situation.
- CCS Division Director coordinates activation of 10 licensing specialists through the licensing supervisor and other ancillary staff within the division as necessary.
- Licensing specialists coordinate with tribal CCDF program administrators, tribal communities and bordering state child care program administrators, when applicable, to facilitate effective response efforts.
- Licensing specialists will provide ongoing updates to the licensing supervisor. Licensing supervisor will communicate with CCS assistant director and CCS director to discuss issues and prioritize for moving forward.

## Recovery

- The CCS licensing supervisor contacts the licensing specialists covering the emergency area and assigns specific child care programs for them to contact. Staff would be sent to the emergency site when the impact area is considered safe. At the time of activation, licensing specialists check in with local Emergency Managers and outline their plan to visit all providers to determine which programs are open or closed.

### **3.0. Regulatory Requirements and Technical Assistance for Child Care Providers**

#### Mitigation-

- Child care licensing regulations require all providers have an emergency preparedness and response plan. The child care providers plan is required to include provisions for evacuation, relocation, shelter-in-place, lock-down, reunification with families, with accommodations for infants and toddlers, children with chronic medical needs, and children with disabilities. Child care regulations also require staff orientation training related to emergency preparedness within 90 days after hire.

#### Preparedness

- Programs are required to conduct practice drills. The licensing specialists ensure compliance during annual visits to programs.

#### Response

- At the direction of the CCS administrator, CCS licensing supervisor coordinates an activation of licensing specialists to ensure safety of children after an emergency.
- CCS licensing specialists complete assessments of impacted programs. It is anticipated that sites may not meet all South Dakota required standards for child care facilities in disaster situations. Licensing specialists coordinate with the Fire Marshal's Office and state and local departments of health to ensure safety of current facilities and of temporary facilities.

#### Recovery

- CCS will determine if the child care program has the capacity to enroll additional children and if additional child care staff is needed.
- Licensing supervisor consults with the CCS Assistant Division Director regarding implementation of temporary licensing procedures to assist in reestablishing safe and healthy child care options.

#### **4. Provision of Temporary Care After a Disaster**

##### Mitigation

- Licensing specialists work with the Department of Public Safety and the Department of Health in the relocation of programs when necessary.
- Licensing supervisor consults with the CCS Division Director regarding implementation of temporary licensing procedures to assist in reestablishing safe and healthy child care options.

##### Preparedness

- All regulated child care programs are required to have written emergency plans that include alternate locations for child care in the event the current facility is not safe for care.
- Regional ECE's offer ongoing training on-line and in-person to include strategies, resources and support to better prepare child care providers for emergencies. Local law enforcement, fire and rescue departments are an intricate part in preparation for emergency response and provide periodic training in communities that is available to child care providers.

##### Response

- CCS will determine needs for additional child care capacity.
- CCS will work with providers to determine needs for services; identify available child care slots in area facilities; project any child care gaps (if they must reduce enrollment or relocate); then categorize the status of the facility: Open, Temporarily Closed, Damaged, Status Unknown or Closed.
- CCS will compile assessment information and share as needed the status of provider, status of infrastructure, needs for increase or decrease in care, and need for staff.

##### Recovery

- CCS will determine whether child care programs have the capacity to enroll additional children and if extra child care staff are needed to meet adult/child ratios.
- When programs make contact regarding closure due to an emergency, CCS will determine if they have child care staff available to work in temporary child care situations. Those available personnel are directed to contact the State Emergency Operations Center or CCS

at (800)227.3020. Since these staff have already been screened and approved, they can start work immediately to care for children where necessary.

- Emergency screenings will be completed for any staff not already approved to work in a child care program.
- If providers are unable to reopen their facilities, but have alternative facilities identified that will be permanent, CCS Licensing Specialists will begin the process to expedite licensing of the new facility. Licensing staff will conduct an initial inspection of the temporary location. If the temporary relocation is not in compliance, the licensing staff will assist the provider in developing an acceptable plan of correction.
- If a child care provider is non-operational, their childcare subsidy can be changed to another eligible provider without eligibility redetermination.
- If a family's certification period is expiring an extension may be granted.
- CCS will make services available to all potentially income-eligible families in the affected area. If immediate verification is not available, CCS will assist based upon verbal information with a request for formal verification to be provided within 30 days. CCS has provisions in place to activate a wait list if necessary. If verification is provided within the time frame authorization will be granted for 12 months.
- During and after an emergency there is an increased chance for children to become separated from their families. This could occur in the midst of the disaster, during evacuation and in relocation processes. To facilitate the reunification of parents/guardians with their children in a timely manner and to collaborate with local emergency managers, child care providers are required to have an out-of-area contact person should electricity or communications be down. In addition, providers are required to keep lists of the children enrolled, including family contact information, which may be shared as needed. Additional accommodations for infants and children with disabilities or medical conditions must also be identified by the provider.
- CCS will collaborate with local government officials to identify children who may need short or long term placements if parents/guardians become incapacitated or cannot be located.
- During and after emergency situations, children, parents and child care providers can develop behavioral health needs. Emergency crisis teams from the community behavioral health programs at the county level and the Red Cross may be available during an emergency response, with support from the DSS Division of Behavioral Health, if applicable. Coordination of local crisis teams will be part of the county emergency manager's facilitation.
- At the end of each day, CCS Director will evaluate the information from CCS staff involved at the state and local level to determine priorities and direction moving forward.

## **5. Rebuilding Child Care after a Disaster**

### Mitigation

- Licensing staff will work with local emergency management officials and public health officials to provide timely assessment of the damage and status of child care provider facilities within the impacted area.

### Preparedness

- Licensing specialists will have access to facility inspection checklists and information for CCS Health and Safety grants to meet compliance concerns.
- A list of federal, state and local resources for child care providers involved in the rebuilding process will be made available. This will include community development programs, business associations and state and federal organizations that can potentially provide financial assistance or micro-loans to help providers re-open. (Attachment F)

### Response

- To ensure environments are safe, licensing specialists conduct on-site visits to programs that have or had damage, that plan to continue operating or are completed with needed repairs and plan to re-open.
- If a facility has sustained structural damage, an updated certificate of occupancy is required from their local government to resume child care services.
- Licensing staff will conduct a full inspection before a child care may resume in their original location.

### Recovery

- Licensing specialist and supervisor report back to CCS Assistant Director and Director regarding the needs, issues, care needs, care options, etc.
- Any Child Care & Development Funding (CCDF) or grant opportunities will be made available to providers whose facility has been impacted as specified in the CCDF state plan or other federal guidance as applicable.

## COMMAND AND CONTROL

### Child Care Services Activation Process

Should the Division of Child Care Services (CCS) be required to activate the Child Care Statewide Emergency Preparedness and Response Plan (EPRP), the following are key staff identified as members of the EPRP team (additional staff may also be assigned as necessary). The EPRP team members will work to implement activation of the EPRP through the following tasks:

### Division of Child Care EPRP Team Member Responsibilities

#### A. Division Director - Pierre

1. Coordinate actions with the State COOP and DSS COOP activities when necessary.
2. Declare implementation of the Division of Child Care EPRP.
3. Notify the Assistant Division Director to activate the EPRP, provide overview of the emergency, provide insight as to whether the State or DSS emergency plan has been activated, and provide direction for operationalizing the CCS Plan.
4. Oversee operations of critical functions for the Division.
5. Develop, implement, and update notification procedures for Division personnel.
6. Update Division EPRP as necessary.
7. Review and conduct practice drills regularly.
8. Keep the Department Secretary informed of CCS activities.
9. Provide ongoing direction to the Assistant Director and program specialists.
10. Schedule meeting times for assistant director and program specialists to provide updates on happenings, issues, concerns, etc.

#### B. Assistant Division Director - Pierre

1. Assume responsibility for the Division, as delegated, in the absence of the director.
2. Coordination with the DSS COOP activities.
3. Call the Licensing Supervisor and provide overview of the emergency and direction for operationalizing the EPRP. The direction may include the licensing supervisor activating the phone tree for contacting licensing staff.
4. Notify administrative staff on-and-off site of the activation, provide overview of the emergency and direction for activating the EPRP. Contact information for EPRP team members is located in Attachment A.
5. Coordination of disaster related communications among licensing staff.
6. Oversight of assessment of child care programs impacted by a disaster including the ability to allow a program that is not safe to continue to operate.
7. Facilitate communication with local partners to improve responses to an emergency, including Local Offices of Emergency Management and Local City Governments.

### **C. Licensing Supervisor - Brookings**

1. Share direction for operationalizing the EPRP with regional licensing specialists that is to be repeated throughout the phone tree notification.
2. Provide work direction to licensing specialists prior to, during, and after a disaster.
3. Assist providers and communities in developing temporary child care options to keep children safe during and after a disaster.
4. Oversee assessment of child care facility damages and provider needs.
5. Maintain communications with the Child Care Division Director and Assistant Director.
6. Ensure initial contact with OEM has been made and an ongoing communication plan is in place.
7. Ensure ongoing communication with state and local government officials, as needed.

### **D. Licensing Specialists – 10 Licensing Specialists, Six Statewide Locations**

1. Licensing Specialists will carry out direction provided by the Licensing Supervisor.
2. One of the first priorities will be to make contact with local Emergency Managers or their designee to seek approval to proceed with the EPRP and/or make modifications as recommended.
3. At the direction of the licensing supervisor, contact providers in a disaster area to determine needs of the programs.
4. Constant communication with licensing supervisor to ensure impact of programs is communicated and support can be discussed and approved.
5. Assist with relocation of child care programs impacted by a disaster.
6. Assist providers and communities in developing temporary child care options to keep children safe during and after a disaster.
7. Coordination with OEM and local governments.
8. Coordination with appropriate regional Early Childhood Enrichment office personnel.

### **E. Subsidy Program Specialist - Pierre**

1. Coordination of child care subsidy program to ensure families from the impacted area continue to receive assistance and potentially eligible families are served.
2. Coordinate with child care licensing specialists to locate CCDF families and determine need for services to include but not limited to child care.
3. Continuation of reimbursement for Child Care Subsidy program which enables providers to receive payment for services.

## **Notification of Emergency Preparedness and Response Plan Implementation**

### **A. Roles and Responsibilities for Notifying Staff of Statewide EPRP Implementation**

At such time the Child Care Services Division Director activates the EPRP on a statewide basis, the following will take place:

**Division Director** - Child Care Services Division Director activates the EPRP; notifies Assistant Division Director and Subsidy Program specialist of the implementation.

**Assistant Division Director** - calls Licensing Supervisor and Pierre Licensing Specialist to notify them of implementation;

**Licensing Supervisor** – calls Brookings Licensing Specialist to share activation notice and work direction.

**Pierre Licensing Specialist** - contacts the Licensing Specialist in Mitchell and the two Licensing Specialists in Rapid City to share activation notice and work direction.

**Brookings Licensing Specialist** –contacts the four Sioux Falls Licensing Specialists and the Aberdeen Licensing Specialist to share work direction.

### **B. Roles and Responsibilities for Contacting Child Care Providers Statewide**

If an emergency requires immediate notification of providers, the following procedure will be activated:

1. An email will be sent to all child care providers who have included an email address on their application to Child Care Services (CCS).
2. A Phone Tree Cascade will also be implemented. Child care providers in the six licensing regions will be contacted in the following manner:

**Providers in Rapid City Area** – will be contacted by the two Rapid City Licensing Specialists, the CCS caseworker for the Rapid City area, and the CCS OST Program Specialist.

**Providers in Sioux Falls Area** – will be contacted by the four Sioux Falls Licensing Specialists, the two CCS caseworkers for the Sioux Falls area, a secretary out of the Pierre Child Care Services Office, the CCS Training Coordinator, and the Licensing Supervisor.

**Providers in the Brookings Area** – will be contacted by the Brookings Licensing Specialist, and the CCS Billing Clerk. The CCS caseworker for the Brookings and Aberdeen areas will also contact a prescribed list of these providers for Brookings and Aberdeen areas well.

**Providers in the Pierre Area** - will be contacted by the Pierre Licensing Specialist, and the Pierre area CCS Caseworker.

**Providers in the Aberdeen Area** – will be contacted by the Aberdeen Licensing Specialist, and the CCS Grant Program Specialist. The CCS caseworker for the Brookings and Aberdeen areas will contact a prescribed list of these providers as well.

**Providers in the Mitchell Area** – will be contacted by the Mitchell Licensing Specialist and TANF caseworker.

## ATTACHMENT A: CCS Emergency Response Team

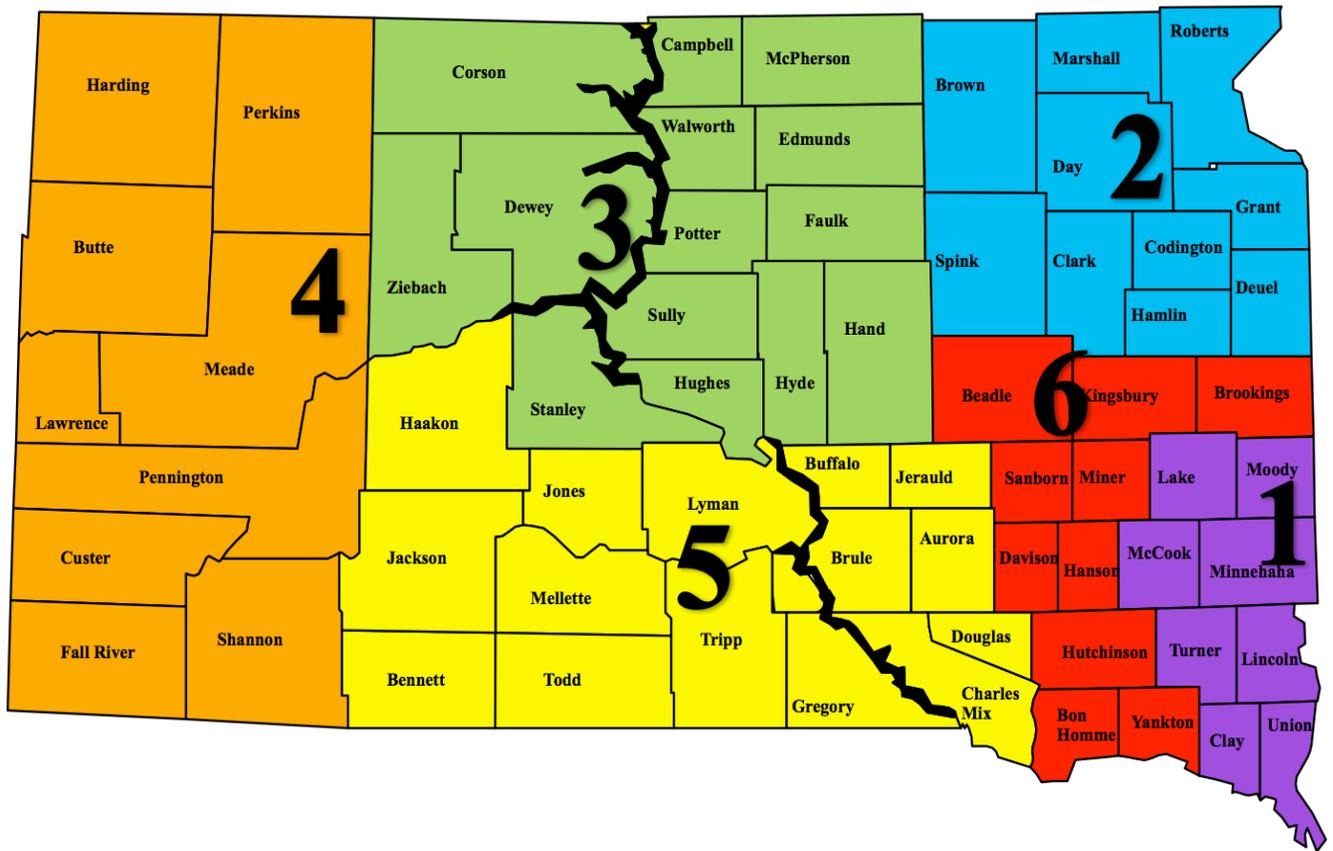
<u>Name</u>	<u>Title</u>	<u>Work Number</u>
	Division Director	605-773-4766
Carroll Forsch	Asst. Division Director	605-773-4766
Laura Menning	Subsidy Program Specialist	605-773-4766
Melissa Fluckey	Program Specialist	605-367-5444 x 433
Joy Fisk	Program Specialist	605-773-4766
Carol Bush	Program Specialist	605-773-4766
Laura Nordbye	Licensing Supervisor	605-688-4330 x209
Lori Janssen	Licensing Specialist	605-394-2525 x610
Tina Uecker	Licensing Specialist	605-394-2525 x 611
Becky Hurst	Licensing Specialist	605-773-4766
Julie Hermansen	Licensing Specialist	605-626-3160 x238
Rachel Holm	Licensing Specialist	605-688-4330 #208
Rita Trager	Licensing Specialist	605-367-5444 #423
Shannon Terhark	Licensing Specialist	605-367-5444 #422
Stacie Ugofsky	Licensing Specialist	605-367-5444 #424
Denise Ferguson	Licensing Specialist	605-367-5444 #221
Deb Bigge	Licensing Specialist	605-995-8000 #213
Yvonne Kelley	Senior Secretary	605-773-4766
Jennifer Leichtman	Secretary	605-773-4766

## Attachment B: Office of Emergency Management Regions

### South Dakota Regional Coordinators

South Dakota Office of Emergency Management Regional Coordinators serve as liaisons to local governments and respond to assist these local jurisdictions when disasters occur.

For questions, [contact the Office of Emergency Management](#) or call [\(605\) 773-3231](tel:605-773-3231)



#### Region 1

Region 1 Coordinator  
Mitchell, SD 57301  
Phone: (605) 995-8169

#### Region 2

Region 2 Coordinator  
Aberdeen, SD 57401  
Phone: (605) 626-2236

#### Region 3

Region 3 Coordinator  
Aberdeen, SD 57401  
Phone: (605) 626-2031

#### Region 4

Region 4 Coordinator  
Rapid City, SD 57702  
Phone: 605 394-2262

#### Region 5

Region 5 Coordinator  
Rapid City, SD 57702  
Phone: 605 394-1210

#### Region 6

Region 6 Coordinator  
Mitchell, SD 57301  
Phone: 605 995-8163

**Attachment C: South Dakota Tribal CCDF Program Administrators**

<p><b><u>Flandreau Santee Sioux</u></b>  <b>Vicky Anderson</b>          Childcare Coordinator          Box 283 OR 207 East Second Avenue          Flandreau, SD 57028          P: (605) 997-2311          F: (605) 997-2267          E: <a href="mailto:Victoria_57028@yahoo.com">Victoria_57028@yahoo.com</a></p>	<p><b><u>Sisseton-Wahpeton Sioux</u></b>  <b>Mary Barse</b>          Child Care Coordinator          Employment &amp; Training Office          P.O. Box 509 (Veteran's Memorial Dr.)          Agency Village, SD 57262          P: (605) 698-8328          F: (605) 698-3708          E: <a href="mailto:mbarse@swo-nsn.gov">mbarse@swo-nsn.gov</a></p>
<p><b><u>Lower Brule Sioux Tribe</u></b>  <b>Darla Langdeau (asst. Connie Bad Horse)</b>          Child Care Director          Kul Wicasa Oyate,          P. O. Box 900          Lower Brule, SD 57548          P: (605) 473-0625          F: (605) 473-9226          E: <a href="mailto:lbd daycare@gwtc.net">lbd daycare@gwtc.net</a></p>	<p><b><u>Yankton Sioux Tribe</u></b>  <b>Geraldine Provost</b>          Child Care Coordinator          800 Main S.W., P.O. Box 1153          Wagner, SD 57380          P: (605) 384-3641 ext 208 (cell: 605-491-1589)          F: (605) 384-4301          E: <a href="mailto:geriprovoat@yahoo.com">geriprovoat@yahoo.com</a></p>
<p><b><u>Standing Rock Sioux Tribe</u></b>  <b>Carla Miller</b>          P.O. Box D          Fort Yates, ND 58538          P: (701) 854-3646          F: (701) 854-4778          Email: <a href="mailto:cmiller@standingrock.org">cmiller@standingrock.org</a></p>	<p><b><u>Cheyenne River Sioux Tribe</u></b>  <b>Candace Hollow Horn</b>          Day Care Director          Unki Takoja Oti Child Care Center          PO Box 590 Eagle Butte, SD 57625          Phone: (605) 964-7151          Fax: (605) 964-7150          Email: <a href="mailto:cmhh591112@hotmail.com">cmhh591112@hotmail.com</a></p>
<p><b><u>Crow Creek Sioux Tribe</u></b>  <b>Donna Voice</b>          Child Care Director          Crow Creek Child Care          PO Box 439 112 Burton Stepp Loop          Fort Thompson, SD 57339          Phone: (605) 245-2128          Fax: (605) 245-2389          Email: <a href="mailto:cc07childcare@aol.com">cc07childcare@aol.com</a></p>	<p><b><u>Oglala Sioux Tribe</u></b>  <b>Frances "Pigeon" Big Crow (Asst. Kim Martin)</b>          Director          OST Child Care &amp; Development          PO Box 2070 Pine Ridge, SD 57770-0379          Phone: (605) 867-5172          Fax: (605) 867-1774          Email: <a href="mailto:pigeon_jack@hotmail.com">pigeon_jack@hotmail.com</a></p>
<p><b><u>Rosebud Sioux Tribe</u></b>  <b>Gale Spotted Tail</b>          Program Director          CCCDF Child Care Services Program          PO Box 130, 223 Buffalo Path Lane Rosebud, SD 57570          Phone: (605) 747-5264          Fax: (605) 747-5856          Email: <a href="mailto:gspottedtail@goldenwest.net">gspottedtail@goldenwest.net</a></p>	

**Attachment D: Bordering State Child Care and Development Fund Administrators**

<p><b>Iowa</b>                  Julie Allison                  Child Care Bureau Chief  <i>jalliso1@dhs.state.ia.us</i>                  Ryan Page                  Child Care Regulatory Program Manager  <i>rpage@dhs.state.ia.us</i>                  Division of Adult, Children and Family Services                  Iowa Department of Human Services                  Hoover State Office Building, Fifth Floor                  1305 East Walnut Street                  Des Moines, IA 50319                  General phone: 515-281-0429  <i>www.dhs.state.ia.us</i></p>	<p><b>North Dakota</b>                  Amanda Carlson                  Early Childhood Services Administrator                  Children and Family Services Division                  701-328-4809  <i>amrcarlson@nd.gov</i>                  Michele Gee                  Director of Economic Assistance Policy                  Children and Family Services Division                  701-328-4008  <i>mgee@nd.gov</i></p>
<p><b>Minnesota</b>                  Cindi Yang                  Director                  Community Partnerships and Child Care Services                  Minnesota Department of Human Services                  P.O. Box 64962                  St. Paul, MN 55155                  651-431-3828                  General phone: 651-431-2000  <i>cindi.yang@state.mn.us</i>  <a href="http://mn.gov/dhs/partners-and-providers/child-care-and-child-support/">http://mn.gov/dhs/partners-and-providers/child-care-and-child-support/</a></p>	<p><b>Wyoming</b>                  Corrine Livers                  Administrator                  307-777-6068  <i>Corrine.livers@wyo.gov</i>                  Nichole Anderson                  Program Manager                  24-Hour Substitute Care, Policy, and Legislation                  Clinical Service                  307-777-8539  <i>nichole.anderson@wyo.gov</i>                  Early Childhood Division                  Wyoming Department of Family Services                  Hathaway Building, Third Floor                  2300 Capitol Avenue                  Cheyenne, WY 82002                  General phone: 307-777-7564  <a href="https://sites.google.com/a/wyo.gov/early-childcare-and-licensing">https://sites.google.com/a/wyo.gov/early-childcare-and-licensing</a></p>
<p><b>Nebraska</b>                  Nicole Vint                  CCDF Program Manager II                  Nebraska Department of Health and Human Services                  P.O. Box 95026                  Lincoln, NE 68509                  402-471-9208                  General phone: 800-430-3244  <i>nicole.vint@nebraska.gov</i>  <a href="http://dhhs.ne.gov">http://dhhs.ne.gov</a></p>	

## **Attachment E: Disaster Recovery Resources**

Following severe disaster events, Local, State and Federal governments may respond through a range of disaster management arrangements to address both the physical and financial needs of affected communities.

To assist the relief and recovery of communities whose social, financial and economic well-being has been severely affected by a disaster event the following resources below may assist in facilitation of essential public infrastructures. Disaster relief measures are designed to help those within the community who do not have the resources to provide for their own recovery. The South Dakota Department of Public Safety provides specific links of additional resources: [http://dps.sd.gov/emergency\\_services/emergency\\_management/](http://dps.sd.gov/emergency_services/emergency_management/)

Assistance is NOT compensation based and is not intended to replace or act as a disincentive for self-help, insurance and/or other appropriate disaster mitigation strategies. While these resources provide a measure of financial support, the primary responsibility for the safeguarding and restoration of private and public assets remains with the owner.

Public Assistance programs are contingent upon a declaration from the President as a result of a natural disaster. This is considered only when the event is beyond the County's ability to manage and the states assessment of the damages. The Federal Emergency Management Agency (FEMA) may grant money to the state of South Dakota to help rebuild destroyed public related and private nonprofit facilities to pre-disaster existence. FEMA will work with the SD Office of Emergency management. Contact the Disaster Recovery Center and enter your location:

<https://www.disasterassistance.gov/get-assistance/forms-of-assistance/4627/1/805>

USDA Rural Development Programs provides possible loans and grants to fund a variety of public projects. Direct inquiries to: (605) 352-1100 to be directed to appropriate area office and their contact information. Not all local community offices serve all USDA programs. A direct link for all USDA programs and services: <http://www.rd.usda.gov/programs-services>

The Small Business Administration may also provide grants, loans and specifically offers a disaster loan program for business if it is declared a disaster area. For additional information, contact SBA customer service center at 1-800-659-2955 or email

[disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov)

Contact information for local offices: Pierre is (605) 773-2783; Sioux Falls at (605) 330-4243; and Aberdeen (605) 229-5335.

Dakota Resources mission is to assist communities through Economic Development Corporations throughout the state with community development in low income areas; they may have additional resources for you. Contact information for South Dakota Rural Enterprise in Sioux Falls is (605)978-2804. <http://www.dakotaresources.org/>

If you are considering a small child care center that can care for up to 20 children you may want to consider the Governor's Daycare Facility. This building is 1200 square feet with 6 rooms and 1 ½ baths. The direct link for more program information:

<http://www.sdhda.org/homeownership/governors-house-program/governors-daycare.html>

Contact your area representative:

<http://www.sdhda.org/homeownership/governors-house-program/your-area-representative.html>

\*Western SD (605) 347-3384 \*Southeast SD (605) 367-5390

\*South Central SD (605) 655-4408 \* Northeast SD (605) 897-7636 or 605-698-7654

\*Central SD (605) 773-2780

First Children's Finance can provide possible loans and technical assistance for child care centers located in South Dakota. You can contact them for more information at 1-866-562-6801 a direct link for more information: <http://www.firstchildrensfinance.org/what-we-do/>

The Division of Child Care Services provides additional oversight, technical assistance through promoting safe, healthy and caring environments for children through licensing, registration and quality improvement activities. For possible funding resources through the Health and Safety grant please contact the central office at 1-800-227-3020 to be directed to a licensing specialist in your area.

### **American Red Cross**

The local Red Cross may assist with more than immediate needs of safe shelter during a disaster. Assistance for reunification of family members, recovering emotionally, basic essentials, meals, first aid, handling financial concerns, insurance claims and replacing vital documents are all available. All services to disaster victims are provided free of charge.

Serving Central & Western South Dakota (605)342-4010

Serving Eastern South Dakota (605) 336-2448

Download your free emergency mobile app: <http://www.redcross.org/get-help/disaster-relief-and-recovery/recovery-guides>

The American Red Cross Safe and Well Web site also provides families with a tool to exchange welfare information with loved ones and friends in the immediate aftermath of a disaster. Those worried about the safety of a survivor can access the site, enter either the name and telephone. It is important to note that names of minors in American Red Cross shelters are not posted to Safe and Well without the consent of a parent or legal guardian. However, the American Red Cross will provide information to law enforcement or child welfare agencies in emergency situations if it is in the best interests of the child. Safe and Well is accessible to the public from the American Red Cross Web site: <http://www.redcross.org/safeandwell>.

*The Disaster Distress Helpline offers 24/7 support: (800) 985-5990 Find out more information about the helpline at <http://disasterdistress.samhsa.gov>*

## Attachment F: EMERGENCY PREPAREDNESS AND RESPONSE PLAN Child Care or Before and After School Program Template

PLAN DEVELOPED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**PROGRAM INFORMATION:**

PROGRAM NAME: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_  
 PROGRAM ADDRESS: \_\_\_\_\_ PROGRAM PHONE NUMBER: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 DIRECTOR NAME: \_\_\_\_\_ DIRECTOR PHONE NUMBER: \_\_\_\_\_  
 EMERGENCY CONTACT: \_\_\_\_\_ EMERGENCY CONTACT NUMBER: \_\_\_\_\_  
 NUMBER OF CHILDREN ENROLLED: \_\_\_\_\_ NUMBER OF STAFF EMPLOYED: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Program	Name	Phone	E-mail
Medical Emergency		911	
Police		911	
Fire		911	
Hospital			
Poison Control			
Insurance			
Out-of-area contact person			
Near evacuation site contact			
Far evacuation site contact			
Child care licensing specialist			
Child Protection Services			
Local Emergency Management			
Electric/gas company			
Water company			
Building inspector			
Plumber			

**1. LOCATION OF EMERGENCY ITEMS**

- Daily list of children attending the program: \_\_\_\_\_
- Children’s emergency contact information: \_\_\_\_\_
- Emergency supplies: \_\_\_\_\_
- Location of building water shut off: \_\_\_\_\_
- Location of building electrical/gas shut off: \_\_\_\_\_

**2. EVACUATION PLAN**

An evacuation plan is developed to assist staff in evacuating in an efficient manner and should include:

- Roles and responsibilities of staff members in evacuating children and keeping them safe
- Location of exit doors
- Directions for exiting the building

Items staff should take with them when evacuating (emergency phone numbers; list of children present; etc.)

Location where staff and children are to meet once outside

The program evacuation plan includes the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. ACCOMMODATIONS OF VULNERABLE PERSONS

A child care or school age program is responsible for many persons who may not be able to evacuate on their own. Preplanning for more vulnerable persons helps ensure everyone is evacuated safely. Special consideration should be pre-planned for:

Infants and toddlers (as applicable): \_\_\_\_\_  
\_\_\_\_\_

Children or staff with a disability: \_\_\_\_\_  
\_\_\_\_\_

Children or staff with a chronic medical condition: \_\_\_\_\_  
\_\_\_\_\_

### 4. ALTERNATIVE LOCATIONS

A major piece of an emergency plan is having a safe place to take the children should the building become unsafe. Choose two alternative locations; one location should be within the community that children and staff can walk to. The other should be outside the community should that immediate area be unsafe.

1. Evacuation Site – Near (within walking distance of the program):

- Name of facility \_\_\_\_\_
- Address or location of facility \_\_\_\_\_
- Contact person(s) \_\_\_\_\_
- Site phone number \_\_\_\_\_ Cell phone number \_\_\_\_\_
- Have you reviewed the licensing checklist to ensure the facility is safe for children? \_\_\_\_\_

2. Evacuation Site – Far (outside the program community)

- Name of facility \_\_\_\_\_
- Address or location of facility \_\_\_\_\_
- Contact person(s) \_\_\_\_\_
- Phone number \_\_\_\_\_ Cell phone number \_\_\_\_\_
- Has facility been reviewed using licensing checklist to ensure it's safe for children? \_\_\_\_\_

**5. SHELTER-IN-PLACE**

At times when children and staff are unable to leave the facility, such as a tornado, the program needs a plan to shelter-in-place. The space used for sheltering-in-place should have access to a restroom; limited access to the outside; locks on all windows and doors; protection over windows; and access to emergency supplies.

- The shelter-in-place room is located: \_\_\_\_\_
  - Emergency supplies are located: \_\_\_\_\_
  - The process for sheltering-in-place is: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**6. EMERGENCY SUPPLIES**

Programs will need to be prepared to accommodate several children in a small space that is often away from the items used to meet the needs of children in care on a daily basis. The emergency supplies are kept in the following location \_\_\_\_\_, and include, but may not be limited to, the following suggested items (as applicable):

- infant formula
- bottled water
- weather radio with batteries
- parent contact information
- toilet paper
- paper towels
- relocation site agreements
- hand sanitizers
- disposable cups
- first aid kit
- non-perishable food items
- flashlight and batteries
- diapers and wipes
- plastic bags
- extra children’s clothing
- medical releases for children

**7. LOCK-DOWN PROCEDURES**

In the event of a situation that may result in harm to persons inside the program, including but not limited to a shooting, hostage incident, intruder, trespassing, disturbance, or any situation deemed harmful at the discretion of the director or public safety personnel, the center is to have plans for a lock-down. A lockdown drill means a drill in which the occupants of a building are restricted to the interior of the building and the building doors and windows are secured to ensure no one enters or leaves the facility until it is safe to do so.

The program procedures for lock-down include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. COMMUNICATION PLAN**

During an emergency, accommodating the needs of the children in care is the priority for staff. Communicating the emergency plan to parents, staff, and local emergency managers prior to an emergency; and pre-planning how to notify parents when an emergency arrives, allows staff to concentrate on the children during an emergency.

- Parents will be notified by (phone tree, social media, an auto text or email, etc.): \_\_\_\_\_
- The emergency plan is shared with parents (how, when, how often): \_\_\_\_\_
- All staff are trained on the emergency plan (how, when, how often): \_\_\_\_\_
- The emergency plan is practiced with staff and children (how, when, how often): \_\_\_\_\_
- Plan is shared with: (local emergency managers, fire department or local Red Cross): \_\_\_\_\_

**9. REUNIFICATION OF CHILDREN WITH FAMILIES**

After an emergency, the program will do the following to assist in reuniting children and their parents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**10. RE-OPENING AFTER AN EMERGENCY**

Items to consider or actions taken prior to re-opening the program after an emergency include:

- Have a professional inspection of the facility and repair any damage.
- Restore meal service
- Contact the licensing specialist to conduct a review of the facility to ensure all regulations are met.

The plan for re-opening after an emergency includes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Documentation of Emergency Preparedness Drills  
and Staff Training/Review of Plan**

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**Current Year** \_\_\_\_\_

**Emergency Preparedness Plan Annual Review Date:** \_\_\_\_\_

**Four Fire Drill Dates:** \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

**Annual Tornado Drill Date:** \_\_\_\_\_

**Current Year** \_\_\_\_\_

**Emergency Preparedness Plan Annual Review Date:** \_\_\_\_\_

**Four Fire Drill Dates:** \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

**Annual Tornado Drill Date:** \_\_\_\_\_

**February 2019**