



SC Child Care

EARLY CARE & EDUCATION

**Division of Early Care and
Education**

South Carolina Department of Social
Services

EMERGENCY PLAN

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Summary of Division of Early Care and Education’s Overall Responsibilities for Disaster and Emergency Coordination

INTRODUCTION

In the event of an emergency or disaster, Division of Early Care and Education will continue to carry out its responsibilities as described in this plan to the extent possible depending on the nature and severity of the disaster.

The authority for disaster functions listed in the Division of Early Care and Education Disaster Plan is specified in CCDBG Act, as amended (42 U.S.C. 9857 *et seq.*); Section 418 of the Social Security Act (42 U.S.C. 618); 45 CFR Parts 98-99. SC Statute 63-13-440 and DSS Regulations 114-503 B(2), 14-505 H(2) and 114-505 H(3), This authority is also implicit in the South Carolina Emergency Management Division (SCEMD) Emergency Operations Plan **ESF-6 – “Mass Care.”**

SECTION I PLAN SUMMARY

A. Plan Purposes

In the event of an emergency, the role of Division of Early Care and Education is to address the needs of children, including the need for safe child care, before, during and after a state of emergency is declared by the Governor or a major disaster or emergency. Also, we must ensure the provision of safe and healthy child care alternatives for families during and after disasters or emergencies to the extent possible.

The Division of Early Care and Education' Disaster Plan provides specific actions that the Division may take in emergency situations through coordinating and collaborating with key partners; having guidelines for continuation of child care subsidies and services; coordination of post-disaster recovery of child care services; and having requirements for CCDF providers and other child care providers.

This plan also provides information to instruct division staff regarding emergency preparedness, disaster response, and disaster recovery. Whether or not the Division of Early Care and Education carries out an individual disaster function depends on the specific needs at the time, as well as the resources available to the Division. The Division of Early Care and Education Director with assistance from staff will determine which disaster activities or functions should be carried out.

B. Coordination of Effort in Carrying Out Disaster Response Functions

Before, during and after a disaster or emergency, the DSS Disaster Response Services Director will notify the Division of Early Care and Education Director and Director of Child Care Licensing when Emergency Management (EM) has been activated or when the OPCON level has been changed. The OPCON level is the Emergency Management Division's Operating Condition Level of Readiness. Each level is outlined below.

OPCON 5 - Day-to-day operations to include normal training and exercises

OPCON 4 - Possibility of an emergency or disaster situation that may require a partial or full activation of the State Emergency Operations Center (SEOC).

OPCON 3 - Disaster or emergency situation likely or imminent. Full or partial activation of SEOC; activate South Carolina Emergency Operations Plan and the appropriate specific impact hazard emergency plan.

OPCON 2 - Disaster or emergency situation in effect; maximum preparedness level; full activation of the SEOC

OPCON 1 - Disaster or emergency situation in effect; full-fledged emergency response operations on-going; highest state of emergency operations.

The Division of Early Care and Education will monitor and communicate with Division staff the status of any disasters/emergencies that have been determined will occur or has occurred. This communication will continue before, during and after the disaster or emergency as needed.

The Division of Early Care and Education will determine which functions in the Division's Disaster Plan are to be carried out. Division of Early Care and Education field staff, Columbia and Greenville-based staff, all Regional Licensing offices and partner agencies may be called upon, as needed, to assist in making decisions and/or facilitating responses. Division of Early Care and Education Division staff may also be temporarily reassigned to carry out specific duties, if needed. The Division of Early Care and Education will coordinate Disaster Response Services with partners to ensure that efforts are not duplicated in the communication with impacted county Departments of Social Services.

Any requests made during a disaster or emergency should be made through The Division's Emergency toll-free telephone number (888-825-7174) and the e-mail address (childcare.disaster.response@dss.sc.gov) will be activated for reporting of child damages or closures of child care centers. Under certain specific circumstances, special licensing policies may also be implemented.

After the disaster or emergency, recovery functions will be put into place as needed to assist providers. Assessment should continue periodically thereafter until Division of Early Care and Education determines that child care providers impacted by the disaster or emergency are able to offer families safe and healthy child care.

SECTION II STAFF RESPONSIBILITIES

DSS personnel are required to respond during emergency operations, as mandated by South Carolina statute. Participation in disaster response is a condition of employment and may not be avoided (with the exception of those excused from duty because of medical reasons). DSS personnel are expected to willingly discharge their responsibilities and to lend their unique talents under potentially difficult situations.

NOTE: Media reports often advise the public to stay off the highways during disasters. DSS personnel are not considered “the public” during activation for emergencies. Unless bridge or highway closures make it impossible for DSS Personnel to get to their assignments, they will be expected to be there. DSS personnel should have their agency identification with them at all times during a disaster or emergency.

A. Disaster Response Activation Process

- Activation of Division of Early Care and Education disaster response will be initiated by the Division Director.
- Considerations for activation of a disaster response:
 - Declaration of state of emergency by the President of the United States, Governor of South Carolina, or other leader(s)
 - Activation of SCEMD at OPCON Level 3, 2, or 1
 - Need for action by Division of Early Care and Education
- Because disasters may require immediate action, the Director or her designee has full authority to activate disaster functions and temporarily reassign staff as needed to carry out response functions.

B. Management Structure

Disaster Response staff will assist the Division Director in making important decisions about emergency strategies, policies, and resources. The Division will also consider recommendations for new disaster functions and review the annual update of the Division of Early Care and Education Disaster Plan.

Division of Early Care and Education Staff Members

NAME	TITLE
Michele J. Bowers	Division of Early Care and Education Director
Christi Jeffcoat	SC Voucher, Program Manager
Beverly Hunter	ABC Quality, Program Manager
Cynthia Lara	Child Care Licensing, Director
Catherine Haselden	Division of Early Care and Education, Fiscal Manager
Millie McDonald	SC Endeavors, Director
Mary Abney-Young	Child and Adult Care Food Program, Director
Cheryl Evans-McDonald	CACFP Program Monitoring, Program Manager

Partner Agencies are agencies/organizations outside of Division of Early Care and Education that can be called on to assist the Division with implementing disaster functions. Partners include but are not limited to:

- DSS Emergency Management Coordinator
- Local Emergency Management representatives
- Head Start programs
- Child Care Resource and Referral (CCR&R) Network
- County Departments of Social Services
- United Way
- Revenue and Fiscal Affairs Office (RFA)
- State and/or Local Department of Health and Environmental Control (DHEC) staff
- State Advisory Council on Early Childhood Education and Care (First Steps)
- Other DSS Divisions
- Other State Agencies (DHEC, Mental Health, etc.)
- Contract Partners

We have established relationship and contacts as needed to collaborate when required before, during and after a disaster or emergency. Partners for each disaster function are listed in Section IV of this plan. See Appendix 3 for a full list of partners and their contact information.

C. Linkages to the Broader Disaster Response

The Division of Early Care and Education will collaborate with other agencies on disaster response activities through the South Carolina Emergency Management Division (SCEMD) and DSS Disaster Response Services.

SECTION III PLANNING

A. Regular Review and Update of Disaster Plan

The Disaster Plan will be reviewed annually.

B. Training of Division of Early Care and Education Staff and Partners

- Distribution of Plan Materials – All staff will receive copies of the current Disaster Plan. New staff will receive the plan as part of their general orientation with their supervisor and the Training Manager. Key partners will also receive copies of the disaster plan.
- Lists of Division of Early Care and Education staff, including work and home contact information, will be updated on an annual basis.
- Staff will participate in Mock Disaster drills and attend meetings to discuss disaster roles and procedures.
- Division of Early Care and Education will explore the possibility of providing training conducted by the Federal Emergency Management Agency, SCEMD, and/or DSS Disaster Response Services for staff.

C. Emergency Preparedness Pre-Panning

1. The Division of Early Care and Education has developed emergency preparedness resources for child care providers (Emergency Preparedness Information for Child Care Providers, the Division's Emergency Plan Guidelines, and the Emergency Plan Template and Emergency Brochures. See Appendix 6 for more information).
2. The Emergency toll-free number (1-888-825-7174) and the Disaster Response e-mail address (childcare.disaster.response@dss.sc.gov) will be widely distributed to providers.
3. The Division of Early Care and Education will provide copies or make materials available via the web site for all child care providers in the state regarding emergency preparedness; safe response to disasters; resources such as the "Emergency Plan Guidelines" and the "Emergency Plan Template" (See Appendix 6); and emergency contact information for their Licensing Specialist, Regional Office, the Licensing Central Office, the SC Voucher Control Center, ABC Quality, and the Child and Adult Care Food Program.

D. Staff Responsibilities

- Disaster Response Staff or their designees will request emergency contact information from their respective staff members such as cell phone numbers, home phone numbers, regular and alternate e-mail addresses, etc. and put this information in an “Emergency Contact List” (see Appendix 2). Disaster Response Staff will send a copy of the “Emergency Contact List” to the Director of Child Care Licensing’s Administrative Specialist or his designee, who will in turn provide this information to the Division Director and other Disaster Response Staff in a disaster/emergency situation. This list will be updated annually.
- Child Care Licensing, ABC Quality, SC Voucher Program, and Food Program Staff will print out a copy of their caseload to include providers’ name, address, and phone number. SC Voucher staff will print out a copy of FFN providers to include provider’s name address and phone number. Staff should have access to this list throughout the disaster situation (including recovery) in the event that computer access is lost.
- Staff will share information about the plan with local counterparts so that all local child care contacts are familiar with the disaster plan and their roles. (For example, the CCR&R Network contact for a region will be responsible for sharing information with all other CCR&R Network staff in the region.)
- Once a year, the Disaster Response Staff will review staff members’ respective roles and adjust responsibilities as appropriate; talk through a mock disaster scenario to clarify how agencies would work together; and make suggestions to the Director of Child Care Licensing for the annual update of Division of Early Care and Education Disaster Plan.
- Regional Licensing Supervisors and/or Central Office Licensing Staff will provide local emergency management coordinators with a copy of this plan and answer any questions they might have about the plan or refer questions to the Director of Child Care Licensing, as needed.

SECTION IV DISASTER FUNCTIONS

Division of Early Care and Education will demonstrate how SC will address the needs of children, including the need for safe child care, before, during and after a state of emergency declared by the Governor or a major disaster or emergency through our Statewide Disaster Plan.

A. Division of Early Care and Education Disaster Preparations

B. Disaster Communications

C. Assess Division of Early Care and Education/Partner Agency Functionality

D. Relocating Providers/Expanded Capacity

E. Temporary Child Care/Special Licensing Procedures

F. Subsidized Child Care Emergency Procedures

G. Donated Goods

H. Other Assistance - Other functions may be added to meet the needs of children, families, and child care providers affected by a disaster.

Function A. Division of Early Care and Education Disaster Preparations

Purpose: Prepare DSS Division of Early Care and Education offices and equipment for a disaster.

1. Description

This information is provided to help prepare DSS computer equipment and offices to survive a weather-related emergency. Supervisors are responsible for the equipment of employees on leave or otherwise not on site.

2. Personnel

Division of Early Care and Education	Partners
<ul style="list-style-type: none">• Director's Office Staff• SC Voucher Control Center Staff• ABC Quality Staff• SC Endeavors (formerly Center for Child Care Career Development)• Child and Adult Care Food Program• Licensing Central Office Staff• Licensing Regional Staff	<ul style="list-style-type: none">• DSS Office of Constituent Services and Media Relations• DSS I-T Department• SC Child Care Resource & Referral (CCR&R) Network• Head Start Collaboration Office• County Departments of Social Services• Local emergency management coordinators

3. Before a Disaster (At OPCON 4)

- Staff will be provided the information in Step 4 below.
- Review emergency plan.
- Prepare first aid kits.
- Review contact information of staff.
- Reserve state cars as needed.
- Ensure that enough plastic tubs are available to store critical paper work in flood prone areas such as ground level offices. Purchase additional tubs as needed
- Verify that data systems are being backed up.
- Verify that phone lines can be re-routed as necessary.
- Purchase plastic to cover computers and other office equipment.

4. Implement Disaster Response (At OPCON 1, 2, or 3)

If the Division of Early Care and Education is alerted to the possibility of an impending disaster, staff in affected areas should follow these procedures before leaving the office.

- Backup and print key files. Staff (particularly staff with tablets) should identify their own critical files and back them up on the H drive and print out key documents on a

regular basis. ***Files that have been printed out should be taken with you to make sure they are safe.***

- Logout. Follow normal logoff/signoff procedures for computer systems.
- Power Down. Properly power down all computer related equipment including workstations, monitors and printers.
- Unplug Equipment. Unplug power cords of computers, monitors and printers from the wall. ***Don't unplug telephone or data network cables unless equipment must be moved (see below)***. If these cables must be disconnected, unplug the "equipment end" rather than the "wall-jack end" of the cable.
- Move Equipment. Move equipment away from windows and off the floor to avoid possible water damage.
- Cover Equipment. Cover computer equipment securely with plastic sheeting after power-down. Plastic trash bags can be used as an option.
- Create and distribute staff emergency contact lists including cell numbers.
- Lock up confidential files. (In case of looting).
- Put up hurricane shutters/plywood if possible. If time, manpower, and resources allow, put up plywood or other protective materials over windows and glass doors.
- Quick review of disaster roles and processes. If Division of Early Care and Education is alerted to the possibility of an impending disaster, Disaster Response staff should:
 - put their staff on alert and ask them to review their disaster plans
 - have contact lists for Columbia-based staff and field staff
 - identify steps they might take to respond to the specific scenario
 - contact partners to walk through how they might work together to respond to the disaster.
- Lock up confidential files, pack up paper files, and store files high above the floor.

Function B. Disaster Communications

Purpose: Provide information to child care providers, field calls from providers, and facilitate communication among partner agencies to improve collaboration and avoid duplication.

I. Description

- Distribute information via website, email, telephone and, when possible, text messages to help child care providers in areas affected by a disaster;
- Distribute information via website about Emergency Child Care and other types of assistance to parents in affected areas;
- Collect and share information on response/recovery efforts with partners (act as a central clearinghouse to reduce the chance of duplication).

Upon activation of this function, the Director of Child Care Licensing or designee will distribute information such as that described above. The Division will field calls from providers and parents. SC Voucher Control Center, ABC Quality, SC Endeavors, CCR&R Network, and Licensing staff will assist with disseminating information to providers by email, telephone and website. Partners listed below could also help with this function.

II. Personnel

Division of Early Care and Education	Partners
<ul style="list-style-type: none"> • Director’s Office • SC Voucher Control Center Staff • Disaster Response staff • Licensing Regional and Central Offices • Center for Child Care Career Development (CCCC&D) • ABC Quality Staff • Child and Adult Care Food Program 	<ul style="list-style-type: none"> • DSS Office of Constituent Services and Media Relations • DSS I-T Department • SC Child Care Resource & Referral (CCR&R) Network • Head Start Collaboration Office • County Departments of Social Services • Local emergency management coordinators • Providers in affected areas • DHEC • HABLA Project Director and Staff • Revenue and Fiscal Affairs Office (RFA) • SC Program for Infant and Toddler Care (PITC) • SC Inclusion Collaborative

III. Before a Disaster

At OPCON 4

- a) DSS Disaster Response Staff will review plans.
- b) The Director of Child Care Licensing or designee will alert Disaster Response Staff, ABC Control Center, ABC Quality, SC Endeavors, CCR&R Network, and Licensing staff to be prepared to send out an email blast to providers, to call providers and to add disaster information to the website at OPCON 3. PITC and Inclusion Collaborative staff will be notified as well if necessary.
- c) Disaster Response staff and partners will alert their staff members to be prepared to call providers at OPCON 3.
- d) The Director of Child Care Licensing will distribute information to Disaster Response Staff and partners, who will in turn distribute information to providers and families in preparation for emergencies. Partners could be used to distribute information through the media and through contacts with child care providers.
- e) The Division of Early Care and Education will work with county Departments of Social Services, DHEC, SCEMD, and other partners, such as the CCR&R Network, to determine what information related to their disaster efforts should be distributed to providers.
- f) Reserve state cars as needed.

At OPCON 1, 2, or 3

- a) Staff will report to their assigned DSS emergency duty as needed.
- b) Ensure state cars have full tanks of gas.
- c) The toll-free number will be programmed to ring in the Director of Child Care Licensing Office. Any requests made during a disaster or emergency should be made via this number (888-825-7174) or through the Division of Early Care and Education Disaster Response e-mail address (childcare.disaster.response@dss.sc.gov). The ABC Control Center toll-free number will also be programmed to ring into the Emergency Communications Director of Child Care Licensing Office which will roll over via email to the Licensing Director after hours and at other times. The toll-free number will continue to be operable until the OPCON level is downgraded to OPCON 4 or 5.
- d) Communication with providers will be carried out as follows:
 - Licensing staff with the help of CCR&R Network staff, (if needed), will call licensed providers in potentially affected areas to determine their plans for closure and/or relocation. Staff will be provided a script to ensure a consistent message if related.
 - ABC Quality and SC ENDEAVORS staff will call exempt providers in affected areas to determine their plans for closure.

- ABC Control Center Staff will call FFN providers in affected areas to determine their plans for closure.
- The Head Start Collaboration Office will assist with calling providers as needed.
- Information from these phone calls will be sent to the Licensing Office.

e) The Division Director's Office and the DSS Office of Constituent Services and Media Relations will help content related to the disaster and distribute information via media outlets in the affected areas as needed.

f) The Emergency Web Page will be placed on the first screen of the website. (See web page below)

If you are a child care provider, and you experienced damage or closure due to an emergency or disaster, please call DSS Division of Early Care and Education at:

1-888-825-7174 (Emergency Line)

Child care providers should call to:

- Report damage to your facility
- Report closure due to an emergency or disaster
- Request ability to expand capacity to care for children from facilities affected by an emergency or disaster. (Child Care Licensing must approve expanded capacity before a provider can implement it.)

Links: [Division of Early Care and Education Home Page](#)
[DSS Emergency Preparedness](#)
[SC Emergency Management Division](#)

g) The Child Care Licensing, SC Voucher and ABC Quality may field calls from providers who call to report damage or closure, request expanded capacity, or find out how to use the emergency hiring process. (See scripts in Appendix 4.)

h) If Columbia area staff and/or facilities are affected in such a way that communications cannot be carried out from Columbia, the emergency number will be forwarded to the SC Endeavors office in Greenville (864-250-8581). SC Endeavors' staff will field calls and direct them to the Greenville Licensing office or the Greenville ABC office as needed.

i) If communication is interrupted, the Division Director's Office may work with partners to send an alert to emergency management and through the media on how the Division of Early Care and Education can provide assistance to providers affected by the disaster.

After the Disaster

ABC Quality, Licensing Staff and SC Voucher will work with local partners to distribute information to child care providers and families regarding local relief/recovery efforts.

Function C. Assess Division of Early Care and Education/Partner Agency Functionality

Purpose: Determine how the Division of Early Care and Education and/or key partners' ability to function has been affected by the emergency.

1. Description

The Director and Disaster Response staff will determine how the Division of Early Care and Education staff, equipment, and offices may have been affected by an emergency in order to develop appropriate responses. They may also contact partners about their functionality to be able to develop appropriate disaster response activities.

2. Personnel

Division of Early Care and Education	Partners
<ul style="list-style-type: none"> ▪ Director ▪ Disaster Response Staff ▪ Licensing Central Office ▪ ABC Quality Columbia Staff ▪ SC Voucher Columbia Staff ▪ SC Endeavors' Director ▪ CCL Fire Marshals ▪ Child and Adult Care Food Program ▪ Summer Food Program 	<ul style="list-style-type: none"> • SC Child Care Resource and Referrals • County Departments of Social Services • DSS I-T Department • DSS Disaster Response Services • Director of DSS Support Services • Local Emergency Personnel

3. Before a Disaster –

- a) The Director of Child Care Licensing will assemble an Assessment Team to assess Division and partner functionality.
- b) The Director will clarify with Assessment Team staff members which roles they may likely assume in assessing Division of Early Care and Education/key partner functionality.
- c) The Director of Child Care Licensing or his designee will ensure they have an updated contact lists (including emergency contact information) for all staff.
- d) Disaster Response staff will develop phone trees and other methods of communication (i.e. texts, e-mail, etc.).
- e) The Assessment Team will provide the Director of Child Care Licensing or his designee with emergency contact information for partners listed in this plan. This information will be updated annually.

At OPCON 4

- a) Reserve state cars as needed.
- b) Review emergency plan.

At OPCON 3

- a) The Director of Child Care Licensing or designee, upon instructions from the Division Director, will coordinate with staff after the disaster for information regarding the disaster. These plans and messages will be altered as necessary at OPCON 1 and 2.
- b) The Director with assistance from the Director of Child Care Licensing will assess the potential danger posed to staff. If personal safety is determined to be in danger, implementation of disaster functions will be delayed and staff will evacuate as needed.
- c) Ensure state cars have full tanks of gas.

4. Following a Disaster -- Steps to Implement Disaster Response

As soon as possible after the disaster:

- a) Disaster Response staff will activate phone trees or other communications methods to determine how their field staff have been affected, what resources will be needed to enable the field staff to resume operations, and any information the field staff knows about the status of partners in their areas. This information will be sent to the Director of Child Care Licensing.
- b) The Assessment Team will contact partners to determine how they have been affected and provide this information to the Director of Child Care Licensing.
- c) The Director of Child Care Licensing or designee will send e-mails and text messages confirming when and where staff are to report based on the assessment of the Division's facilities and functionality if possible. If the North Tower is inaccessible, the secondary assembly site is the Killian Road Wal-Mart, and the third assembly site is the Harbison Road Wal-Mart.
- d) If the Columbia area is impacted by the emergency, the Director will work with other Disaster Response staff members, the Chief Fire Marshal, and DSS I-T to identify any impacts on Columbia-based staff, the North Tower, and computer/phone systems – as well as what resources may be needed to address negative impacts. Key personnel of the Columbia based staff would relocate to the Children's Center on 2638 Two Notch Road or an office outside the affected area (other DSS County Offices) if all Columbia facilities are damaged as necessary or instructions may be able to be communicated by email in order to move staff to the necessary locations.
- e) If Columbia area DSS offices are so severely impacted that Columbia-based staff are unavailable to assume leadership roles in the immediate aftermath of the emergency, the Greenville ABC Quality, Program Manager will assume the primary leadership role until Columbia staff are available to reassume these responsibilities. The Division Director will transfer leadership to the Greenville ABC Quality, Program Manager if possible. If the Greenville Office cannot contact any of the Columbia based staff listed in Section II.B of this plan, they will automatically assume the leadership role. The Greenville Office will coordinate with Regional Licensing Supervisors and ABC Field Staff to carry out the assessment of the Division's functionality and the status of staff. The Greenville ABC Quality, Program Manager, with input from Licensing Regional

Supervisors and the SC Endeavors State Director, will determine which functions of this plan are to be implemented.

f) The Assessment Team should continue assessments periodically until the Division of Early Care and Education and key partners have returned to normal operations. The Director of Child Care Licensing and Division Director would be provided with the latest information on needs in order to develop appropriate responses.

Function D. Relocating Providers/Expanded Capacity

Purpose: To move children away from damaged child care facilities to safer facilities.

1. Description

The Division of Early Care and Education does not have the authority to require providers to relocate but will assist providers and emergency personnel in determining re-location to the extent possible as requested. Child Care Licensing in the Division of Early Care and Education will be the central point of contact to:

- ensure that emergency personnel have accurate information so that they can find all the providers in the area
- inform providers, as needed, of facilities approved as relocation sites
- ensure that facilities used as relocation sites can adequately handle additional children
- field calls from providers calling to report damage or closure or to request expanded capacity
- approve expanded capacity as necessary
- collect information from facilities that have not called the Emergency Communications line
- obtain information as to where evacuating providers are relocating and when they leave (to relay to the Governor's Office, parents, or emergency personnel as needed)
- inform the Child Care Resource and Referral Network of providers who are relocating and whether they need assistance
- enlist local Child Care Resource and Referral Networks in contacting providers or parents as needed
- distribute information about relocation to callers and through the media, if requested
- Inform SC Voucher program of providers that have relocated.

A situation may dictate that this function be implemented at any OPCON level and/or for individual providers only.

2. Personnel

Division of Early Care and Education	Partners
<ul style="list-style-type: none">• Director's Office• Disaster Response staff• Child Care Licensing Central Office and Regional Office Staff• ABC Quality Staff• SC Voucher Control Center Staff	<ul style="list-style-type: none">• DSS Disaster Response Services• DSS I-T Department• DSS Office of Constituent Services and Media Relations• DSS Office of Inspector General• SCEMD• Local Emergency Management Coordinators• Department of Mental Health• CCR&R Network• County Departments of Social Services• Head Start Collaboration Office

3. Before a Disaster --

a) The Director of Child Care Licensing with help from field staff, the Licensing Central Office, and SC Voucher Staff will collect information needed to assist with relocation (i.e. emergency capacity numbers for centers in neighboring areas, facilities willing to serve as relocation centers, and facilities willing to accept ABC children). The Director of Child Care Licensing will provide an update of emergency capacity numbers from the CCL database in May of each year.

b) If this function is implemented at OPCON 4 or 5 and/or for individual providers, Child Care Licensing will accept the request for expanded capacity/relocation and approve or deny it in conjunction with the Director of Child Care Licensing. The provider who is serving as the host provider and the provider who is relocating will receive a written response informing them of approval or denial of the request and a follow-up letter with the details related to approvals of the request.

c) At OPCON 4

1. The Director of Child Care Licensing will review the Expanded Capacity Report from the CCL database.
2. Disaster Response Staff will review the disaster plan.
3. Reserve state cars as needed.

d) At OPCON 3

The Division of Early Care and Education could implement the following actions to the extent possible.

1. The Director of Child Care Licensing will have the toll-free number that is programmed to ring in the Child Care Licensing Office accept incoming calls and provide staff with information to answer providers' questions and phone calls. The toll-free number will continue to be operable until the OPCON level is downgraded to OPCON 4 or 5.
2. The Director of Child Care Licensing or designee will print the Expanded Capacity Report for the Licensing system.
3. The Director of Child Care Licensing will work with the SCEMD through the DSS Disaster Response Director by being on Emergency Conference Calls to collect information about the nature of the threat, the geographic area involved, providers that may be at risk and the number of children and adults who could be relocated. Additional information may be collected from the Regional Supervisors and local news outlets.
4. The Director of Child Care Licensing will discuss needs created by the relocation process with the DSS Disaster Response Director and request help from emergency management resources as needed.
5. The Director of Child Care Licensing will confirm with the DSS Disaster Response Coordinator that relocation sites are in areas where public access will be allowed.

The Licensing Central Office, Regional Supervisors and Licensing Specialists will be alerted so that they will be able to relay information to providers as needed. The Director of Child Care Licensing will be in contact with field staff to ensure that emergency personnel have the latest information on locations of child care facilities, and find out where emergency personnel are directing facilities to relocate.

6. The Licensing Central Office will coordinate with the DSS Response Director to determine what information Emergency Management they may need from us in advance of a disaster – e.g., lists of child care facilities in their areas, estimates of the number of children/adults at each facility, and contact information for the Regional Licensing Supervisor.
7. The Director of Child Care Licensing will make available to Regional Supervisors and ABC Quality Staff, information such as emergency capacity numbers for child care centers in and near potentially affected areas.
8. The Director of Child Care Licensing will tentatively approve a list of centers in projected areas where evacuees will be going to serve as relocation centers and approve expanded capacity as necessary. Factors to consider in creating this list will include:
 - willingness to expand capacity
 - ability to safely care for additional children
 - history of compliance with health and safety regulations
 - feedback from specialist(s) for centers under consideration to be relocation sites.
9. Once the list of possible relocation sites is developed, the Licensing Central Office with assistance from the Licensing Regional Offices and the CCR&R Network if necessary, will call facilities on the list to confirm their willingness to expand capacity and serve as relocation centers.
10. The Director of Child Care Licensing will consolidate the information gathered from the phone survey of potential relocation centers and provide this information to staff to use when answering calls from parents. This information will include facilities willing to expand capacity with their phone numbers, expanded capacity numbers, and facilities willing to accept voucher children.
11. The Division Director and the Director of Child Care Licensing will work with DSS I-T and the Office of Constituent Services to make key information available through the website and make requests for information to be provided to media outlets.
12. Ensure state cars have full tanks of gas.

4. Implement Disaster Response

- a) The Director will activate the **relocation function** upon the Governor's evacuation order or if individual child care providers face health/safety concerns due to the emergency.

- b) The Director of Child Care Licensing will oversee the dissemination of information through the website and make requests for information to be provided to media outlets.
- c) The Licensing Central Office will field calls from providers calling to report damage, report closure due to an emergency or disaster, and/or request expanded capacity. During the phone call, staff will collect additional information covered by the script in Appendix 4. The information will be recorded in the Disaster Database or the Child Care Emergency Information Log (Appendix 5) and sent to the Director of Child Care Licensing as frequently as he/she deems necessary. The Regional Licensing Offices will also be prepared to field these calls. The Director of Child Care Licensing will identify providers for which information is incomplete and ask CCR&R Network staff to collect this information through a phone survey. The Head Start Collaboration Office will assist as needed.
- d) To the extent possible, field staff or partners will work with providers to document the location and status of children/adults who are relocated. Information will be made available to parents as quickly as possible about relocation sites. Field staff will keep the Director of Child Care Licensing and local emergency personnel informed of providers who have relocated. Strict procedures will be followed to ensure that children are released only to adults who have been authorized by each child's parent/guardian and that the names/contact information of these authorized persons is recorded and taken to the relocation site.
- e) The Division of Early Care and Education will continue assessments periodically until most, if not all, child care providers have resumed normal operations. The Division Education might call on partners to help with follow-up efforts.
- f) Depending on the nature of the relocation, the Division of Early Care and Education could work with the Department of Mental Health to offer services to children who might have been traumatized by the disaster or emergency.

Function E. Temporary Child Care Special Licensing Procedures

Purpose: Work with partners to ensure that healthy and safe child care arrangements are accessible to meet the needs of children and parents.

The Church of the Brethren Disaster Ministries may be able to help establish temporary child care.

1. Description

Temporary child care for the purposes of this plan is organized supervision of unrelated children that may ordinarily be subject to child care licensure, but due to the severity of a disaster, may be allowed to operate without a license for a maximum of 30 days in accordance with SC Statute 63-13-440. Child Care Licensing must grant approval for temporary child care. An extension may be requested at the end of the 30 day period. Temporary child care arrangements will be allowed to protect the health and safety of children, as well as promote families' efforts to recover from the disaster.

Conditions under which temporary child care may be allowed:

- 1) existing licensed child care providers are temporarily or permanently unable to continue providing services (i.e., overall supply of child care in the community is no longer sufficient);
- 2) families need child care while they are seeking disaster assistance or living in temporary housing/shelters so they can focus on recovering from the disaster and their children can get special attention; and/or
- 3) emergency workers and DSS staff with young children need child care to be able to report for duty.

2. Personnel

Division of Early Care and Education	Partners
<ul style="list-style-type: none"> • Licensing & ABC Columbia-based Staff • Licensing & ABC Regional Supervisors and Field Staff • Director's Office • Disaster Response Staff • SC Voucher Staff • CCL Fire Marshals • • DSS Emergency Response Staff 	<ul style="list-style-type: none"> • Church of the Brethren Disaster Ministries • DSS Division of Investigations • L-1 Identity Solutions • DSS Child and Adult Food Programs • SC Child Care Resource & Referral (CCR&R) Network • SC Head Start Collaboration • Red Cross chapters • Department of Social Services/County Departments of Social Services • FEMA and (after first phase of emergency management) SCEMD site coordinators for temporary housing sites • Faith-based Organizations • Possibly local Emergency Management coordinators • Local building, fire and environmental health inspectors • CCR&R Network • DSS Office of Constituent Services and Media Relations • DSS I-T Department

3. Before a Disaster --

- The Division Director, Director of Child Care Licensing, and other Disaster Response staff will work with the DSS Office of the Inspector General to develop a plan to have staff in temporary facilities fingerprinted as quickly as possible after a disaster.
- The Licensing Central Office, with input from Licensing Regional Supervisors and Licensing Fire Marshals, will approve or deny the establishment of each proposed temporary child care site using the “Procedures for Programs in Emergency Situations” outlined in section “D” of this function as minimum requirements for setting up temporary child care.
- The Director of Child Care Licensing will develop a list of temporary child care locations.
- Flash drives will be loaded with emergency information and distributed to Licensing Regional Offices to include but not limited to:
 - Division of Early Care and Education Emergency Plan
 - List of all licensed facilities
 - Templates for provisional licenses
 - Staff contact information
 - Emergency Communications Room contact information
 - Form 2902 (General Record and Statement of Child’s Health for Admission to Child Care Facility)

IV. At OPCON 4

- Reserve state cars as needed.
- Review emergency plan.

V. At OPCON 3,2, and 1

- Emergency flash drives will be distributed to field staff.
- Staff will print hard copies of the information on the flash drives.
- Staff will print an abundance of Form 2902’s.
- Licensing Central Office staff will be notified to conduct Central Registry checks on volunteers at no cost to them or their organization.
- Ensure state cars have full tanks of gas.
- The Director of Child Care Licensing will have the toll-free number programmed to ring in the Child Care Licensing Office. Information about approved temporary child care locations will be provided to the SC Voucher Control Center, the Licensing Central Office, Licensing Regional Offices, CCR&R Network, and the Head Start Collaboration Office in case they receive questions.

6. Following a Disaster

The Division of Early Care and Education could implement the following actions to the extent possible.

A. Temporary Child Care – General Information

- As a part of the Disaster Plan, The Division of Early Care and Education will activate the **Temporary Child Care** function as needed. The Child Care Licensing Director, Regional Licensing Supervisor, ABC Quality Program, if warranted and the Chief DSS Fire Marshal will decide on temporary child care arrangements by reviewing each child care provider disaster circumstances to either allow existing facilities to expand their capacity to make child care more easily accessible to families affected by a major disaster or allowing providers to relocate when possible. If temporary child care arrangements are needed, the Director determines the appropriate scope of other Division of Early Care and Education involvement.
- The Director with the assistance of Disaster Response staff members may also coordinate with the American Red Cross and FEMA to determine the location of temporary child care sites for major disasters affecting a community.
- Division of Early Care and Education staff will complete applications and other required paperwork for FEMA Public Assistance Grants to cover costs associated with temporary child care.

B. Temporary Child Care at Pre-Determined Sites

1. The Child Care Licensing Central Office, with input from Licensing Regional Supervisors and Licensing Fire Marshals, will approve or deny the establishment of each proposed temporary child care site using the “Procedures for Programs in Emergency Situations” outlined in section “D” of this function as minimum requirements for setting up temporary child care if this is not possible to do before the disaster.
2. The Director of Child Care Licensing will develop a list of temporary child care locations if this is not possible to do before the disaster.
3. The Director of Child Care Licensing will notify SC Voucher staff about relocation sites. SC Voucher Staff will follow the procedures outlined later in Function F (Emergency Subsidy Procedures) of this plan.
4. Columbia-based staff members and field staff from unaffected areas of the state may be sent into the field by the Director to assist Licensing and ABC Quality field staff in providing technical assistance to help set-up temporary child care.
5. The Provisional Employment process will be implemented as needed.

C. Temporary Child Care Due To Special Licensing Procedures

In the event that a disaster impacts an area to such a degree that pre-determined temporary child care sites are damaged or do not meet the child care needs of the affected area, special licensing policies could be implemented on a case-by-case basis to open additional temporary sites. Licensing Supervisors have the authority to approve special licensing policies if Columbia area staff are not able to do so because of the severity of the disaster.

1. The Licensing Central Office, with input from Licensing Regional Supervisors and Licensing Fire Marshals, will approve or deny the establishment of each proposed temporary child care site using the “Procedures for Programs in Emergency Situations” outlined as minimum requirements for setting up temporary child care.
2. Licensing Central Office and/or Licensing Regional Supervisors will help providers whose facilities are damaged to determine if they can continue operating, must temporarily close/reduce enrollment, or relocate. If a provider has to relocate, regional Licensing staff will help the provider reestablish licensed care on a temporary basis in the new location or refer providers and parents to temporary facilities.
3. Licensing Central Office and/or Licensing Regional Supervisors, make known the location of expanded facilities and/or the location of temporary child care facilities via the website and through the DSS Office of Constituent Services as needed. If emergency funding is available, child care providers will be informed via the website, email and if available, text messages, as well.
4. Columbia-based staff members and Child Care Licensing and ABC Quality staff from unaffected areas of the state may be sent into areas affected by a major disaster by the Director to assist the current Child Care Licensing and ABC Quality staff in providing technical assistance to help set-up temporary child care under special licensing procedures.
5. The Licensing Provisional Employment process for providers will be implemented as necessary.
6. Close damaged facilities in CCL database.
7. Any facility wishing to reopen must have approval by Child Care Licensing. A visit must be made prior to reopening by the Regional Licensing staff and/or the Fire Marshal to ensure damages are fixed and no outstanding health and/or safety concerns exist. Once all repairs are made and visits verifies no health or safety concerns, the provider will receive written notification their approval to reopen.

A. Procedures for individual Child Care Programs in Emergency Situations

TEMPORARY LOCATIONS

- If a temporary location for the regulated child care facility is needed, the operator must contact Child Care Licensing to discuss and provide their written plan for the program to move to a new location prior to operating as this must be approved by Child Care Licensing with input from Fire Marshal, ABC Quality (if applicable) and the Regional Licensing Supervisors/Assistant Supervisors. If the provider contacts the Regional Licensing Offices or any other Division office, they should collect information, request a written plan and provide pictures to view for approval. A temporary license will be issue to the child care provided if the location has met the following health and safety requirements:

SITE REQUIREMENTS

- Emergency communication plan in place (i.e., cell phones, blast e-mails and text messages, etc.)
- Fire extinguisher on site
- Toilets available
- Safe drinking water – bottled water is acceptable
- Hand washing accommodations
- If no electricity, natural light must be available, screens in windows, adequate ventilation
- Outdoor activities optional, provide pictures of designated play area
- Use of generators allowed, if approved by the DSS Fire Marshal and inaccessible to children.
- Providers will need to offer developmentally appropriate activities for the children, and establish a routine for the program. It is important for children who have experienced a major disruption in their lives to maintain a familiar routine.
- If infants are cared for, cribs and a diaper changing area must be provided along with diapering supplies (diapers, wipes, etc.)
- A plan must be in place for signing in and releasing children.
- Hours of operation must be posted.
- Someone there must have CPR and Pediatric First Aid
- How will food be provided?

The following must be considered when choosing a location to care for children after a provider's previous child care site has been damaged.

Prior to the move to a new, alternate location:

- **DSS Fire Marshal and/or Child Care Licensing Staff will inspect the new facility and location. Pictures may be accepted if staff is unable to make a visit due to logistical concerns.**
- **Pictures must be taken of the kitchen, bathroom(s), classrooms and outside play area for the child. All must be in good working condition to be considered. A commercial hood in the kitchen will be needed for surface frying.**

- **A Temporary License may be issued provided all the above information has been reviewed and approved.**

STAFFING REQUIREMENTS

- All staff members must have the appropriate background checks, SLED/FBI and other national checks including all Central Registry and Sex Offender background checks completed by DSS Child Care Licensing. DSS will waive fees for the Central Registry background checks.
- Must maintain staff:child ratios but staff do not have to meet experience, education , and training requirements in order to start operating.
- Staff must be at least 18 years old.
- Must have contact information for all staff.
- Staff files must be at the location. If unable to retrieve staff files, the Regional Licensing staff must review and print out information in the Licensing database and provide to the Child Care Provider.

CHILDREN'S RECORDS

- The Child's Record must accompany the child to the new location.
- Emergency information should be in the child's record to include parent/guardian contact information and permission/ authorization to get medical treatment if necessary (Form 2902).
- Children who have been made homeless due to the disaster must have additional time to collect immunization records.

During the first 7 days:

- Child Care Licensing staff will inspect. If major health/safety concerns exist at the site, staff will discuss with Licensing Fire and Health Safety Inspectors.
- At least one staff member on site must have first aid/CPR or complete training within the first 5 days.
- All staff must have the appropriate background checks on staff. Staff that had background checks completed within the past year may work without an additional check being done until any additional checks needed are completed.

Temporary License:

- The program can operate when they received a Temporary License letter from Central Office Child Care Licensing giving permission for up to 60 days. A separate letter will be sent for an extension, if needed. The letter will have a "Temporary License" watermark. The letter should be posted so that parents know the location is a legitimate, temporary child care facility. This letter will allow subsidy payments to be made there. A copy of the letter will also be sent to the Regional Licensing Office with a copy emailed to ABC Quality.

If planning to operate more than 60 days/Extensions

- Request an additional 30 days may be made for that location if more time is needed to make repairs.
- Extensions will be allowed until the Division of Early Care and Education determines in conjunction with the SCEMD that there is no longer a need for temporary child care or if the provider can move to her original location.
- Temporary child care providers operating after the end date on their Temporary License letter will be informed to request an extension or cease operating or to apply for a license at that location.
- Regional Licensing staff will verify closure through a Licensing visit.

Expanded Capacity:

Another option for Child Care providers during a disaster or Emergency is to exceed their capacity to assist another provider. Child Care Licensing Regulation indicates, “In the event of a natural disaster or unscheduled closing of a child care center, the capacity may be exceeded temporarily to accommodate the displaced children.

- Child Care Licensing will produce a list of child care facilities with their accompanying emergency capacities.
- The Director shall notify the Division of the situation and maintain appropriate staff:child ratios at all times.
- Central Office Licensing will determine the capability of a facility to accommodate the number of children given in the emergency capacity list (are there enough cribs or would they need more, for example). If the facility cannot accommodate the entire emergency capacity, Licensing will recommend the number of additional children the facility could enroll to the Disaster Coordinator.
- Based on information provided in the “Emergency Capacity List” and information from the Regional Office, Licensing Central Office staff will determine which facilities will be used as relocation sites and the number of additional children these sites may enroll.
- A visit will be made to verify appropriateness of the capacity change.
- Licensing will send an approval letter with the time period the facility can exceed their licensed capacity and the number of children allowed for each age group. Capacity may be exceeded for a maximum of 90 days.
- The program would maintain staff:child ratios.

Coordination of Post Disaster Recovery

The Division or Early Care and Education will coordinate with the following partners as needed:

- DSS Emergency Management Director
- Local Emergency Management representatives
- Head Start programs
- Child Care Resource and Referral (CCR&R) Network
- County Departments of Social Services
- United Way
- Revenue and Fiscal Affairs Office (RFA)
- State and/or Local Department of Health and Environmental Control staff
- State Advisory Council on Early Childhood Education and Care (First Steps)
- Other DSS Divisions
- Other State Agencies (DHEC, Mental Health, etc.)
- Contract Partners

Division of Early Care and Education will address the needs of children, including the need for safe child care, before, during and after a state of emergency declared by the Governor or a major disaster or emergency through our Statewide Disaster Plan. We will work with local partners to distribute information to child care providers and families regarding local relief/recovery efforts.

As needed, information will be uploaded to the Division’s Consumer Education Website for child care providers to have access to information regarding the availability of resources needed to care for children during an Emergency/Disaster event or to explain how contact Division staff necessary to field their questions regarding their specific situation. Parents will also be able to get information available to find emergency child care if their current child care has damages that prevents them from operating.

The Division of Early Care and Education will coordinate with child care providers to assist them when possible in providing care to children during the Emergency/Disaster event by determining appropriate temporary locations if the facility is unable to operate due to damages, or to expand their capacity to care for another child care facility’s children, temporary, until they are able to operate. We will guide them in steps they could take to become operational.

Requirements for Provider – Post Disaster Recovery

The Division of Early and Education has a sample Child Care Emergency Template (see appendix) which is available to child care providers to serve as a model to assist child care facilities to develop their own Emergency preparedness plan. It is easy to use and allows for the child care provider to fill in the blanks with information that applies to their child care facility. The templates includes:

- a. Provider Procedures for:
 - Evacuation
 - Relocation
 - Shelter-in-place
 - Communication and reunification with families
 - Continuity of operations
 - Accommodations of infants and toddlers
 - Children with disabilities

- Children with chronic medical conditions

b. Procedures for child care staff and volunteers:

- Emergency preparedness training
- Emergency practice drills

Function F. Subsidized Child Care Emergency Procedures

Purpose: Ensure that child care providers who offer subsidized child care are reimbursed as quickly as possible.

1. Personnel

Division of Early Care and Education	Partners
<ul style="list-style-type: none"> • Director’s Office • ABC staff 	<ul style="list-style-type: none"> • DSS I-T Department

2. Before the Disaster

- Assemble field kits to include but not limited to pens, calculators, other supplies.
- Ensure emergency contact information is up to date.
- Develop “Provider Forms for Emergency Enrollment”.
- Prepare script for Control Center

3. At OPCON 4

- Make copies of needed eligibility forms.
- Ensure emergency contact information is up to date.
- Distribute script to Control Center.
- Review emergency plan.
- Communicate with all involved staff.
- Create special funding category.
- Reserve state cars as needed.

4. At OPCON 3

- Prepare personal emergency kits (food, water, etc.)
- Print lists of all providers (all ABC Quality, Exempt, and FFN)
- Print “Provider Forms for Emergency Enrollment.”
- Inform County staff where CC Subsidy will be located.
- Multiple staff takes bins of supplies home.
- Ensure state cars have full tanks of gas.

5. Steps to Implement Function

a) If federal guidelines or mandates regarding subsidized care are issued, the Division of Early Care and Education will follow the procedures outlined by the federal government.

b) Continuing the Reimbursement for Subsidized Child Care

1. The first day of disruption, the Division of Early Care and Education Director calls together the Disaster Response staff. The team determines the extent and estimated duration of the disruption.
2. If the SC Child Care Voucher System is down throughout the state and it is not anticipated that the system can be reestablished within two weeks, the disaster

function team identifies procedures to follow in the interim. The interim procedures consist of using paper applications and approval letters, in duplicate form, so that parents can provide documentation to child care providers that their vouchers are approved and that reimbursements will be made when the voucher system becomes available. Once the system becomes operational, SC Voucher staff at State Office will key the information into the voucher system in order to make payments to the child care providers. SC Voucher staff members will contact child care providers in the affected areas to make them aware of the interim procedures. In the event that phone, fax, and email communications are disrupted, SC Voucher staff will make on-site contacts if it is possible to travel. Texting may be available in the near future.

c) Child Care Subsidy Emergency Procedures (“Emergency Child Care”)

1. Based on information provided by Division of Early Care and Education staff, partners, or statewide disaster reports, the Director of Division of Early Care and Education or the Director’s designee determines that emergency child care procedures are needed. The designated child care budget officer verifies that state funding is available for emergency child care.
2. After confirming that funding exists and obtaining permission from the Division Director to activate emergency child care procedures, ABC Quality Program will notify the Disaster Response staff, ABC Columbia-based staff, and ABC field staff that emergency child care procedures have been activated.
3. Affected areas will have Quality and Voucher staff available to take calls and/or see families to process requests for assistance, in accordance with the DSS Disaster Plan. If shelters or Disaster Application Centers are set up following the disaster, ABC Quality and Voucher staff may be able to go on-site to inform and enroll families in emergency child care. (Note that emergency child care may be offered elsewhere in the community.)
4. If the local county DSS offices or other community leaders in the affected areas contact the Division indicating a need for emergency care for parents who need child care, we must determine the county’s situation (needs of families, number of children needing care, etc.) and determine a contact person and provide child care information for the child care providers regarding open child care in their area. (Particularly for counties with severe damage, child care providers may have to reassign staff or move to different locations.)
5. The Division will provide information via the schildcare.org website to provide information to child care providers with a prompt page, informing them of who to contact within the Division of Early Care and Education and funnel information through the website. Additionally, ABC Quality Program and SC Voucher Program Staff will be available to help providers get information needed. Depending on the disaster scenario, the Division of Early Care and Education contact person could be a Columbia-based or regional Division of Early Care and Education staff member.

Function G. Donated Goods - (Draft)

Purpose: Ensure that donated child care supplies are transported into affected areas.

1. Personnel

Child Care Services	Partners
<ul style="list-style-type: none">• Director’s Office• Director of Child Care Licensing• Field Staff• Columbia-based Staff	<ul style="list-style-type: none">• DSS Director of Child Care Licensing• ESF 1• ESF 18• Harvest Hope Food Bank• Adventists• Goodwill• DSS I-T• DSS Office of Constituent Services

2. Before a Disaster

- Coordinate with ESF 1 and ESF 18 to transport donated supplies. ESF 1 will transport them from DSS collection sites to ESF 18 pick-up sites. ESF 18 will transport them to distribution points in affected areas. Harvest Hope will accept perishable items (diapers, bottles, food, wipes, food, etc.). The Adventists will accept building supplies and possibly cribs.
- Develop a memorandum of agreement with Goodwill for donated clothes.
- Prepare public notifications about the types of supplies we will accept and where we will accept them.

3. At OPCON 3

- Notify all Division of Early Care and Education Offices to be prepared to accept donated goods.
- Notify ESF 18 that we are prepared to accept donated goods and ask for collection bins and other assistance if necessary.
- Post public notifications about supplies we will accept and collection sites on the website and through other media outlets as appropriate

4. At OPCON 3, 2, or 1

The Division of Early Care and Education could implement the following actions to the extent possible.

- Division of Early Care and Education Offices will notify the Director of Child Care Licensing at 1-888-825-7174 of donated goods they have accepted.
- The Director of Child Care Licensing will request ESF 1 to pick-up supplies from collection points and deliver them to ESF 18 through the DSS Director of Child Care Licensing.
- The Director of Child Care Licensing will notify ESF 18 that donated goods are being delivered to them.
- ESF 18 will transport donated goods into affected areas.

Function H. Other Assistance

Purpose: Respond to needs unique to the disaster scenario.

In addition to previously-listed functions, Division of Early Care and Education will take on other functions consistent with its overall mission in order to meet the needs of children, families, and child care providers affected by a disaster. Division of Early Care and Education Disaster Response Staff will approve each additional function, assign a disaster function team leader, and approve the assignment of other Division of Early Care and Education staff to the team. These ad hoc functional teams will operate the same as other disaster function teams.

Division of Early Care and Education

SC Department of Social Services

EMERGENCY PLAN

Appendices

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Appendix 8: Glossary of Terms and Acronyms Used in Emergency Plan

**Note that to protect the confidentiality of Division of Early Care and Education staff members' personal information, team lists with all members' names, home phone numbers, addresses, etc. are not included in the emergency plan for general distribution. These lists will be distributed to team members as needed.*

APPENDIX 1:
Division of Early Care and Education/Partner Agency Responsibilities by Disaster Function (See Appendix 8 for acronyms)

Disaster Function	Division of Early Care and Education section/staff responsible for function	Partners who may play a role
<p>A. Division of Early Care and Education Disaster Preparations Prepare DSS Division of Early Care and Education offices and equipment for a disaster.</p>	<ul style="list-style-type: none"> • Director's Office Staff • SC Voucher Control Center Staff • ABC Quality Staff • SC Endeavors (formerly Center for Child Care Career Development) • Child and Adult Care Food Program • Licensing Central Office Staff • Licensing Regional Staff 	<ul style="list-style-type: none"> • DSS Office of Constituent Services and Media Relations • DSS I-T Department • SC Child Care Resource & Referral (CCR&R) Network • Head Start Collaboration Office • County Departments of Social Services • Local emergency management coordinators
<p>B. Disaster Communications Provide information to child care providers, field calls from providers, and facilitate communication among partner agencies to improve collaboration and avoid duplication.</p>	<ul style="list-style-type: none"> • Director's Office • Emergency Communications Room Staff • SC Voucher Control Center Staff • Disaster Response staff • Field Staff • Licensing Central Office • SC Endeavors (formerly Center for Child Care Career Development) • ABC Quality Columbia Staff • CACFP 	<ul style="list-style-type: none"> • DSS Office of Constituent Services and Media Relations • DSS I-T Department • SC Child Care Resource & Referral (CCR&R) Network • Head Start Collaboration Office • County Departments of Social Services • Local emergency management coordinators • Providers in affected areas • DHEC • HABLA Project Director and Staff • Revenue and Fiscal Affairs Office (RFA) • Program for Infant and Toddler Care (PITC) • Inclusion Collaborative
<p>C. Assess Division of Early Care and Education/Partner Agency Functionality Determine how the Division of Early Care and Education and/or key partners' ability to function has been affected by the emergency.</p>	<ul style="list-style-type: none"> ▪ Director ▪ Disaster Response Staff ▪ Licensing Central Office ▪ ABC Columbia Staff ▪ SC ENDEAVORS Director ▪ CCL Fire Marshals 	<ul style="list-style-type: none"> • SC Child Care Resource and Referrals • SC DSS • County Departments of Social Services • DSS I-T Department • Utilities (e.g., if power, phones are down) • DSS Disaster Response Services • Director of DSS Support Services • Local Emergency Personnel
<p>D. Relocating Providers/Expanded Capacity To move children away from damaged child care facilities to safer facilities.</p>	<ul style="list-style-type: none"> • Director's Office • Disaster Response staff • Child Care Licensing Central Office and Regional Office Staff • ABC Quality Staff • ABC Control Center Staff • Emergency Communications 	<ul style="list-style-type: none"> • DSS Disaster Response Services • DSS I-T Department • DSS Office of Constituent Services and Media Relations • DSS Office of Inspector General • SCEMD

	<ul style="list-style-type: none"> Room Staff Director of Child Care Licensing 	<ul style="list-style-type: none"> Local Emergency Management Coordinators Department of Mental Health CCR&R Network County Departments of Social Services Head Start Collaboration Office
<p>E. Temporary Child Care/Special Licensing Procedures Work with partners to ensure that healthy and safe child care arrangements are accessible to meet the needs of children and parents.</p>	<ul style="list-style-type: none"> Licensing & ABC Columbia-based Staff Licensing & ABC Regional Supervisors and Field Staff Director's Office Disaster Response Staff ABC Call Center Staff CCL Fire Marshals 	<ul style="list-style-type: none"> Church of the Brethren Disaster Ministries DSS Division of Investigations L-1 Identity Solutions DSS Child and Adult Food Programs SC Child Care Resource & Referral (CCR&R) Network SC Head Start Collaboration Red Cross chapters Department of Social Services/County Departments of Social Services FEMA and (after first phase of emergency management) SCEMD site coordinators for temporary housing sites Faith-based Organizations Possibly local Emergency Management coordinators Local building, fire and environmental health inspectors CCR&R Network DSS Office of Constituent Services and Media Relations DSS I-T Department
<p>F. Subsidized Child Care Emergency Procedures Ensure that child care providers who offer subsidized child care are reimbursed as quickly as possible.</p>	<ul style="list-style-type: none"> Director's Office ABC staff 	<ul style="list-style-type: none"> DSS I-T Department
<p>G. Donated Goods - (Draft) Ensure that donated child care supplies are transported into affected areas.</p>	<ul style="list-style-type: none"> Director's Office Director of Child Care Licensing Field Staff Columbia-based Staff 	<ul style="list-style-type: none"> DSS Director of Child Care Licensing ESF 1 ESF 18 Harvest Hope Food Bank Adventists Goodwill DSS I-T DSS Office of Constituent Services
<p>H. Other Assistance – solutions tailored to the disaster</p>	<ul style="list-style-type: none"> Director's Office* Other sections, TBD 	TBD

APPENDIX 1 (cont.)
Summary of Division of Early Care and Education Section
Responsibilities
(Disaster activity locator)

DIVISION OF EARLY CARE AND EDUCATION Section/Office	Functions
Director's Office	Function A: Disaster Preparations; Function B: Disaster Communications; Function C: Assess Division and Partner Functionality; Function D: Relocating Providers/Expanded Capacity; Function E: Temporary Child Care/Special Licensing Procedures; Function F: Subsidized Child Care Emergency Procedures; Function G: Donated Goods
ABC Voucher/Control Center	Function A: Disaster Preparations; Function B: Disaster Communications; Function C: Assess Division and Partner Functionality; Function D: Relocating Providers/Expanded Capacity; Function E: Temporary Child Care/Special Licensing Procedures; Function F: Subsidized Child Care Emergency Procedures
ABC Quality	Function A: Disaster Preparations; Function B: Disaster Communications; Function C: Assess Division and Partner Functionality; Function D: Relocating Providers/Expanded Capacity; Function F: Subsidized Child Care Emergency Procedures
Child Care Licensing	Function A: Disaster Preparations; Function B: Disaster Communications; Function C: Assess Division and Partner Functionality; Function D: Relocating Providers/Expanded Capacity; Function E: Temporary Child Care/Special Licensing Procedures
Fire and Life Safety Inspectors	Function A: Disaster Preparations; Function D: Relocating Providers/Expanded Capacity; Function E: Temporary Child Care/Special Licensing Procedures
SC ENDEAVORS	Function A: Disaster Preparations; Function B: Disaster Communications; Function C: Assess Division and Partner Functionality
Child and Adult Care Food Program and Summer Food Program	Function A: Disaster Preparations; Function B: Disaster Communications; Function C: Assess Division and Partner Functionality

APPENDIX 2:

Division of Early Care and Education Staff Emergency Contact Information

(This form is to be used to develop a Division emergency contact list in the event of a disaster or an emergency)

Program Name:	Physical Address of DSS Office:

Last Name	
First Name	
Work Phone	
Cell Phone	
Home Phone	
Home Address	
Emergency Contact Name	
Emergency Contact Phone Number	
Your Relationship to Emergency Contact	
Is Emergency Contact in Home?	
Total # of Family Members in Home (other than yourself)	
Ages of Family Members in Home (other than yourself)	
Comments (optional)	

APPENDIX 3: Partner Agency Contact Information

Some specific partner agency information will be included on the detailed disaster function team lists that contain contact information. However, it is the expectation that functional and regional team leaders will keep and update throughout the year separate contact lists for organizations that have large networks of local contacts.

Web site addresses and/or phone numbers are provided below to help Columbia-based team leaders locate up-to-date information on a sample of key partners.

Name of organization or network	Contact information
Child Care Resource and Referral Agencies	Melissa McDonald 803-777-8481
Church of the Brethren Child Disaster Services	
Department of Health and Environmental Control (DHEC)	M.L. Tanner 803-898-2974
Department of Mental Health	
DSS Disaster Response Services	Robert Burgess 803-898-1573
DSS IT Division	Virginia Barnes 803-724-5954 Patrick Atkinson 803-7345843
DSS Office of Constituent Services and Media Relations	Marilyn Matheus 803-898-7858
DSS Office of General Counsel	Chad Mitchell 803-898-7617
DSS Support Services	Karl Long 803-898-7373
Fire Marshals – Child Care Licensing	Frank Maples 803-360-6641
Head Start Collaboration Office	Mary Lynne Diggs 803-898-2861
South Carolina Baptist Convention	Kathy Miles 803-227-6061
South Carolina Emergency Management Division (SCEMD)	Through Robert Burgess, DSS Emergency Response Manager

APPENDIX 4: Telephone Scripts for Emergency Calls to Providers

Disaster/Emergency Preparedness Script

Hello, my name is _____ and we are calling from SC DSS (Child Care Licensing, ABC Quality, SC Voucher program, SC Endeavors, CCR&R, etc.). How are you today? We'd like to talk to you today regarding the possibility of a Disaster Event in your area. Have you been watching the news about the Disaster Event? We are calling to ask if you have had a chance to review your Emergency Preparedness Plans. What are your plans for the children? Will you close, will you remain open? How are you communicating this information to parents?

We are asking you to please continue to listen to your local news outlets for updates regarding the disaster event in your area and any possible discussions about what to do.
Please feel free to call us at 1-800-556-7445 if you need assistance. Thank you.

Disaster Event Script

For Evacuation Areas only:

To be used for Family Providers - GCCHs, FCCHs, FFNs:

Hello, my name is _____ and we are calling from SC DSS (Child Care Licensing, ABC Quality, SC Voucher program, SC Endeavors, CCR&R, etc.). How are you today? We'd like to talk to you today regarding the possibility of a Disaster Event in your area. Have you been watching the news about Disaster Event? Have you heard anything from your news outlets asking you to leave the area? Please review your Emergency Preparedness plan. If you have to leave, where will you go? What will you do with the children? What assistance do you need from us?

We are asking you to please continue to listen to your local news outlets for updates regarding the weather and any possible discussions about what to do. Please feel free to call us at 1-800-556-7445 if you need assistance. Thank you.

For Center-based child care Centers, Schools and Exempt providers:

Hello, my name is _____ and we are calling from SC DSS, Child Care Licensing and ABC Quality) How are you today? We'd like to talk to you today regarding the possibility of a Disaster Event in your area. Have you had a chance to review your Emergency Preparedness Plans? (If no) Please review your Emergency Preparedness Plan as a Disaster Event is heading toward SC. (If yes) How are you preparing for The Disaster Event? What assistance do you need for us?

Please listen to your local news outlets for updates regarding the weather and any possible discussions about what to do. Please feel free to call us at 1-800-556-7445 if you need assistance. Thank you.

To staff:

If you are unable to reach anyone when calling, please leave a message on their voicemail to return our call at your Regional Office, ABC Quality or Voucher Office or the Disaster toll free line. If you are unable to leave a message, please see if you have an email address for them and email them the message above.

APPENDIX 6:

Division of Early Care and Education Emergency Log

Director	Physical Address	Facility Type/ Sponsor Type/ Permit Type	County - Region Specialist	Telephone	Email	Open 1- Yes	Closed 1=Yes	No Answer/comments/ sent email

APPENDIX 7:

Emergency Preparedness Resources for Child Care Providers

The **Emergency Plan Template** is available online at
http://www.scchildcare.org/Library/docs/WO72EmergencyPlanTemplate_APR2013.pdf

OR

1. Go to www.scchildcare.org,
 2. Click on “Library,”
 3. Click on Emergency Preparedness Resources,
 4. Click on “Emergency Plan Template.”
-

The **Emergency Plan Guidelines** are available online at
http://www.scchildcare.org/Library/docs/WO72EmergencyPlanGuidelines_APR2013.pdf

OR

1. Go to www.scchildcare.org,
 2. Click on “Library,”
 3. Click on Emergency Preparedness Resources,
 4. Click on “Emergency Plan Guidelines.”
-

The **Emergency Plan Brochure** is available online at
<http://www.scchildcare.org/Library/docs/emergencyproc.pdf>

OR

5. Go to www.scchildcare.org,
6. Click on “Library,”
7. Click on Emergency Preparedness Resources,
8. Click on “Emergency Plan Brochure.”

APPENDIX 8: Glossary of Terms and Acronyms Used in Emergency Plan

- **Activated** – functions or teams are “activated” when authorities decide to carry out a function or use a team to solve problems.
- **CCR&R Network** – Child Care Resource and Referral Network
- **CPS** – Child Protective Services
- **Division of Early Care and Education** – a division of the Department of Social Services formerly known as Child Care Services that includes Child Care Licensing, ABC Quality, ABC Voucher, the Center for Child Care Career and Development, the Child and Adult Care Food Program, and the Summer Food Program.
- **Division of Early Care and Education Disaster Response Staff** is composed of Division of Early Care and Education managers, supervisors and Director’s Office staff and led by the Division of Early Care and Education Director. The Team is responsible for short-term emergency management and all final decisions regarding emergency policies, disaster response activities, and the use of resources to meet disaster needs. The Division of Early Care and Education Emergency Management Team convenes immediately after a disaster and activates any other appropriate Division of Early Care and Education disaster teams.
- **Disaster** – A natural or man-made event that causes a great deal of damage. Although “disaster” and “emergency” are used interchangeably, a *disaster* generally calls for a response that exceeds local capabilities, while an *emergency* can be handled with resources routinely available to the community.
- **Disaster Application Center (DAC)** – A Disaster Application Center is a one-stop processing center for individuals to apply for many government disaster relief programs. Set up by local government, the Disaster Application is the primary mechanism for delivery of assistance to individual disaster victims. Depending on the size of the disaster, multiple Disaster Application Centers could be set up.
- **DMH** – Department of Mental Health
- **DSS** – Department of Social Services
- **EM** – refers to Emergency Management
- **Emergency** – A natural or man-made event that causes a great deal of damage. Although “disaster” and “emergency” are often used interchangeably, an *emergency* can be handled with resources routinely available to the community, while a *disaster* calls for a response that exceeds local capabilities.
- **Emergency Child Care** - refers to subsidized Division of Early Care and Education that are extended to families affected by a disaster.
- **Emergency Management** – Organized analysis, planning, decision making, assignment, and coordination of available resources for the *mitigation* of, *preparedness* for, *response* to, or *recovery* from community-wide emergencies.
- **EOC** – “**Emergency Operations Center**” -- A protected site from which government officials and emergency response personnel exercise direction and control in an emergency.
- **Evacuation** – see “**Relocation**”
- **FEMA** – **Federal Emergency Management Agency** – the lead agency at the federal level for emergency preparedness, response, recovery, and mitigation efforts.
- **Hazard** – any situation that has the potential for causing damage to life, property, and the environment.
- **I-T** – Information Technology Services, the division that supports the information technology infrastructure for South Carolina DSS.
- **Mass care** – Efforts to provide shelter, food, and distribution of relief supplies following a significant natural disaster or other event to disaster victims.

- **MH** – refers to mental health.
- **Mitigation** – A deliberate and concerted preparation directed toward the elimination or reduction of disaster occurrence or disaster effects. Examples: safety codes, building specifications, flood proofing, general public information.
- **OHAN** – Out of Home Abuse and Neglect Investigations
- **Preparedness** – Activities that facilitate disaster response to save lives and minimize damage. This includes development of shelter and evacuation plans, establishment of warning and communication systems, and emergency-related training or drills.
- **Recovery** – Assistance to return the community to normal or near-normal conditions. Short-term recovery returns vital life-support systems to minimum operating standards. Long-term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include temporary housing, loans/grants, reconstruction, and counseling programs.
- **Relocation (also known as “off-site evacuation”)** – movement of civilian population to safe areas when disaster, emergencies, or threats thereof necessitate such action. According to FEMA guidelines and the Division of Emergency Management, children in child care are considered a “special population” warranting special support from emergency personnel due to their unique needs in a relocation.
- **Response** – Actions that occur immediately before, during, or directly after an emergency or disaster. This includes life-saving actions such as the activation of warning systems, manning Emergency Operations Centers, implementation of shelter or evacuation plans, and search and rescue.
- **SBA – Small Business Administration** – the federal agency that offers loan programs for small businesses, including special loan programs to those affected by disasters.
- **SCEMD** – South Carolina Emergency Management Division
- Shelter** (for general population) – A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. The responsibility for operating shelters in a disaster falls to departments of social services and the American Red Cross.
- **Shelter in place** – to stay inside, finding a “safe place” and (depending on the danger) sealing windows, doors, air vents and/or staying away from windows. Examples of emergencies requiring sheltering in place: tornadoes; (in some conditions) chemical releases.
- **Special Needs Shelters** – Designated shelters provided by local governments to meet the needs of special population groups, such as those with physical disabilities, severe mental illness, or illness that require medical attention. In North Carolina, the Division of Social Services offers primary support to special needs shelters.
- **Temporary Child Care** – establishment of short-term child care arrangements to:
 - 1) keep children safe after disasters,
 - 2) expand access to child care if the current supply is impacted, and
 - 3) enable emergency workers with young children to obtain child care to be able to work.