

DEPARTMENT OF SOCIAL SERVICES

Emergency Preparedness & Response Plan

Child Care Services & Child Care Licensing

February 2021



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INTRODUCTION

Background

This Emergency Preparedness and Response Plan (EPRP) was developed by the Department of Social Services (DSS), Office of Child Care Services (CCS) and Child Care Licensing (CCL) within the Office of Licensing and Accreditation 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 snowstorms, 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, contagious diseases and other statewide emergencies. 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.

1. 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 & CCL 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. Child Care 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. CCL has their EPRP ready to be implemented at any time.
2. Preparedness: Providers regularly conduct practice drills. The state including CCS & CCL 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 CCS and CCL 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 for 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

Child Care Services and Child Care Licensing within the Department of Social Services are the lead agencies 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 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 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, CCS and CCL implement this Emergency Preparedness and Response Plan. CCL staff coordinates implementation efforts with the local emergency managers. 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 Office of Licensing & Accreditation Program Administrator will retain a hard copy of the DSS COOP plan in the event it is needed for reference and there is no power accessible.
- The Department of Social Services, CCS & CCL 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 & CCL management and staff during and after a disaster.
- Automated backup of state computer systems occurs nightly.

Response

- The Office of Emergency Management (OEM) may activate an emergency operation center.
- In the event of an emergency, CCS & CCL 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.
- CCL 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 because 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, CCL shares emergency plan provisions with local county emergency managers.
- The CCS and CCL 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.
- CCL has an ongoing partnership with the Department of Public Safety 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.
- CCS & CCL 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.
- CCL 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/blockgrant/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 CCL Program Manager 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.
- CCL 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 DSS website.
- Licensing specialists will keep a list of contact information to coordinate referrals for additional services at the local level.

Response

- CCS & CCL coordinates with federal and state personnel during an emergency situation. If appropriate, CCS & CCL will meet weekly with the appropriate state agency to coordinate response efforts.
- CCL Program Manager coordinates activation of 10 licensing specialists through the licensing supervisor and other ancillary staff within the office 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 CCL Program Manager and CCS Administrator to discuss issues and prioritize for moving forward.
- Any formal communication from DSS to child care providers or recipients of Child Care

Assistance will be sent electronically (if possible) with the approval from the DSS Public Relations office.

Recovery

- The 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 CCL Program Manager, licensing supervisor coordinates an activation of licensing specialists to ensure safety of children after an emergency.
- 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 Department of Public Safety and state and local departments of health to ensure safety of current facilities and of temporary facilities.

Recovery

- CCL 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 CCL Program Manager regarding implementation of temporary licensing procedures to assist in reestablishing safe and healthy child care options. SDCL 26-6-12 allows the state to issue a provisional license.

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 CCL Program Manager 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

- CCL will determine needs for additional child care capacity.
- CCL 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.
- CCL 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

- CCL 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, CCL 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, CCL 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 during 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.
- CCL 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 and CCL will evaluate the information from 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 CCL Program Manager 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 and Child Care Licensing Activation Process

Should CCS and CCL 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 coordinate actions with the State COOP and DSS COOP activities when necessary and work to implement activation of the EPRP through the following tasks:

Child Care EPRP Team Member Responsibilities

A. CCS Administrator

1. Declare implementation of Child Care EPRP
2. Notify the CCS Staff 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.
3. Oversee operations of critical functions
4. Update Child Care EPRP as necessary.
5. Conduct practice drills regularly.
6. Keep the Management Team informed of CCS activities.
7. Provide ongoing direction to appropriate staff
8. Schedule meeting times with Management Team and program specialists to provide updates on happenings, issues, concerns, etc.

B. CCL Program Manager

1. Declare implementation of Child Care EPRP
2. Notify the CCL Staff 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
3. Oversee operations of critical functions
4. Update Child Care EPRP as necessary.
5. Conduct practice drills regularly.
6. Keep the OLA Administrator and CCS Administrator informed of CCL activities.
7. Provide ongoing direction to appropriate staff
8. Schedule meeting times with OLA Administrator and CCS Administrator and other relevant agencies to provide updates on happenings, issues, concerns, etc.
9. Contact 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.
10. Coordination of disaster related communications among licensing staff.
11. 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.
12. Facilitate communication with local partners to improve responses to an emergency, including

Local Offices of Emergency Management and Local City Governments.

C. Licensing Supervisor

1. Share direction for operationalizing the EPRP with regional licensing specialists.
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. Assist the CCL Program Manager with the assessment of child care facility damages and provider needs.
5. Maintain communications with the CCL Program Manager
6. Ensure ongoing communication with and state and local government officials, as needed.

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

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

E. Subsidy Caseworker Supervisor - Pierre

15. Coordination of child care subsidy program to ensure families from the impacted area continue to receive assistance and potentially eligible families are served.
16. Coordinate with child care licensing specialists to locate CCDF families and determine need for services to include but not limited to child care.
17. 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 Governor or the Department of Social Services Secretary declare an emergency that requires the Child Care EPRP be enacted on a statewide basis, the following will take place:

CCS Program Administrator –notifies Subsidy Program Specialist of the implementation of the Statewide EPRP as well as maintains communication and coordinates with the Economic Assistance Director.

CCL Program Manager - notifies Licensing Supervisor of implementation of the Statewide EPRP as well as maintains communication and coordinates with the Office of Licensing and Accreditation Administrator.

Licensing Supervisor – notifies all Licensing Specialists and provides work direction.

Licensing Specialists – initiates contact with providers on their caseload who are impacted by the emergency. If the issue is centralized to a specific location, all specialist may be activated to assist with the need. If the emergency is state-wide, each specialist is responsible for their own caseload contact.

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 CCL.
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 one of the following state staff members: Rapid City Licensing Specialists or District One CCS caseworker or a CCS program specialist.

Providers in Sioux Falls Area – will be contacted by the four Sioux Falls Licensing Specialists, the District 3 and 4 CCS caseworkers, 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 Senior Secretary. The District 5 CCS caseworker 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 District 2 CCS Caseworker.

Providers in the Aberdeen Area – will be contacted by the Aberdeen Licensing Specialist, and the CCS Grant Program Specialist. The District 5 CCS caseworker will contact a prescribed list of these providers as well.

Providers in the Mitchell Area – will be contacted by the Mitchell Licensing Specialist; CCL Program Assistant II, and District 2 caseworker.

ATTACHMENT A: CCS Emergency Response Team

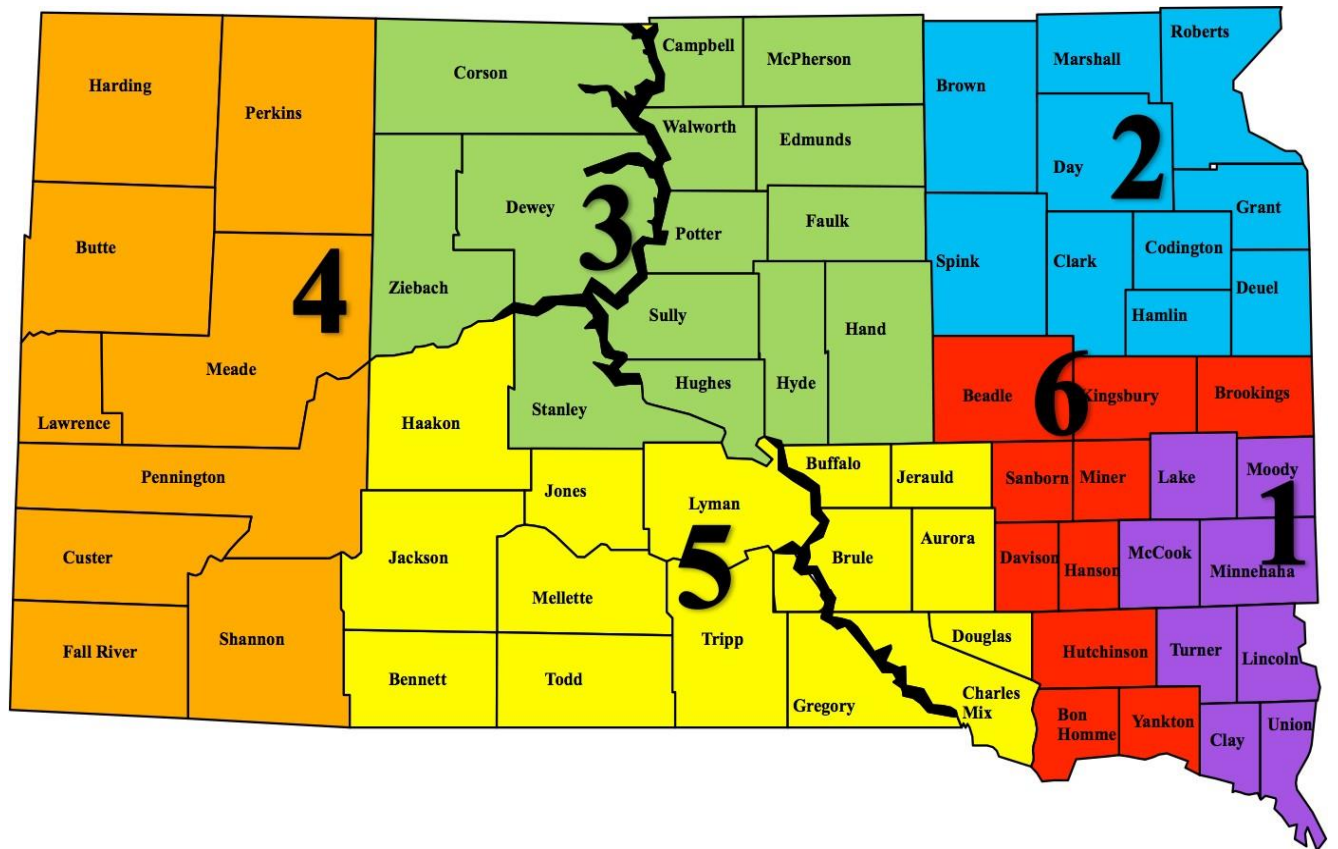
| Title | Work Number |
|----------------------------------|------------------------|
| OLA Program Administrator | 605-773-4766 |
| CCS Program Administrator | 605-773-4766 |
| OLA Program Manager | 605-605-690-0948 |
| CCS Caseworker Supervisor | 605-773-4766 |
| CCS Training Coordinator | 605-367-5444 x 1000433 |
| CCS Program Specialist | 605-773-4766 |
| CCS Grant Program Specialist | 605-367-5444 x 1000439 |
| Licensing Supervisor | 605-367-5444 x 1000422 |
| Rapid City Licensing Specialist | 605-394-2525 x610 |
| Rapid City Licensing Specialist | 605-394-2525 x 611 |
| Pierre Licensing Specialist | 605-773-4766 |
| Aberdeen Licensing Specialist | 605-626-3160 x3000238 |
| Brookings Licensing Specialist | 605-688-4330 #208 |
| Sioux Falls Licensing Specialist | 605-367-5444 x1000423 |
| Sioux Falls Licensing Specialist | 605-367-5444 x |
| Sioux Falls Licensing Specialist | 605-367-5444 x1000424 |
| Sioux Falls Licensing Specialist | 605-367-5444 x1000221 |
| Mitchell Licensing Specialist | 605-995-8000 #213 |
| Senior Secretary | 605-773-4766 |
| 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 3

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

Region 5

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

Region 2

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

Region 4

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

Region 6

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

Attachment C: South Dakota Tribal CCDF Program Administrators

| | |
|---|---|
| <p><u>Flandreau Santee Sioux</u> Vicky Anderson Childcare Coordinator Box 283 OR 207 East Second Avenue Flandreau, SD 57028 P: (605) 997-2311 F: (605) 997-2267 E: Victoria_57028@yahoo.com</p> | <p><u>Sisseton-Wahpeton Sioux</u> DeVon Bursheim Child Care Coordinator Employment & Training Office P.O. Box 509 (Veteran’s Memorial Dr.) Agency Village, SD 57262 P: (605) 698-8400 F: (605) 698-3708 E: devonbursheim@swo-nsn.gov</p> |
| <p><u>Lower Brule Sioux Tribe</u> Darla Langdeau (asst. Connie Bad Horse) Child Care Director Kul Wicasa Oyate, P. O. Box 900 Lower Brule, SD 57548 P: (605) 473-0625 F: (605) 473-9226 E: lbdaycare@gwtc.net</p> | <p><u>Yankton Sioux Tribe</u> Geraldine Provost 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: geriprovost@yahoo.com</p> |
| <p><u>Standing Rock Sioux Tribe</u> Jackie Brown Otter P.O. Box D Fort Yates, ND 58538 P: (701) 854-3646 F: (701) 854-4778 Email: jbrownotter@standingrock.org</p> | <p><u>Cheyenne River Sioux Tribe</u> Candace Hollow Horn 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: cmhh591112@hotmail.com</p> |
| <p><u>Crow Creek Sioux Tribe</u> Donna Voice 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: cc07childcare@aol.com</p> | <p><u>Oglala Sioux Tribe</u> Frances “Pigeon” Big Crow (Asst. Kim Martin) Director OST Child Care & Development PO Box 2070 Pine Ridge, SD 57770-0379 Phone: (605) 867-5172 Fax: (605) 867-1774 Email: pigeon_jack@hotmail.com</p> |
| <p><u>Rosebud Sioux Tribe</u> Gale Spotted Tail 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: gale.spottedtail@RST-NSN.gov</p> | |

Attachment D: Bordering State Child Care and Development Fund Administrators

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| <p>Iowa 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>North Dakota Carmen Traeholt Statewide Manager Early Childhood Services Division of Children and Family Services Capitol Building, Department 201 701-328-4010 <i>ctraeholt@nd.gov</i> Emily Hakanson Child Care Assistance Program Manager Office of Economic Assistance Capitol Building, Department 325 701-328-2337 <i>ehakanson@nd.gov</i> Samantha O'Brien Public Assistance Director Capitol Building, Department 325 701-328-3424 <i>skobrien@nd.gov</i> Michele Gee Economic Assistance Policy Division Director Division of Economic Assistance Programs and Policy Capitol Building, Department 325 701-328-1633 <i>mgee@nd.gov</i> North Dakota Department of Human Services 600 East Boulevard Avenue Bismarck, ND 58505 General phone: 701-328-2310 <i>www.nd.gov/dhs/services/childcare</i> <i>Note: Carmen oversees licensing and quality, and Emily, Samantha, and Michele oversee subsidy administration</i></p> |
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| <p>Minnesota Cindi Yang Director Child Care Services Division 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> https://mn.gov/dhs/people-we-serve/children-and-families/services/child-care/</p> | <p>Wyoming 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 https://sites.google.com/a/wyo.gov/early-childcare-and-licensing</p> |
| <p>Nebraska Nicole Vint CCDF Administrator 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> http://dhhs.ne.gov</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/

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.fema.gov/disaster-recovery-centers>

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

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:

- *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**

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 2021

Acronyms

| | |
|-------------|---|
| EPRP | Emergency Preparedness and Response Plan |
| CCS | Child Care Services |
| CCL | Child Care Licensing |
| CCDF | Child Care and Development Fund |
| OEM | Office of Emergency Management |
| DSS | Department of Social Services |
| DOH | Department of Health |
| ECE | Early Childhood Enrichment |