



SC Child Care
EARLY CARE & EDUCATION



DSS SOUTH CAROLINA
DEPARTMENT of SOCIAL SERVICES

Emergency Preparedness Plan



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Authority of Division of Early Care and Education’s (Division)
Disaster/Emergency Coordination and the Overall Responsibilities of the Division and of Child
Care Providers in a Disaster/Emergency Event

INTRODUCTION

The authority for disaster/emergency functions listed in the Division of Early Care and Education’s Emergency Preparedness 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.”**

In the event of a disaster/emergency, such as a public health or a natural or man-made disaster/emergency, the Division of Early Care and Education will continue to carry out its responsibilities as described in this Emergency Preparedness Plan (Plan) to the extent possible depending on the nature and severity of the disaster/emergency.

Child care providers will conduct emergency preparedness activities as described in this Plan to the extent possible depending on the nature and severity of the disaster/emergency.

The words disaster and emergency are generally used interchangeably. They are both natural or man-made events that cause a great deal of damage. The difference between a disaster and an emergency is defined below.

Disaster	Emergency
A natural or man-made event that causes a great deal of damage. A <i>disaster</i> generally calls for a response that exceeds local capabilities.	A natural or man-made event that causes a great deal of damage. An <i>emergency</i> can be handled with resources routinely available to the community.

SECTION I

PLAN SUMMARY

A. Plan Purposes

In the event of a public health or weather-related disaster/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/emergency. Also, we must ensure the provision of safe and healthy child care alternatives for families during and after disasters/emergencies to the extent possible.

The Division of Early Care and Education's Emergency Preparedness Plan provides specific actions that the Division may take in disaster/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/disaster preparedness, response, and recovery. Whether or not the Division of Early Care and Education carries out an individual disaster/emergency 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/emergency activities or functions should be carried out.

Included in the Plan is also how child care providers will prepare for, communicate about, and possibly relocate/expand capacity due to a disaster/emergency event. (*Section V: Child Care Provider Disaster/Emergency Functions*).

B. Division Coordination of Effort in Carrying Out Disaster/Emergency Response Functions

Before, during, and after a disaster/emergency, the DSS Disaster Response Services Director will notify the Division of Early Care and Education Director and Director of Child Care Licensing (CCL) when Emergency Management (EM) has been activated or when the OPCON level has been changed. The OPCON level is the SC Emergency Management Division's (SCEMD) 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 a disaster/emergency that may require a partial or full activation of the State Emergency Operations Center (SEOC).

OPCON 3 – Disaster/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/emergency situation in effect; maximum preparedness level; full activation of the SEOC

OPCON 1 - Disaster/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/emergency, as needed.

The Division of Early Care and Education will determine which functions in the Division's Emergency Preparedness Plan are to be carried out. The Division's 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 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 or reports of child care facility damages or closures during a disaster/emergency should be made through The Division's Emergency toll-free telephone number at (888-825-7174) or through the e-mail address (childcare.disaster.response@dss.sc.gov). Under certain specific circumstances, special licensing policies may also be implemented.

After the disaster/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/emergency are able to offer families safe and healthy child care.

SECTION II

DIVISION STAFF RESPONSIBILITIES

DSS personnel are required to respond during disaster/emergency operations, as mandated by South Carolina statute. Participation in disaster/emergency response is a condition of employment and may not be avoided (except for those excused from duty because of medical reasons).

NOTE: Media reports often advise the public to stay off the highways during disasters/emergencies. DSS personnel are not considered “the public” during activation for disasters/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/emergency.

A. Disaster/Emergency Response Activation Process

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

B. Management Structure

Disaster/Emergency Response staff will assist the Division Director in making important decisions about disaster/emergency strategies, policies, and resources. The Division will also consider recommendations for new disaster/emergency functions and review the annual update of the Division of Early Care and Education’s Emergency Preparedness 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
Melissa Starker	SC Endeavors, Director
Mary Abney-Young	Child and Adult Care Food Program, Director
Cheryl Evans-McDonald	CACFP Program Monitoring, Program Manager
Mary Lynn Diggs	Head Start Collaboration Office, Director

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

(*exception: an agency/organization that it is *a part of* the Division of Early Care and Education)

- DSS Emergency Management Coordinator
- Local Emergency Management representatives
- Head Start Collaboration Office 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/emergency. Partners for each disaster/emergency function are listed in Section IV of this Plan. See Appendix 3 for a full list of partners and their contact information.

C. DSS' Broader Disaster/Emergency Response

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

SECTION III

DIVISION PLANNING

A. Regular Review and Update of Emergency Preparedness Plan

The Emergency Preparedness Plan will be reviewed annually.

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

- Distribution of Emergency Preparedness Plan Materials – All staff will receive copies of the current Emergency Preparedness 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 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/Emergency drills and attend meetings to discuss disaster/emergency 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/Emergency Response Services for staff.

C. Disaster/Emergency Preparedness Pre-Planning

- The Division of Early Care and Education has developed disaster/emergency preparedness resources for child care providers (Disaster/Emergency Preparedness Information for Child Care Providers, the Division's Emergency Preparedness Plan, The Emergency Plan Guidance and the Emergency Plan Template and Emergency Brochures. See Appendix 6 for more information).
- The Emergency toll-free number (1-888-825-7174) and the Disaster/Emergency Response e-mail address (childcare.disaster.response@dss.sc.gov) will be widely distributed to providers.
- 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 disaster/emergency preparedness; safe response to disasters/emergencies; resources such as the "Emergency Preparedness Plan" and the "Disaster/Emergency Plan Template" (see Appendix 6); and disaster/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. Division Staff Responsibilities

- Disaster/Emergency 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 “Staff Emergency Contact Information” (see Appendix 2). Disaster/Emergency Response Staff will send a copy of the “Staff Emergency Contact Information” to the Director of Child Care Licensing’s Administrative Specialist or designee, who will in turn provide this information to the Division Director and other Disaster/Emergency 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/emergency 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 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/Emergency Response Staff will review staff members’ respective roles and adjust responsibilities as appropriate; talk through a mock disaster/emergency 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’s Emergency Preparedness Plan.

SECTION IV

DIVISION DISASTER/EMERGENCY 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/emergency through our Statewide Disaster Plan.

A. Division of Early Care and Education Disaster/Emergency Preparations

B. Disaster/Emergency 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 Disaster/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/emergency.

Function A. Division of Early Care and Education Disaster/Emergency Preparations

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

Description

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

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• Head Start Collaboration Office• 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• County Departments of Social Services• Local emergency management coordinators

Before a Disaster/Emergency (At OPCON 4)

- Review the Emergency Preparedness 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.

Implement Disaster/Emergency Response (At OPCON 1, 2, or 3)

A. Weather-Related Disaster/Emergency: If the Division of Early Care and Education is alerted to the possibility of an impending weather-related disaster/emergency, 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.
- 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 weather-related disaster, Disaster Response staff should:
 - put their staff on alert and ask them to review their disaster/emergency 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. (In case of looting)
- Pack up paper files and store files high above the floor. (In case of flooding or other types of potential damage.)

B. Public Health-Related Disaster/Emergency: If the Division of Early Care and Education is alerted to the possibility of an impending public health-related disaster/emergency staff will gather closure data from providers throughout the event.

Staff in affected areas should follow, to the fullest extent possible, these procedures.

- Obtain necessary equipment and supplies, including Personal Protective Equipment (PPE). This includes, but is not limited to:
 - masks
 - gloves
 - cleaning/disinfecting supplies

Note: The Division of Early Care and Education may assist with distributing PPE to providers.
- Provide reports to DSS executives on their systematic collection of information about the public health disaster/emergency activities they are undertaking.

C. Other Disasters/Emergencies (non-weather or public health-related): If the Division of Early Care and Education is alerted to the possibility of an impending disaster/emergency staff will gather closure data from providers throughout the event. Staff in affected areas should follow, **when applicable**, the following procedures.

- 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 to a safe location.
- 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.
- 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/emergency 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. (In case of looting)
- Pack up paper files and store files high above the floor. (In case of flooding or other types of potential damage.)

Function B. Disaster/Emergency Communications

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

Description

- Distribute information via website, newsletter, email, telephone and, when possible and if applicable, text messages to help child care providers in areas affected by a disaster/emergency;
- Distribute information via website about Emergency Child Care and other types of assistance to parents and providers 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 website, newsletter, email, telephone and, when possible and if applicable, text messages. Partners listed below could also help with this function.

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 • SC Endeavors • ABC Quality Staff • Child and Adult Care Food Program • Head Start Collaboration Office 	<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 • 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

Before a Disaster/Emergency

At OPCON 4

- a) DSS Disaster/Emergency Response Staff will review plans.
- b) The Director of Child Care Licensing or designee or Child Care Licensing staff will send out an email blast to providers or call providers with disaster/emergency information. The same information will also be posted on the DSS website. CCR&R Network, PITC and Inclusion Collaborative staff will be notified as well if necessary.
- c) Disaster/Emergency Response staff and partners will alert their staff members to be prepared to call providers.
- d) The Director of Child Care Licensing will distribute information to Disaster/Emergency Response Staff, SC Voucher, ABC Quality, SC Endeavors, CCR&R Network, and Licensing staff who will in turn, distribute information to providers and families in preparation for disasters/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/emergency 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 disaster/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/emergency should be made via this number (888-825-7174) or through the Division of Early Care and Education Disaster/Emergency 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 Disaster/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 or registered 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 alert box will be placed on the first screen of the Division of Early Care and Education's website as shown below.

If you are a child care provider, and you experienced damage or closure due to a Disaster/Emergency Event, 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 Disaster/Emergency Event
- Request ability to expand capacity to care for children from facilities affected by Disaster/Emergency Event. (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 disaster/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 disaster/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 disaster/emergency management and through the media on how the Division of Early Care and Education can help providers affected by the disaster/emergency.

After the Disaster/Emergency

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

Staff will provide resources throughout the event when DSS is informed by the Federal government of possible revenue streams from the Small Business Administration (SBA) (i.e., Payroll Protection Program – PPP).

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 disaster/emergency.

Description

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

Personnel and Assessment Team

Division of Early Care and Education	Partners
<ul style="list-style-type: none"> • Director • Disaster Response Staff • Licensing Central Office • ABC Quality • SC Voucher SC Endeavors' Director • CCL Fire Marshals • Child and Adult Care 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 • Summer Food Program

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 designee will ensure they have an updated contact lists (including emergency contact information) for all staff.
- d) Disaster/Emergency 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 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 the Emergency Preparedness 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/emergency for information regarding the disaster/emergency. 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/emergency functions will be delayed, and staff will evacuate as needed.
- c) Ensure state cars have full tanks of gas.

Following a Disaster/Emergency - Steps to Implement:

As soon as possible after the disaster/emergency:

- a) Disaster/Emergency 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 disaster/emergency, the Director will work with other Disaster/Emergency 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 disaster/emergency, SC Endeavors, 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.

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 disaster/emergency personnel have accurate information so that they can find all the providers in the area
- ensure that facilities used as relocation sites can adequately handle additional children and do not have significant regulatory concerns.
- 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 Disaster/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 disaster/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, ABC Quality, and CACFP-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.

Assessment Team

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 • Head Start Collaboration Office • Child and Adult Care Food Program 	<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

Before a Disaster/Emergency

- a) The Director of Child Care Licensing with help from field staff, the Licensing Central Office, and SC Voucher, ABC Quality 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 SC Voucher children). The Director of Child Care Licensing will receive a current copy of disaster/emergency capacity numbers from the Licensing Database by July 1st each year.
- b) If this function is implemented at OPCON 4 or 5 and/or for individual providers, Child Care Licensing will review the request for expanded capacity/relocation and if appropriate, it will be approved. If there are concerns about the Provider's selected location, Child Care Licensing will assist the Provider in locating another location. 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.

At OPCON 4

- a) The Director of Child Care Licensing will review the Expanded Capacity Report from the Licensing Database.
- b) Disaster/Emergency Response Staff will review the Emergency Preparedness Plan.
- c) Reserve state cars as needed.

At OPCON 3

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

1. The toll-free emergency phone number is programmed to ring on the Director of Child Care Licensing's phone line so that Child Care Licensing can provide staff with information to answer providers' questions and phone calls. The Director of Child Care Licensing or designee will print the Expanded Capacity Report for the Licensing system.
2. The Director of Child Care Licensing will work with the SCEMD through the DSS Disaster/Emergency 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.
3. The Director of Child Care Licensing will discuss needs created by the relocation process with the DSS Disaster/Emergency Response Director and request help from emergency management resources as needed.
4. The Director of Child Care Licensing will confirm with the DSS Disaster/Emergency 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 disaster/emergency personnel have the latest information on locations of child care facilities and find out where disaster/emergency personnel are directing facilities to relocate.

5. The Licensing Central Office will coordinate with the DSS Response Director to determine what information Emergency Management may need from DSS in advance of a disaster/emergency – 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.
6. The Director of Child Care Licensing will make available to Regional Supervisors and ABC Quality Staff, information such as disaster/emergency capacity numbers for child care centers in and near potentially affected areas.
7. 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.
8. 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.
9. 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.
10. 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.
11. Ensure state cars have full tanks of gas.

Implement Disaster/Emergency Response

- a) The Division 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 nature and severity of the disaster/emergency.
- b) The Director of Child Care Licensing will oversee the dissemination of information through the website and through emails to providers but to also make requests for information to be provided to media outlets as necessary.
- c) The Licensing Central Office will field calls from providers reporting damages and closures due to a public health or a natural or man-made disaster/emergency, and/or providers requesting to expand their 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 (see 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 and/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, if applicable, local disaster/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 Director Education might may 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/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.

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/emergency, 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/emergency.

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/emergency assistance or living in temporary housing/shelters (i.e., Special Needs Shelters), so they can focus on recovering from the disaster and their children can get special attention; and/or
- 3) disaster/emergency workers and DSS staff with young children need child care to be able to report for duty.

Personnel

Division of Early Care and Education	Partners
<ul style="list-style-type: none"> • Child Care Licensing Staff • ABC Quality Staff • Director’s Office • Disaster Response Staff • SC Voucher Staff • Head Start Collaboration Office • CCL Fire Marshals • DSS Emergency Response Staff 	<ul style="list-style-type: none"> • DSS Division of Investigations • L-1 Identity Solutions • DSS Child and Adult Food Programs • SC Child Care Resource & Referral (CCR&R) Network • 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

Before a Disaster/Emergency

- 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 allow staff in temporary facilities to have an alternative background check related to a criminal history check as quickly as possible after a disaster/emergency. Discussions with the Office of Child

Care for a waiver may be required and therefore, we will review our plan with them for approval.

- 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 Disaster/Emergency Situations” outlined in section “D” of this function as minimum requirements for setting up temporary child care.
- A flash drive containing disaster/emergency information will be distributed to Licensing Regional Offices. Additionally, appropriate staff will have paper versions and electronic versions stored on their computer/tablet. The documents include but are not limited to:
 - Division of Early Care and Education’s Emergency Preparedness Plan
 - List of all licensed facilities
 - Templates for provisional licenses
 - Staff contact information
 - DSS Form 2900 (General Record and Statement of Child’s Health for Admission to Child Care Facility)

At OPCON 4

- Reserve state cars as needed.
- Review Emergency Preparedness Plan.

At OPCON 3,2, and 1

- Disaster/emergency flash drives will be distributed to field staff.
- If needed, appropriate Staff will print hard copies of the information on the flash drives.
- Licensing Central Office staff will be notified to conduct the South Carolina Central Registry and Database checks on volunteers at no cost to them or their organization.
- Ensure state cars have full tanks of gas.
- The toll-free emergency phone number is programmed to ring on the Director of Child Care Licensing’s phone line so that Child Care Licensing can provide staff with information to answer providers’ questions and phone calls. 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.

Following a Disaster/Emergency

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 Emergency Preparedness 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/emergency circumstances to either allow existing facilities to expand their capacity to make child care more easily accessible to families affected by a major disaster/emergency 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/emergencies 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 Approvals

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 Disaster/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/emergency.
2. The Director of Child Care Licensing will notify SC Voucher staff and ABC Quality about relocation sites. SC Voucher Staff will follow the procedures outlined later in Function F once approved by the Division Director (Disaster/Emergency Subsidy Procedures) of this Plan.
3. 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.
4. An employment process for Provisional hires may be implemented as needed.

C. Temporary Child Care Due to Special Licensing Procedures

In the event that a disaster/emergency impacts an area to such a degree that 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/emergency.

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 must 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 disaster/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/emergency 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. An employment process for Provisional hires will be implemented as necessary.
6. Close damaged facilities in Licensing 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.

Procedures for individual Child Care Programs in Disaster/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

- Disaster/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, Database, 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/emergency 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.

Extensions - If planning to operate more than 60 days

- 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/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 disaster/emergency capacity list (are there enough cribs or would they need more, for example). If the facility cannot accommodate the entire disaster/emergency capacity, Licensing will recommend the number of additional children the facility could enroll to the Disaster Coordinator.
- Based on information provided in the “Disaster/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/Emergency Recovery

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

- DSS Emergency Management Director
- Local Emergency Management representatives
- Head Start Collaboration Office 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/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 a disaster/emergency event or to explain how to contact Division staff necessary to field their questions regarding their specific situation. Parents will also be able to get information available to find disaster/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 disaster/emergency 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.

Specifically, in response to a public health emergency, the Division will coordinate with our partners and assist providers in the following ways:

- Assist with the continuity of child care facility operations through telephone calls and emails
- Assess any Personal Protective Equipment (PPE) needs
- Assess providers' operating needs, including any food concerns
- Review the needs for Temporary Operations in lieu of full licensure to other entities who may want to care for children, if possible.
- Conduct monthly virtual check-in meetings with all providers regarding their ability to operate
- Meet with DSS' Director of Disaster Services for up-to-date information related to disaster/emergency and attend meetings, if applicable
- Provide resources throughout the event when DSS is informed by the Federal government of possible revenue streams from the Small Business Administration (SBA) (i.e., Payroll Protection Program – PPP)

The Division will provide the following recovery information to staff who are supporting South Carolina's child care needs:

- Collect data from Information Technology (IT) department on child care facilities
- Provide reports to the DSS Executive Team on provider data, including closures, and on what's needed for facilities to re-open
- Allow for and provide infrastructure for staff to work remotely
- Consider the emotional well-being of staff with the aim to improve staff's mental health, via meditation and exercise information
- Conduct virtual check-in meetings for staff

Function F. Subsidized Child Care Disaster/Emergency Procedures

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

Personnel

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

Before the Disaster/Emergency

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

At OPCON 4

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

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 take bins of supplies home.
- Ensure state cars have full tanks of gas.

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/Emergency 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/emergency 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 future.

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

1. Based on information provided by Division of Early Care and Education staff, partners, or statewide disaster/emergency 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/federal funding is or will be available for emergency child care. The Division may use funding to support essential workers, as was done in the past, as well as to help sustain providers’ businesses. The Division will continue to offer funding as it is available.
2. After confirming that funding exists and granting permission to use the funding, the Division Director will notify the Disaster/Emergency Response staff, ABC Columbia-based staff, and ABC field staff to activate emergency child care procedures, including the release of any approved funding.
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/emergency, 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 disaster/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

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

Personnel

Child Care Services	Partners
<ul style="list-style-type: none">• DSS Director of Child Care Licensing• Field Staff• Columbia-based Staff	<ul style="list-style-type: none">• ESF 1 (Transportation)• ESF 18 (Donated Goods)

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.
- Prepare public notifications about the types of supplies we will accept and where we will accept them.

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.

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/emergency 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/emergency. Division of Early Care and Education Disaster/Emergency Response Staff will approve each additional function, assign a disaster/emergency 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/emergency function teams.

SECTION V

CHILD CARE PROVIDER DISASTER/EMERGENCY FUNCTIONS

Child care providers 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 disaster/emergency event through adherence to the Plan per DSS Regulation 114-505 (H) (3).

A. Emergency Preparedness Plans

Providers are required to have emergency preparedness plans and procedures that are:

- individualized to the program and hours of operation;
- followed, unless children's safety is at risk or disaster/emergency personnel provide alternative instructions during an emergency; and
- maintained per DSS Regulation 114-505 (H) (3); DSS Regulation 114-515 (H) (2); DSS Regulation 114-525 (H) (3), and Child Care Licensing Law § 63-13-840 (A) (1).
- Family Child Care Homes Policy – Policy #22 FCCH Manual, May 2022

B. Emergency Preparedness Procedures

Providers' emergency preparedness plans and procedures include the following situations:

- serious injuries;
- serious illnesses;
- poison exposure;
- outbreaks of communicable diseases, including pandemic influenza;
- weather conditions, including tornados, floods, blizzards, and ice storms;
- fires, including wildfires;
- man-made disasters, including chemical and industrial accidents;
- human threats, including individuals with threatening behaviors, bomb threats, and terrorist attacks;
- lost or abducted children;
- utility disruption; and
- other natural or man-made disasters that could create structural damage to the facility or pose health hazards.

C. Child Needs

Providers' emergency preparedness plans and procedures include addressing each child's needs, with additional considerations for:

- 2-year-olds and younger; and
- children with disabilities or chronic medical conditions.

D. Account for Children

Providers' emergency preparedness plans and procedures must account for each child's location during a disaster/emergency.

E. Shelter-in-Place

Providers' emergency preparedness plans include shelter-in-place procedures for short and extended stay situations that require children to stay in the building, such as tornados and other weather disasters/emergencies.

F. Lockdown

Providers' emergency preparedness plans include lockdown procedures for situations threatening the safety of children and personnel, which include:

- notifying personnel;
- keeping children in designated safe locations in the building;
- encouraging children to remain calm and quiet;
- securing building entrances;
- preventing unauthorized individuals from entering the building. When the program is in a shared facility, the program entrances are secured; and
- responding when outdoors and on field trips.

G. Evacuation

Provider's emergency preparedness plans include evacuation procedures for situations that require children to leave the building, such as building fires, which include:

- evacuation routes posted per IFC 404.2.1 and IFC 404.2.2 and
- pre-determined meeting locations.

H. Relocation

Provider's emergency preparedness plans include relocation procedures for situations that require children move to an alternate location, such as bomb threats and wildfires, which include:

- pre-determined primary and secondary alternate locations, with prior approval from the contact individual at alternate locations;
- relocating children, including a pre-determined transportation plan; and
- reuniting parents and children.

I. Reporting

Provider's emergency preparedness plans include procedures for notifying:

- emergency authorities, including the poison control center, when necessary;
- parents, including a method and backup method for how and when parents are notified; and

- Licensing per DSS Regulation 114-503 D (2) (j); DSS Regulation 114-513 D (4); DSS Regulation 114-523 D; Child Care Licensing Law 63-13-840 (A) (1).

J. Personnel

Provider's emergency preparedness plans include procedures for ensuring personnel are familiar with the:

- current emergency plans and procedures, including roles and responsibilities in a disaster/emergency;
- location of the emergency plans and procedures;
- location of the posted disaster/emergency information;
- location of the first aid and emergency supply kits; and
- location and use of the fire extinguishers.

K. Communication

- The center shall have an operable telephone with an outside line that is accessible to staff persons in disaster/emergencies.
- Emergency telephone numbers for the police, fire department, ambulance service and poison control center shall be posted by each telephone.
- The center shall have an internal means of communication among staff.
- The center shall have electronic means of communications with Child Care Licensing, except in locations where network service is unavailable or there is no coverage.

L. Posted Emergency Information

- Providers' information and disaster/emergency numbers are posted per DSS Regulation 114-503 J (2).
- The location of providers' first aid kit, emergency supply kit, and fire extinguisher locations are posted per DSS Regulations 114-505 E and DSS Regulation 114-505 I (1) (g).
- Evacuation routes are posted per IFC 404.2.1 and IFC 404.2.2.
- The location of providers' disaster/emergency evacuation kit, as required in the *Emergency Preparedness Procedures for Providers*, is posted.

M. Records

Records available during a disaster/emergency include, at a minimum:

- emergency plans and procedures per DSS Regulation 114-503 G (7) and alternate location addresses, phone numbers, and contacts;
- disaster/emergency contacts per DSS Regulation 114-503 G (7); and
- full names of children and personnel currently in attendance.

N. Supplies

Disaster/emergency supplies gathered at the time of a disaster/emergency or maintained in a portable container at all times include, at a minimum:

- a first aid kit; and

- children's prescribed medications, including life-threatening condition medications.

O. Drills and Reviews

Drills and reviews are documented per IFC 405.2 and drills are conducted:

- at various times throughout the hours of operation, such as morning, mid-day, afternoon, and evening, so children and personnel in attendance at various times are involved in each type of drill at least one time every three months; and
- by following the pre-determined emergency preparedness plans and procedures.

Specifically,

- **Fire Drills** are conducted at least monthly by evacuating and meeting at pre-determined locations.
- **Tornado Drills** are conducted every six months by sheltering in pre-determined on-site locations.
- **Earthquake Drills** are conducted every six months by sheltering in pre-determined on-site locations.
- **Active Shooter/Lockdown Drills** are conducted annually.
- **Lockdown and relocation procedures are reviewed** at least once every 12 months.
- **Public Health-Related Disaster/Emergency procedures reviews** are conducted annually.

The director updates, as necessary, and reviews emergency preparedness plans and procedures:

- at least once every 12 months unless specified otherwise;
- upon enrollment of children with disabilities or chronic medical conditions;
- after a drill when procedure issues are identified; and
- after a disaster/emergency.

Function A. Child Care Provider Disaster/Emergency Preparations

Purpose: for child care providers to prepare for potential disaster/emergency events

Description

Child care providers conduct activities to prepare for all phases (before, during, and after) of disaster/emergency events.

Personnel

Child Care Providers	Partner
<ul style="list-style-type: none"> Child Care Provider Staff 	<ul style="list-style-type: none"> Division of Early Care and Education

Before a Disaster/Emergency

- The child care provider will annually review its Emergency Preparedness Plan. If the child care provider does not have an Emergency Preparedness Plan, it must create one and share it with the Child Care Licensing Regional Office that monitors their facility. The child care provider’s Emergency Preparedness Plan must be submitted at the time of initial application or renewal of child care licensure.
- Child care providers are encouraged to become familiar and use, as directed, emergency preparedness templates and guidance provided by the Division of Early Care and Education. This information is available at scchildcare.org, included in this Plan’s appendices, and referred to in weather alerts from the Division.
- Elements required to be in a child care provider’s Emergency Preparedness Plan include, but are not limited to, evacuation, relocation, shelter-in-place, communication and reunification with families, continuity of operations, accommodations of infants and toddlers, children with chronic medical conditions, and children with disabilities.
- Child care providers will train all staff yearly on its Emergency Preparedness Plan.
- Regularly scheduled disaster/emergency preparedness practice drills are conducted with all child care provider staff and children.
- A yearly or more frequent review of staff roles and responsibilities during a disaster/emergency will be conducted by child care providers.
- A yearly updating of disaster/emergency contact information will be completed by child care providers.
- Child care providers will have disaster/emergency supplies organized so they are ready to grab and go.
- Child care providers will read, consider, and take appropriate action, when applicable, to email and/or phone call weather alerts received from the Division of Early Care and Education.
- Child care providers will adhere to guidance received from the Division of Early Care and Education on how often, the way to conduct, and the way to track its fire and other safety drills.
- Child care providers will communicate any technical assistance needs it has with the Division of Early Care and Education.

Implement Disaster/Emergency Response

A. Weather-Related Disaster/Emergency: If a child care provider is alerted to the possibility of an impending weather-related disaster/emergency, provider staff in affected areas should follow these procedures.

- Either shelter-in-place or evacuate, per the child care provider's Emergency Preparedness Plan, as appropriate to the weather-related disaster/emergency event.
- Providers will communicate to the Division of Early Care and Education their actions taken in a weather-related public health disaster/emergency event.

B. Public Health-Related Disaster/Emergency: If a child care provider is alerted to the possibility of an impending public health-related disaster/emergency provider staff will adhere to the child care provider's Emergency Preparedness Plan.

Provider staff in affected areas should follow, to the fullest extent possible, these procedures.

- Adhere to the child care provider's Emergency Preparedness Plan.
- Obtain necessary equipment and supplies, including Personal Protective Equipment (PPE). This includes, but is not limited to:
 - masks
 - gloves
 - cleaning/disinfecting supplies

Note: The Division of Early Care and Education may assist with distributing PPE to providers.

- Providers will communicate to the Division of Early Care and Education their actions taken in a public health disaster/emergency event.

C. Other Disasters/Emergencies (non-weather or public health-related): If a child care provider is alerted to the possibility of an impending disaster/emergency provider staff should follow, **when applicable**, the following procedures.

- Adhere to the child care provider's Emergency Preparedness Plan.
- Providers will communicate to the Division of Early Care and Education their actions taken in a non-weather or non-public health-related disaster/emergency event.

Function B: Child Care Provider Disaster/Emergency Communications

Purpose: This describes where and how child care providers will receive disaster/emergency information and updates to facilitate communication among their partners.

- Child care providers will read, consider, and respond appropriately to disaster/emergency information received from the Division of Early Care and Education via website, newsletter, email, telephone and, when possible and if applicable, text messages.
- Child care providers will read and/or listen to, consider, and respond appropriately to disaster/emergency information received from local news outlets.
- Child care providers will submit any disaster/emergency-related requests to the Division of Early Care and Education by calling 1-888-825-7174 or by emailing the Division at childcare.disaster.response@dss.sc.gov.
- Child care providers will communicate with the Division of Early Care and Education information on actions taken in a disaster/emergency event.

Personnel

Child Care Providers	Partners
<ul style="list-style-type: none">• Child Care Provider Staff	<ul style="list-style-type: none">• Division of Early Care and Education• Local News Outlets

Function C: Child Care Provider Relocation and/or Expanded Capacity

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

Description

Child care providers are not required to relocate or expand capacity but may have the opportunity to do so through prior authorization from Child Care Licensing in the Division of Early Care and Education. Is this already indicated somewhere else in the plan. Seems duplicative, if not it needs to be placed with the other section that indicates this. - CL

Personnel

Child Care Providers	Partner
<ul style="list-style-type: none">Child Care Provider Staff	<ul style="list-style-type: none">Division of Early Care and Education

- A child care provider who is serving as the host provider **and** the provider who is relocating will review the written response from Child Care Licensing that informs them of approval or denial of its relocation/expanded capacity request and a follow-up letter with the details related to approvals of the request.
- Child care providers will collaborate with the Division of Early Care and Education and Department of Mental Health to offer services to children who might have been traumatized by the disaster/emergency.

SECTION VI

REPATRIATION PLAN

Preparedness: Being Ready for the Need

Charleston County serves as an entry point for repatriation. After being notified by the Charleston County Department of Social Services of the need for repatriation assistance, the Division of Early Care and Education will:

- Assess and secure the area at the airport to serve as the child care area.
- Determine staff needed to stand up a temporary child care relief operation.
- Identify and gather the needed supplies and equipment, including Personal Protective Equipment (PPE) and supplies, hand sanitizer, disposable gloves, wristbands, portable cribs, sheets and blankets, diapers/pull-ups, diaper changing station, perfume-free baby wipes, Clorox wipes, children's clothing, adult-sized chairs/rockers, small table for toddlers' meals, carpet squares to place on storage bins for adult seating, and toys.
- Determine the care plan for unaccompanied minors in collaboration with Charleston County DSS.
- Secure appropriate language interpreters.
- Parents/guardians with children under 18 years of age can leave their children in the child care area while completing the repatriation process.

Response

- A. Provide basic child care services for children while parents/guardians access Emergency Repatriation services.

While families are accessing Emergency Repatriation Services, having child care available helps them to focus their attention on the service providers, and it speeds up the process. Child care also supports the children by providing a place for them to play, relax and get some of their basic needs met. The temporary child care relief operation setting should be child friendly and ensure the health and safety of the children being served.

Although many experts expect the space to meet the same high-quality standards that are in place for regulated child care programs, this may not always be the case because this is emergency and temporary child care. However, there should be adequate space to accommodate a multi-aged group of children and the equipment should be simple and safe. This section of the manual will help with selecting equipment, supplies and designing the space to meet the needs of the children.

Upon initiation of the Emergency Repatriation Center Operations, the Director of Child Care Licensing should be the first person called. He/she will call the team together and assign roles and responsibilities. The Director of Child Care Licensing and/or a designee will evaluate the identified child care space and determine who and what materials are needed. This Plan will be revised and updated after each emergency operation to add resources that were identified during that emergency operation.

Staffing the child care area:

SCDSS and its partnering agencies will recruit from the Division of Early Care and Education, Child Care Resource & Referral Agency (CCR&R), SC Inclusion, and Program for Infants and Toddlers (PITC) staff who have previously worked in child care or managed child care facilities and **who have appropriate background checks.**

The Child Care Licensing team will coordinate volunteer schedules to ensure that each shift is adequately staffed.

Staff and volunteers must wear the appropriate agency-issued identification badge.

Only parents/guardians and people with identified badges will have access to the children. **Volunteers from other departments are not allowed access to children without parent approval.**

Roles and Responsibilities for Temporary Child Care Relief Operation Staff

Roles	Number Needed	Responsibilities
Shift Supervisor	1-2	<ul style="list-style-type: none">• Meet with Command Center team• Brief child care operation staff/volunteers• Keep SCDSS Child Care Administrator abreast of operations• Troubleshoot operation concerns/issues• Implement check-in/check-out procedure
Child Care Workers	6-9	<ul style="list-style-type: none">• Set up and check area to ensure safety• Supervise and interact with children• Notify supervisor of concerns regarding children's health or behaviors• Ensure the space is safe at all times• Use check-in/check-out procedure
Translation Services (if necessary)	1-2/shift	<ul style="list-style-type: none">• Translation services for the parents and children

Care of children:

For a temporary child care relief operation, several shifts of staff and volunteers may be needed, and it may be necessary to operate 24 hours a day for several days. Maintaining small ratios for adult:child interactions provide children with the individual care and attention they need. To ensure the health and safety of children in our care:

- The child care area should maintain a 1:3 adult:child ratio at all times.

- There should be a Division of Early Care and Education staff member or approved partner in the child care area at all times who has the appropriate background checks and is responsible for the care of the children.
- All children will have wrist bands or a method to identify them and match them to their parent/guardian.
- Two Division of Early Care and Education staff members with the approved background checks must accompany children who leave the child care area without their parent/guardian. (The preference is the staff members to be the same gender as child/children.)
- If space permits, additional seating should be provided for parents/guardians to sit with children who may be experiencing extreme anxiety.

Room arrangement /design:

The entrance to the child care area should be large enough for a wheel chair or for children using walkers or other assistive equipment. A registration area prior to entering the area should be set-up to allow for check-in and check-out of children with their parents. All infant care equipment and play space should be located on one side of the room to allow for a play space for older children. If needed, carpet squares or mats can be used to create a soft area for children (toddlers and crawlers).

B. Provide essential items to infants/toddlers

To ensure that infant/toddler needs are met, the following essential items must be gathered to aid in providing proper care for the health and safety of children. These items should already be in stock, ready for immediate use.

Essential Items Needed for a Temporary Child Care Relief Operation

Checklist ✓	Description of Item	Resource Options
	Personal Protective Equipment (PPE) and supplies	
	Disposable gloves	
	Wristbands	
	4-8 portable cribs (cribs not used can be stored in area or cars)	Child care programs; retail stores
	10-14 sheets and blankets for each shift	Donations from Red Cross; quilting guilds; Compassionate; retail stores
	1-Small Little Tike-type table for toddler meals	Retail stores; child care programs
	Clothing sized newborn to 4T	Consignment shops; Wal-Mart match; general donations

	Toys	Retail stores; child care programs
	<ul style="list-style-type: none"> • Diapers/pull-ups • Diaper changing area equipment • Hand sanitizers/gloves • Baby wipes • Clorox wipes <p>This area should be semi-private, but visible to protect the well-being of both the child and staff.</p>	Retail stores; child care programs

- C. Assist Charleston County DSS in the care of unaccompanied minors provided that enough SCDSS personnel are present to staff the temporary relief child care area.
- D. Deploy staff from appropriate Regional and State SCDSS Child Care Offices with assistance from Child Care Resource and Referral in securing volunteers.
- E. Coordinate with Salvation Army to provide children with clothing, comfort items, and personal items as needed.
- F. Implement policy to accompany children outside the child care area when not accompanied by parents/guardians.
- The child care area should maintain a 1:3 adult:child ratio at all times.
 - There should be a SCDSS staff member or approved partner in the child care area at all times and the SCDSS staff person is responsible for supervising and managing the volunteers.
 - All children will have wrist bands or a method to identify them and match them to their parent/guardian.
 - Two-deep leadership: Two adult volunteers or one SCDSS staff or partnering agency designee and one volunteer (must be 21 years of age or older.)
 - No one-on-one contact: One-on-one contact between adults and children is not permitted, this includes changing the diapers of infants and young children. Two adults should be visible at all time.
 - Two Division of Early Care and Education staff members with the approved background checks must accompany children who leave the child care area without their parent/guardian. (The preference is the staff members to be the same gender as child/children.)
- G. Closing the temporary child care relief operation

Once the Division of Early Care and Education is notified that the Repatriation effort is completed staff will close the temporary child care relief operation.

All materials used will be collected and stored by the Division of Early Care and Education.

Staff will return the area used for the temporary child care relief operation to its pre-occupancy condition.

Division of Early Care and Education EMERGENCY PREPAREDNESS PLAN SC Department of Social Services

Appendices

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**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 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/Emergency Function
(see Appendix 7 for acronyms)

Disaster/Emergency 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/Emergency Preparations</p> <p>Prepare DSS Division of Early Care and Education offices and equipment for a disaster/emergency.</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/Emergency Communications</p> <p>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</p> <p>Determine how the Division of Early Care and Education and/or key partners' ability to function has been affected by the disaster/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</p> <p>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 Room Staff • Director of Child Care Licensing 	<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

<p>E. Temporary Child Care/Special Licensing Procedures</p> <p>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 Disaster/Emergency Procedures</p> <p>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</p> <p>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/emergency</p>	<ul style="list-style-type: none"> • Director's Office* • Other sections, TBD 	<p>TBD</p>

APPENDIX 1 (cont.)

Summary of Division of Early Care and Education Section Responsibilities (Disaster/Emergency activity locator)

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

APPENDIX 2:

Division of Early Care and Education Staff Disaster/Emergency Contact Information

(This form is to be used to develop a Division emergency contact list in the event of a disaster/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 Network	Melissa McDonald 803-777-8481
Church of the Brethren Child Disaster Services	Children's Disaster Services 800-451-4400
Department of Health and Environmental Control (DHEC)	M.L. Tanner 803-898-2974
Department of Mental Health (SC HOPES)	Statewide Crisis Response Dispatcher 833-364-2274
DSS Disaster Response Services	Robert Burgess 803-898-1573
DSS IT Division	Virginia Barnes 803-724-5954 Patrick Atkinson 803-734-5843
DSS Office of Communications and External Affairs	Danielle Jones 803-898-7248
DSS Office of General Counsel	Chad Mitchell 803-898-7617
DSS Office of Internal Operations	<i>vacant</i> 803-898-7373
Fire Marshals – Child Care Licensing	Kenneth Smith 803-457-3784
Head Start Collaboration Office	Mary Lynn 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 Disaster/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/Emergency Event in your area. Have you been watching the news about the Disaster/Emergency Event? We are calling to ask if you have had a chance to review your disaster/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/emergency 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/Emergency 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/Emergency Event in your area. Have you been watching the news about the Disaster/Emergency Event? Have you heard anything from your news outlets asking you to leave the area? Please review your disaster/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.

To be used 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/Emergency Event in your area. Have you had a chance to review your disaster/emergency preparedness plans? (If no) Please review your disaster/emergency preparedness plan as a Disaster/Emergency Event is heading toward SC. (If yes) How are you preparing for The Disaster/Emergency 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.

Note for 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/Emergency 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:

Disaster/Emergency Preparedness Resources for Child Care Providers

The **Disaster/Emergency Plan Template** is available online at:

For Centers and Group Child Care Homes:

https://www.scchildcare.org/media/74758/Emergency-Plan-Template_FEB2020.pdf

Family Child Care Homes:

https://www.scchildcare.org/media/72889/Emergency-Plan-Template_R-FCCH_FEB2020.pdf

For Exempt Providers:

https://www.scchildcare.org/media/73004/Emergency-Plan-Template_Exempt_FEB2020-revised-AUG2020_SEPT2020.pdf

For FFN Providers:

https://www.scchildcare.org/media/70440/Emergency-Plan-Template_FFN_FEB2020.pdf
OR

1. Go to www.scchildcare.org,
 2. Click on “Library,”
 3. Click on “Emergency Preparedness Resources”,
 4. Click on “Centers and Group Child Care Homes”, “Family Child Care Homes”, “Exempt Providers”, or “FFN Providers.”
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The **Disaster/Emergency Plan Guidelines** are available online at

https://www.scchildcare.org/media/74761/Emergency-Plan-Guidelines_FEB2020.pdf

OR

1. Go to www.scchildcare.org,
 2. Click on “Library,”
 3. Click on “Emergency Preparedness Resources”,
 4. Click on “Other Emergency Plan Documents.”
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The **Disaster/Emergency Plan Brochure** is available online at:

For Centers/Groups:

https://www.scchildcare.org/media/30395/Emergency-Brochure_FEB2016.pdf

For Exempt and FFNs:

https://www.scchildcare.org/media/30398/Emergency-Brochure_Exempt_FFN_FEB2016.pdf

OR

5. Go to www.scchildcare.org,
6. Click on "Library,"
7. Click on "Emergency Brochures",
8. Click on either "Centers/Group Child Care Homes/Family Child Care Homes" Or on "Exempt and FFN Providers."

APPENDIX 7:

Glossary of Terms and Acronyms Used in Emergency Preparedness Plan

- **Activated** – functions or teams are “activated” when authorities decide to carry out a function or use a team to solve problems.
- **Child Care Provider** – a licensed/registered/approved/exempt person, people, or facility who provides care for a child outside of that child’s home (also referred to as day care, nursery school, or preschool, to name only a few)
- **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/Emergency 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 disaster/emergency management and all final decisions regarding disaster/emergency policies, disaster response activities, and the use of resources to meet disaster needs. The Division of Early Care and Education Disaster/Emergency Management Team convenes immediately after a disaster and activates any other appropriate Division of Early Care and Education disaster/emergency 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.
- **DSS** – Department of Social Services
- **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 to victims of a significant disaster/emergency.
- **Mitigation** – A deliberate and concerted preparation directed toward the elimination or reduction of disaster/emergency occurrence or disaster/emergency effects. Examples: safety codes, building specifications, flood proofing, general public information.
- **Preparedness** – Activities that facilitate disaster/emergency response to save lives and minimize damage. This includes development of shelter and evacuation plans, establishment of warning and communication systems, and disaster/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 several years after a disaster/emergency 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 disasters/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 disaster/emergency personnel due to their unique needs in a relocation.
- **Response** – Actions that occur immediately before, during, or directly after an emergency/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/emergencies.
- **SCEMD – South Carolina Emergency Management Division** – the lead agency at the state level for emergency preparedness, response, recovery, and mitigation efforts.
- **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/emergency 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 disasters/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 South 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/emergencies,
 - 2) expand access to child care if the current supply is impacted, and
 - 3) enable disaster/emergency workers with young children to obtain child care to be able to work.

Plan Review Log

Start of <i>Plan Review Log</i>	
Substantial Edits made – June 2021	<ul style="list-style-type: none"> • Cover page re-design • Whole document reformatting • Updated Table of Contents • Updated contact and partner titles, names, and numbers • Added definitions and types of emergencies to Introduction section • Applied consistent use of acronyms throughout the Plan • Added “disaster/emergency” verbiage throughout the Plan • Updated “CCL database” to “Licensing Database” throughout document • Clarified Head Start Collaboration Office’s role is <i>within</i> Division, <i>not</i> as a partner • In Section IV – Function A added 1) part B: Public Health-Related Disaster, including PPE information and 2) part C: Other Disasters (non-weather or public-health related) • In Section IV – Function B: added newsletter as a form of communication • Minor edits to Section IV - Function E: Implement Disaster Response section • In Section IV - Function E: Coordination of Post Disaster Recovery added a substantial amount of new information • In Section IV – Function F: Subsidized Child Care Disaster/Emergency Procedures added information on funding during a disaster/emergency • Updated Appendix 3: Partner Agency Contact Information • Updated Appendix 7: Glossary of Terms and Acronyms Used in Emergency Preparedness Plan • Added DSS’ provision to give providers possible revenue streams from the SBA once informed of them by the Federal government • Added Plan Review Log section

Substantial Revisions made - July 2021	<ul style="list-style-type: none"> • Added Section 5: Child Care Provider Disaster/Emergency Functions • Added definition of child care provider • Clarified Division vs. Child Care Provider verbiage throughout document • Reformatted and edited document • Expanded Appendix 6
November 2021	<ul style="list-style-type: none"> • Added Repatriation Plan
December 2021	<ul style="list-style-type: none"> • Further edits to clarify content made throughout the document • Clarification that the emergency phone number and email address are always active • Updated hyperlinks applied in Appendix 6
February 2022	<ul style="list-style-type: none"> • Further edits input throughout document
March 2022	<ul style="list-style-type: none"> • Content created for Section 5