

STATE OF IDAHO
CHILD CARE DISASTER RECOVERY PLAN
2018

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Review

Date of Review	Date of Change	Updated Section(s)	Page	Authorized Signature

Posting

The Idaho Child Care Disaster Plan is a public document, available by request, and is posted on the Department of Health and Welfare website.

Scope

The Idaho Child Care Disaster Plan outlines the roles and responsibilities of key supporting agencies to prepare for, respond to, and recover from a disaster that significantly impacts a community's child care infrastructure. Through coordination of best practices for the emergency functions, gaps and duplications in key activities are minimized. Licensed child care centers, family and group child care facilities, and licensed-exempt child care are included in the plan. For the purpose of the Idaho Child Care Disaster Plan, the term "disaster" includes emergencies and disasters, either natural or human-caused, and other emergencies that may occur in child care.

Acronyms

ADMINISTRATION FOR CHILDREN AND FAMILIES	ACF
CHILD CARE DEVELOPMENT FUND	CCDF
CHILD CARE LICENSING	CCL
CHILD CARE RESOURCE CENTER	CCRC
CONTINUITY OF OPERATIONS PLAN	COOP
IDAHO CHILD CARE PROGRAM	ICCP
IDAHO DEPARTMENT OF HEALTH AND WELFARE	DHW
IDAHOSTARS	IDSTARS
YOUR INVENTORY FOR KEEPING EVERYONE SAFE	YIKES

Purpose

The purpose of the Idaho Child Care Disaster Plan is to provide clear guidance for state agencies to respond to disasters that affect a community's child care infrastructure. The Idaho Child Care Disaster Plan defines the roles and responsibilities to deliver critical services and support to children, families, and child care providers in the event of a disaster.

DHW provides critical and valued services to almost a third of Idaho citizens from more than 30 separate locations throughout the state. Organized into eight Divisions, the nearly 3,000 DHW employees deliver services designed to help people live healthy, be productive, and strengthen individuals, families, and communities. These DHW Divisions are Behavioral Health, Family and Community Services, Medicaid, Welfare (Self Reliance), Public Health, Licensing and Certification, Operational Services, and Information and Technology.

All DHW Divisions have identified their Essential Functions (steered by legal authority and/or public need) that must be continued throughout, or resumed rapidly after, an incident or emergency that threatens or incapacitates normal business operations. The DHW Department COOP Plan includes a listing of all divisional Essential Functions critical to sustaining required support to the citizens of Idaho.

Assumptions

- The Idaho Child Care Program Advisory Panel reviews the Child Care Disaster Recovery Plan on an annual basis. The ICCP Advisory Board Panel is made up of stakeholders from across Idaho, including policy makers, city officials, child care professionals, early childhood education professionals, and parents.
- Child care is an integral and essential part of a community's economic viability and should be restored as soon as possible following an emergency event.
- Idaho child care providers have their own emergency and disaster plan, train and exercise these plans. IDAPA 16.06.12.12
- CCRCs play an essential role in providing timely information to providers, parents, and communities.
- This document is consistent with other local, state and federal disaster planning documents related to caring for the needs of young children.
- Families may need temporary assistance with respite care for their children while they work in the recovery phase following an emergency or disaster.
- The steps to be followed when responding to the needs of a community will vary depending on the particular emergency or disaster and the geographic area involved, extent of the damage and auxiliary services available.

Preparedness

The Department of Health and Welfare has essential functions that we must perform throughout, or rapidly and efficiently resume, in an emergency. While the agency cannot predict the impact of an emergency, planning for operations under such conditions can mitigate the impact of the emergency on people, facilities and DHW mission. To that end, the Department of Health and Welfare has prepared a Continuity of Operations (COOP) plan.

This COOP plan establishes policy and guidance to ensure the execution of the essential functions for the Department of Health and Welfare if an emergency at the agency or in its service area threatens or incapacitates operations, and/or requires the relocation of selected personnel and functions.

Preparedness ensures that child care programs are ready for emergencies in order to protect the health and safety of children and staff members and to prevent damage to buildings and equipment.

YIKES Plan

The YIKES plan includes being informed, making plans, assigning roles and responsibilities, writing emergency response plans, conducting training and drills, building relationships with local emergency response teams, identifying local resources, and keeping emergency supplies up-to-date. There is education and training available for child care providers about preparing for an emergency and completing a YIKES Plan. Child Care Resource Specialists are also available to support child care providers in disaster preparation.

<https://idahostars.org/Child-Care-Providers/Health-and-Safety>

The YIKES Planning Guide includes the tools and information child care facilities need to identify, plan for, and minimize the impact of emergency situations. The YIKES Planning Guide introduces emergency planning through an eight-step process with accompanying resources that assist providers in developing a comprehensive emergency preparedness plan.

<https://idahostars.org/portals/61/Docs/Providers/CCHC/YikesPlanGuide.pdf>

Response

Idaho's Emergency Alert System and Emergency Response Framework (IERF)

Following the federal model, the Idaho Emergency Response Framework (IERF) works with different state agencies and assigned some state agencies one or more Emergency Support Functions (ESF) based on their normal day-to-day role. ESFs are mechanisms for grouping the most frequently used functions to coordinate federal and state assistance in an emergency or disaster. This coordination provides structure for coordinating interagency support in response to an incident.

The IERF allows flexibility for all the state agencies to work together to support each ESF. Some state agencies not assigned a primary ESF role may support other agencies in an ESF role.

The records/databases, equipment, and applications/systems necessary for each essential function have been identified by Division and internally recorded to ensure all necessary components are protected and recovered during COOP operations. All essential function processes specific to maintaining the continuity of care for payments of child care are defined and outlined. In the case of an emergency, the delegated authority would be responsible for those functions.

Consultation and Coordination

Child Care Resource Centers (CCRC)

The CCRC regional agencies will work with their local city/county emergency preparedness committee to build awareness of efforts if a significant disaster or disruption should occur.

If a significant disaster or disruption occurs in the local service area, which impacts families and/or providers, the following will occur:

- The Department will check in with the child care providers in the affected areas to see if they are in need of any resources;
- If the provider must evacuate, the agency within that service area will assist in getting information to the families of the children in the programs and act as a communication resource for families and child care providers.
- The CCRCs and the Department house provider contact information that can be accessed and used to determine the most suitable way of communicating effectively during the emergency.

Child Care Licensing (CCL)

Consultation and coordination with CCL ensures that providers engage in emergency preparedness and planning activities, including distribution of materials and resources to assist child care providers. <https://adminrules.idaho.gov/rules/current/16/160602.pdf>

YIKES

The YIKES Planning Guide includes the tools and information child care facilities need to identify, plan for, and minimize the impact of emergency situations.

The YIKES Planning Guide helps facilities make plans for emergency closures, evacuations, relocating, sheltering in place, safe place/lock down, communicating and reuniting with families, continuity of operations, and planning for children and staff with diverse abilities.

The Idaho Department of Health and Welfare contracts with the Health Districts throughout Idaho to ensure the safety of Child Care facilities. The Health Districts conduct annual Health and Safety Inspections for every licensed Child Care facility. Disaster and Emergency planning is a required part of every child care inspection.

Strategic communications, decision-making, and information sharing

Communication is critical to the success handling of any disaster, emergency, or incident. DHW has outlined state-level protocols below. Should a disaster expand beyond the state of Idaho, federal communication protocols will be followed.

Communication Protocols

- DHW is the official disseminator of state-level information about child care following a disaster.
- Disseminated information, including revised child care rules and policies, should flow from DHW to the partner and stakeholder agencies, especially to CCRCs, who can forward the information to providers and families after a disaster.

- Child care providers are one of the best purveyors of information to families. Therefore, it is essential that child care providers have access to the most accurate, current information when there has been a disaster.
- DHW is responsible for consolidating provider and family information for release to ACF.
- At the discretion of ACF, DHW will add information about the child care infrastructure, such as:
 - The disaster impact to DHW, CCRC offices
 - Impact to child care facilities
 - Resources needed to resume services
 - Anticipated date of a fully operational child care system post-disaster, or any other related information
- After a disaster, a review of the communication protocols will be conducted to determine what can be improved. This would include the Division administration, Child Care Resource and Referral Center staff and DHW.

Continuing payments to child care providers during and after a disaster

The Department of Health and Welfare, Division of Welfare will temporarily continue to pay providers for in the event that children are unable to attend due to a disaster (e.g., pandemic flu). DHW COOP Reference-Sup Serv-financial services-BFS-2; WEL-BEN-002; ITSD-Application Develop & Support-ITSD-APPDEV-6 & ITSD-APPDEV-32.

In the event of a disaster, DHW will execute their COOP with the support of the State Continuity & Emergency Management Office. The purpose of the COOP is to help ensure that business processes can continue during a time of emergency or disaster.

The COOP addresses the following as Priority 1:

- Procedures that address systems data security and data storage to ensure adequate backup of family and child care provider records after a disaster.
- Provisions for continuing services to families in the event that local DHW offices are unable to conduct eligibility re-determinations or families are unable to submit necessary documentation.
- Provisions to quickly establish and manage a waiting list for families needing assistance.
 - Currently, Idaho does not have a waiting list.

Child Care Licensing Role

During a disaster, CCL is responsible for coordinating the following efforts:

- Identifying pre-approved child care providers that have undergone criminal history and background checks who are willing to assist with provision of temporary child care after a disaster.
- Temporary operating standards (or provisions for temporarily waiving certain child care regulatory requirements) to accommodate providers that need to re-locate and/or the provision of temporary child care in alternate facilities, such as shelters.

Recovery

The recovery phase refers to the hours, days, weeks, months or possibly years, after an emergency occurs. It includes plans for assisting children, families, and child care programs to return to their everyday routines by providing resources and health services (including mental and behavioral health), employment, stable housing, financial assistance, and child care.

Coordination of Post-Disaster Recovery of Child Care Services

CCRCs, with guidance and support from DHW, are responsible for the following post-disaster efforts:

- Provide ongoing technical assistance, training, resources, and support to child care providers to help them better prepare for emergencies and disasters. *Reference: YIKES Planning Guide 'After the Emergency Checklist'.*
- Work with emergency management officials, CCL, and DHW to conduct timely assessments of the damage to and status of child care providers within the impacted area. *Reference: COOP Phase 3- Reconstitution (After-Action Review and Remedial Action Plan).*

Disaster Planning Resources for Providers and Families

Disaster Planning Resources for Child Care Providers

- [Post-Disaster Child Care Needs and Resources](#): The Post-Disaster Child Care Needs and Resources document is designed to address the challenges that families and child care providers (including centers, in-home, and family child care providers) may experience following a disaster.
- [Disaster Planning and Recovery Basics for Child Care Facilities](#): Child Care Aware of America works with partners on nationwide efforts to train and ensure that child care providers have a plan. They also raise awareness and promote effective policies to ensure that children are safe before, during, and after a disaster and that child care is considered in each community as part of rebuilding efforts after a disaster has occurred.
- [Commonly Used Sheltering Items](#): This document contains a catalog of commonly used sheltering items and identifies basic commodities necessary to sustain infants and children in mass care shelters and emergency congregate care environments.

Disaster Planning Resources for Families

- [Family Plans](#): Families may not be together when disaster strikes, so it is important to plan in advance; how will you contact one another, who will you designate an out of town contact, and how will you get back together?
- [Feeling Safe, Being Safe](#): This training resource describes steps that can be taken to be better prepared by creating an emergency worksheet, creating a personalized emergency kit, and practicing evacuations plans, amongst other actions.
- [Ready Kids](#): Build an emergency preparedness kit, learn about different types of disasters, and find out how to get involved.

Helping Children to Cope with Disasters

Disasters are upsetting experiences for everyone involved. The emotional toll that disasters bring can sometimes be even more devastating than the financial strains of damages, the loss of a home, business or property. Children may cope more effectively with a disaster when they feel they understand what is happening and what they can do to help protect themselves, their family, and friends.

- [Coping with Disasters](#): This website offers guidance on how to recognize signs of disaster-related stress, easing stress, helping kids cope with a disaster and reassuring children after a disaster.
- [Talking to Children about Disasters](#): This resource provides basic information on how to help children understand what is happening, without providing unnecessary details that may only harm them.
- [How to help children cope with disasters](#): Parents, teachers, grandparents and other caregivers can be concerned about how dramatic images of and discussion about tragic events will affect the emotional well-being of their children. This resource offers tips on how to communicate with children and help them cope.
- [Substance Abuse and Mental Health Services Administration \(SAMHSA\) Helping Children Cope with Disaster](#): Young people react to trauma differently than adults. Some may react right away; others may show signs that they are having a difficult time much later. As such, adults do not always know when a child needs help coping. This tip sheet will help parents, caregivers, and teachers learn some common reactions among different age groups and how to respond in a helpful way.
- [The National Center for Child Traumatic Stress](#): Leads the Network in its efforts to increase access to services and raise the standard of care for children and their families across the United States who have experienced trauma.
- [National Center for School Crisis and Bereavement](#)
- [Online Clearinghouse Quick Find on Crisis Prevention and Response](#): Offers resources on crisis assistance and prevention, responding to a crisis at school, school's role in addressing psychological reaction to loss and much more.
- [Save the Children's Journey of Hope](#): Tips to support teens who have experienced an emergency incident, and for parents to support themselves and their children in recovering from an emergency incident.