



Department of Human Services

Statewide Child Care Emergency Preparedness, Response and Recovery Plan

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Abbreviations and Acronyms

BESSD	Benefit Employment and Support Services Division
CCDBG	Child Care and Development Block Grant
CCDF	Child Care and Development Fund
CCL	Child Care Licensing
CCLW	Child Care Licensing Worker
CCPOA	Child Care Program Office Administrator
CCPO	Child Care Program Office
CCS	Child Care Subsidy
DOH	Department of Health
DHS	Department of Human Services
EMT	Emergency Management Team
EPRRP	Emergency Preparedness and Response and Recovery Plan
FTW	First to Work
HAR	Hawaii Administrative Rule
HIEMA	Hawaii Emergency Management Agency
R&R	Resource & Referral
SCD	State Civil Defense

SCOPE

On November 19, 2014, Congress passed, and President Obama signed the Child Care and Development Block Grant (CCDBG) Act of 2014. P.L. 113-186, which reauthorized the Child Care and Development Fund (CCDF) grant. CCDBG Act of 2014 provides resources to states that support child care through the Administration for Children and Families, Office of Child Care. These funds support child care licensing, child care subsidy and quality initiatives. As one of the requirements of the CCDBG Act of 2014 participating states were to develop and disseminate a Statewide Child Care Disaster Plan

STATEWIDE RESPONSIBILITY

The State of Hawaii Plan for Emergency Preparedness, Volume III, provides the overall plan for the State and specifies the support required from the Department of Human Services (DHS) and other State agencies. The State plan establishes the Hawaii State Department of Defense – State Civil Defense (SCD) as the coordinating agency for the plan. The DHS has a support function role in the delivery of disaster services and implementation of programs to assist individuals and households impacted by potential or actual emergencies or disasters.

The DHS is the lead agency responsible for the administration of the State's child care program and federal Child Care and Development Fund (CCDF). Within DHS, the Benefit, Employment & Support Services Division (BESSD), Child Care Program Office (CCPO) oversees the child care licensing and registration, and child care payment services program functions in accordance with State statutes and the CCDF State Plan. Child care is identified in the State plan as an essential service critical to restoring the economic vitality of the community after a disaster. The State has the responsibility in implementing a Statewide Child Care Emergency Preparedness and Response and Recovery Plan in accordance with the CCDF plan approved by the Office of Child Care.

This Emergency Preparedness and Response and Recovery Plan (EPRRP) was developed by the Department of Human Services (DHS) Child Care Program (CCPO) in accordance with the Child Care and Development Block Grant (CCDBG) Reauthorization Act of 2014. DHS CCPO have received guidance, consultation and collaboration from the following agencies:

Hawaii Emergency Management Agency (HIEMA)
Department of Health (DOH)
Child Care Advisory Committee

This document provides procedures for preparation, management and response to major emergencies that may have on the child care community through supporting child care providers and to deliver essential services to vulnerable children and families. The EPRRP outlines necessary emergency preparedness requirement and identifies the

program and organizations who are directly responsible for emergency preparedness, response and recovery efforts.

MANAGEMENT STRUCTURE

CCPO has the following general responsibilities towards the Statewide Child Care Emergency Preparedness and Response and Recovery Plan, the DHS Continuity of Operations Plan (COOP), and/or the CCDF State Plan:

1. Supporting the State and County Civil Defense agencies with information, resources and manpower for mass care functions of sheltering, feeding, and family welfare inquiry services, as assigned by the DHS Director;
2. Supporting the Departmental responsibility to continue essential functions across a wide range of all-hazards emergencies with the objectives of minimizing the loss of life and property damage, mitigating disruptions to operations, protecting essential facilities, equipment, records and assets, and achieving a timely and orderly recovery and restoration of normal operations after an emergency;
3. Disseminating information before, during, and after disasters through established lines of communication with DHS, BESSD, and CCPO, contracted service providers, licensed child care providers, and client families within affected areas;
4. Supporting the continuity of services to vulnerable children and their families by ensuring: all licensed child care providers, and license exempt providers caring for DHS subsidized children, have emergency supply/evacuation kits and emergency plans that are practiced and reviewed regularly and, all child care services clients are informed of provider emergency plans.

This plan is will be reviewed and updated yearly. The plan will also be an appendix to the DHS Emergency Preparedness plan and the Benefit, Employment and Support Services Division (BESSD) Emergency Preparedness plan.

ASSUMPTIONS

This plan was based on the following assumptions:

- Child care is an integral and essential part in the community's economic sustainability and should be restored as soon as possible following a disaster or emergency event.
- The State government operations in response to any disaster or emergency event is dependent upon the type of disaster and the duration.

OPERATIONAL REQUIREMENTS

- A. EMERGENCY OPERATIONS – The CCPO are assigned responsibilities for emergency preparedness and response requirements as identified in this Plan. The plan includes coordination with Child Care licensing and Child Care Subsidy, and contracted service providers. The contracted service providers are responsible for their own emergency preparedness and are required to support CCPO in accordance with their contractual obligations, to meet CCPO response requirements.
- B. EMERGENCY MANAGEMENT – The CCPOA has the overall responsibility for emergency preparedness, response, and recovery for the CCPO. The CCPOA shall be the point of contact with the BESSD Disaster Coordinator and, depending on the requirements of the emergency, with the DHS Disaster Coordinator, who in turn is the point of contact with the State Civil Defense, Oahu Civil Defense and other Federal, State and County agencies. In some instances, BESSD action plans and Standard Operating Procedures will indicate that contact points with outside agencies have been pre-delegated to the CCPO Emergency Management Team (EMT). The CCPOA, BESSDA or an authorized representative is responsible for determining the following emergency actions:
- C. CCPO EMT RESPONSIBILITIES – The EMT consists of the CCPO Administrator and two Child Care Program Specialists. They direct, coordinate and provide the necessary support for emergency preparedness and response activities.
1. EMT LEADERSHIP – The CCPO Administrator (CCPOA) has the authority and responsibility for emergency preparedness and response for the CCPO, Child Care Connection personnel and contracted service providers. The CCPOA authorizes activation of the CCPO EMT upon recommendation of the BESSD Disaster Coordinator, or the DHS Disaster Coordinator, and is responsible for demobilizing the CCPO EMT after an event. CCPOA is also the point of contact for coordinating the unit's Continuity of Operations Plan (COOP) activities to ensure continuity of essential functions.
 2. PROGRAM SPECIALIST FOR LICENSING – The Program Specialist for child care licensing (Licensing Spec) is designated the lead for the Child Care Licensing units. The Licensing Spec is responsible for maintaining current intelligence on licensed child care facilities, provider training and qualifications, and communications capabilities. The Licensing Spec's responsibilities include: intelligence gathering; preparation, coordination and dissemination of data requested or provided by supporting units and other State, Federal and County agencies; documentation of the emergency event; and record keeping of all operations during activation of the EMT. The Licensing Spec is also responsible for ensuring all licensed child care providers have access to resources, guidelines and technical assistance to support their compliance with the licensing health and safety standards and to plan for emergency management during the preparedness, response and recovery phases of an emergency. The Licensing

Spec will take direction from the CCPOA and maintain communication between the CCPO EMT, the Branch Administrators, and the licensing unit supervisors to provide them support as needed.

3. PROGRAM SPECIALIST CHILD CARE SERVICES – The CCPO Program Specialist for the CCDF funded child care subsidy programs (Subsidy Spec) is designated the lead for the contracted child care subsidy units and Preschool Open Doors program. The Subsidy Spec is responsible for maintaining intelligence on child care facilities, both licensed and license exempt, that provide services for children and families receiving DHS subsidies. The Subsidy Spec’s responsibilities include: intelligence gathering; preparation, coordination and dissemination of data requested or provided by supporting units and other State, Federal and County agencies; documentation of the emergency event; and record keeping of all operations during activation of the EMT. The Subsidy Spec is also responsible for ensuring all families participating in the child care subsidy programs receive health and safety guidelines and have access to support for emergency management during the preparedness, response and recovery phases of an emergency. The Subsidy Spec will maintain communication between the CCPOA, the EMT, BESSD Branch Administrators, and the contracted subsidy agency supervisors.

**CHILD CARE PROGRAM OFFICE
EMERGENCY MANAGEMENT TEAM (EMT)**



**ACTING CCPO ADMINISTRATOR
Dayna Luka**



**ACTING CHILD CARE PROGRAM
SPECIALIST – LICENSING
Tanya Enrico**

**CHILD CARE PROGRAM
SPECIALIST – SUBSIDY
Loreen Okamura**



**CHILD CARE
EMERGENCY RESPONSE TEAM (CCERT)**



**CHILD CARE PROGRAM
OFFICE SECRETARY
Yolanda DeCorte**

**CHILD CARE PROGRAM
SPECIALIST
Lisa Galino**

PHASES OF EMERGENCY MANAGEMENT

- A. Mitigation – Preventing future emergencies or minimizing their effects. This phase includes activities that prevent an emergency, reduce the likelihood of occurrence, or reduce the damaging effects of all hazard types of incidents before they occur.
- B. Preparedness – Preparing to handle an emergency. This phase includes developing plans, organizing, training, exercising, evaluating and taking corrective action to ensure effective coordination during incident responses.
- C. Response – Responding safely to an emergency. This phase is the actual provisions of emergency services during a crisis. These activities may help to reduce casualties and damage and speed up recovery.
- D. Recovery – Recovering from an emergency. Actions taken to return to normal or near-normal conditions.

The Statewide Child Care Emergency Disaster Preparedness and Response and Recovery Plan will encompass all phases of emergency management as it plans for continuation of services to child care families, continuation of operations, communication with families and reunification of families.

Planning For Continuation of Child Care Operations

*Red indicates proposed rules

	Child Care Licensing	Child Care Subsidy
Mitigation	<p>DHS Child Care Licensing (CCL) office will follow DHS' COOP plan.</p> <p>DHS COOP plan will address how services will be maintained.</p> <p>All licensed providers are given Basic Health and Safety Practices Child Care Provider's Guide which includes a sample emergency preparedness plan.</p> <p style="color: red;">All licensed, registered and license-exempt providers/caregivers will receive a provider disaster handbook.</p> <p>Preparation for an epidemic that requires additional health and safety guidelines. Learning from the implementation of guidelines set forth during the novel coronavirus-10 (COVID-19) pandemic of 2020. https://humanservices.hawaii.gov/wp-content/uploads/2020/06/Guidelines-for-Child-Care-Facilities-2020-06-09-final.pdf</p>	<p>Child Care Subsidy (CCS) contractor to develop a COOP on how services will be maintained.</p> <p>DHS First to Work (FTW) and contracted FTW offices will follow DHS' COOP plan.</p> <p>All license-exempt providers were given Basic Health and Safety Practices Child Care Provider's Guide which included a sample emergency preparedness plan.</p> <p style="color: red;">License-exempt home providers/caregivers will receive a provider disaster handbook.</p>
Preparedness	<p>DHS CCL staff will provide technical assistance to licensed and registered providers.</p> <p>DHS CCL staff shall ensure that all licensed and registered providers will have:</p> <ol style="list-style-type: none"> 1. A disaster plan to cover these emergencies such as fire, flood, or natural disaster. HAR §§17-891.1-30, 17-892.31, 17-895-33(a), and 17-896-29. 2. An exit plan of disasters that are practiced at regular intervals. HAR §17-891.1-30(1), 17-892.1-31(1), 17-895-33(b) and 17-896-29(2); 	<p>DHS FTW offices and contracted CCS and FTW offices will provide technical assistance to families.</p> <p>DHS FTW office and contracted CCS and FTW offices shall ensure:</p> <ol style="list-style-type: none"> 1. Subsidy parents receive adequate guidance and information; and 2. Informing them to tune into emergency broadcast cast radio stations to be informed of the impending disaster. https://www.gohawaii.com/trip-planning/travel-smart/safety-tips/emergency-preparedness

	<p>3. Disaster plan posted in a prominent place in the facility. HAR §§17-892.1-31(2), 17-895-33(a), and 17-896-29(3) and 17-800-43(3);</p> <p>4. Informing parents and guardians of the plans at the time of enrollment. HAR §17-891.1-30(2);</p> <p>5. A disaster plan to cover these emergencies such as evacuation, relocation, sheltering in place, lock-down, communication, reunification, continuity of operation, accommodation of children, providing for the needs of children with disabilities and children with special needs, and needs of children with chronic medical conditions (Appendix A) HAR §§17-798.3-84(5), 17-800-43(5), 17-891.2-66, 17-892.2-61, 17-895.1-71, 17-896.1-61.</p> <p>6. Practice drills on various emergency situations at regular intervals, or whenever a new procedure has been added. HAR §§ 17-891.2-66(d), 17-892.2-61(c), 17-895.1-71(c), 17-896.1-61(c);</p> <p>7. Maintain a log of emergency preparedness drills and have it readily available for the department. HAR §§ 17-891.2-66(d), 17-892.2-17(a)(7), 17-895.1-17(a)(7), 17-896.1-17(a)(7); and</p> <p>8. Provide emergency preparedness training to staff, employees and volunteers. HAR §§ 17-800-43(6), 17-891.2-66(c), 17-892.2-61(d), 17-895.1-71(d), 17-896.1-61(d).</p>	
Response	<p>DHS CCL staff will:</p> <ol style="list-style-type: none"> 1. Provide technical assistance to licensed and registered providers. CCPO to provide the guidance; 2. Contact licensed or registered child care provider to assess if the program suffered any damages and if they are able to continue operating; 3. Licensed, Registered and License-Exempt providers to fill out a post 	Still in progress

	<p>disaster assessment form (form found in disaster handbook and appendix B) and within 5 to 7 workdays submit it to licensing;</p> <p>4. Conduct an on-site visit to the programs that have or had damages to ensure environments are safe. However, if damages from the disaster prevent an on-site visit, a telephone contact may be feasible; and</p> <p>5. Disseminate disaster relief information to all providers.</p> <p>Resource & Referral (R&R) contractor can help with obtaining and providing information to licensed and registered providers.</p> <p>Licensed and registered child care providers shall notify the department within one working day when an emergency resulted in the evacuation, relocation, shelter in place and lock-down of the facility. HAR §§17-891.2-66(j), 17-892.2-61(i), 17-895.1-71(i)</p>	
Recovery	<p>DHS CCL staff will:</p> <ol style="list-style-type: none"> 1. Send a referral to city and county building department to inspect facility after repairs have been completed; 2. Inspect the provider's facility; and 3. Assess damages and needed repairs with provider to determine when and if they plan on reopening. <p>Should the Governor declare a state of emergency, the Department will provide emergency rules to be added to the Governor's executive order.</p>	<p>Should the Governor declare a state of emergency, the Department will provide emergency rules to be added to the Governor's executive order. Learning from the implementation of emergency rules relating to child care service under chapter 17-798.2 set forth during the novel coronavirus-10 (COVID-19) pandemic of 2020. (Appendix C)</p>

Planning For Continuation of Subsidy Services to Child Care Families

*Red indicates proposed rules

	Child Care Licensing	Child Care Subsidy
Mitigation	N/A	<p>CCS contractor to develop a COOP on how subsidy services will continue to the families.</p> <p>CCS contractor and DHS FTW offices will receive guidance from CCPO.</p>
Preparedness	N/A	
Response	N/A	<p>DHS staff can be deployed to the disaster area to help assist with the eligibility and continued eligibility of subsidy families.</p> <p>CCS contract subsidy units and DHS FTW units on the neighboring islands (not affected by the disaster) are able to assist in the continuation of child care subsidy benefits. They could also assist with the processing of the application and redetermination process.</p> <p>All child care records are stored electronically in Electronic Case Folder (ECF). The Office of Information Technology (OIT) who then can grant access to the unaffected subsidy unit to access and process subsidy payment.</p> <p>The Department to provide disaster training to CCS contract staff and FTW staff.</p>
Recovery	N/A	<p>Should the Governor declare a state of emergency, the Department will provide emergency rules to be added to the Governor's executive order. Learning from the implementation of emergency rules relating to child care service under chapter 17-798.2 set forth during the novel coronavirus-10 (COVID-19) pandemic of 2020. (Appendix C)</p>

		<p>Child care families affected by a disaster that have their redetermination eligibility during and after a disaster, should be eligible to an extended filing period of 10 calendar days to submit required verification. HAR §17-798.2-16(a)(1)(C)</p> <p>Child care families experiencing homelessness due to the disaster that are applying for child care may qualify as priority class. HAR §§17-798.2-7(a)(3)(C) and 17-798.3-7(B).</p> <p>Resource & Referral (R&R) contractor can assist families in finding alternate child care.</p>
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Planning for Communication with Families

*Red indicates proposed rules

	Child Care Licensing	Child Care Subsidy
Mitigation		
Preparedness	<p>Provider should have emergency contact information for all children in care. HAR §§17-891.1-9, 17-892.1-9, 17-895-8, 17.896-9 17-798.3-87(1) and 17-800-46(a)(1).</p> <p>Provider should share with the families the provider and provider's spouse's contact information.</p>	<p>CCS contract staff and DHS FTW staff to provider disaster information to subsidy families. https://www.ready.gov/</p>
Response	<p>The Department to provide information on DHS website.</p> <p>Provider should keep parents informed of all disaster information.</p> <p>Provider can also use other forms of communication such as texting or social media to keep parent informed.</p> <p>DHS CCL staff should contact providers to check on their communication with their child care families.</p> <p>Upon evacuation, providers should take with them a first aid kit, cell phone, cell phone charger, and children's emergency contact information. HAR §§17-798.3 and 17-800-46</p>	<p>The Department to provide information on DHS website.</p> <p>CCS contract staff and FTW staff to assist with communication to subsidy families.</p>
Recovery	<p>DHS CCL staff to check in with providers to see how communication worked, areas of improvement and other suggestions.</p>	<p>CCS contract staff and FTW staff can give their subsidy client the disaster assessment if their license exempt child care provider was affected by the disaster. Form should be submitted to the child care licensing office closest to provider within 5 to 7 working days.</p>

Planning for Reunification with Families

*Red indicates proposed rules

	Child Care Licensing	Child Care Subsidy
Mitigation	Providers shall update children contact information. §§ 17-891-1.9(c)17-892.1-9(c); 17-895-8(c); 17-896-9(c).	N/A
Preparedness	<p>Provider should have emergency contact information for all children in care. HAR §§17-891.1-9, 17-892.1-9, 17-895-8, 17.896-9, 17-798.3(1) and 17-800-46(a)(1).</p> <p>Provider should share with the families the provider and provider’s spouse’s contact information.</p>	N/A
Response	<p>DHS CCL staff should contact provider to check on their reunification with their child care families.</p> <p>Provider shall leave a note at their door to inform parents of where the provider and children evacuated to in case they come to the home.</p> <p>Provider to take attendance sheet and children’s contact information which shall include a list of authorized pick-up persons with them when they evacuate.</p> <p>Provider shall call children’s parents/guardians to inform them of evacuation and where they can pick up their children.</p> <p>Provider can also use other forms of communication such as social media to inform parents of their whereabouts.</p> <p>Provider can list themselves as “safe and well” on the American Red Cross “safe and well” website: https://www.redcross.org/get-help/disaster-relief-and-recovery-</p>	N/A

	services/contact-and-locate-loved-ones.html	
Recovery	<p>Provider shall be responsible for the health and safety of the children until provider is able to release custody of the child to their parents/guardians.</p> <p>Provider shall have parent/guardian or emergency contact sign release forms once child is reunited with parent/guardian or emergency contact.</p>	N/A

Emergency Management Agencies and Key Partners

Hawaii Emergency Management Agency (HIEMA)

The Hawai'i Emergency Management Agency (HI-EMA) is the emergency management agency for the State of Hawaii. In its headquarters in Diamond Head Crater, HI-EMA serves as the coordinating agency between the four county emergency management agencies ([Hawai'i County Civil Defense](#), [Maui County Emergency Management Agency \(MEMA\)](#), [City and County of Honolulu Department of Emergency Management](#), and [Kaua'i Emergency Management Agency](#)), as well as State Warning Point.

Department of Health (DOH)

The mission of the Hawaii State Department of Health (DOH) is to protect and improve the health and environment for all people in Hawaii. The Office of Public Health Preparedness (OPHP) is an important part of this responsibility, working to prevent, mitigate, plan for, respond to, and recover from natural and human-caused health emergencies and threats, such as the COVID-19 pandemic. Helping the public be prepared for natural and manmade disasters and other public health incidents is also a key role.

Department of Human Services (DHS)

The mission of Hawaii Department of Human Services is to encourage self-sufficiency and support the well-being of individuals, families, and communities in Hawaii. The Benefit, Employment & Support Services Division (BESSD), Child Care Program Office (CCPO) oversees the child care licensing and registration, and child care payment services program functions in accordance with State statutes and the CCDF State Plan. Child care is identified in the State plan as an essential service critical to restoring the economic vitality of the community after a disaster.

Child Care Advisory Committee

The Hawaii Department of Human Services (DHS) Child Care Program office established a Child Care Advisory Committee of 20 voting members statewide from a variety of early childhood stakeholders. The purpose of the committee is to serve as an advisory to DHS on its child care programs.

Appendix A

Disaster Plan

Why is this important?

- To keep children safe, child care facilities and homes can develop plans to reduce the risk of hazards.
- Creating an emergency plan gives child care providers an opportunity to think of how to respond to various scenarios before they happen.

Procedures:

1. Consider how to prepare for and respond to emergency situations that may require **evacuation, shelter-in-place, lock-down, accommodations for children, reunification and continuity of service.**
 - Evacuation: when emergency conditions require that you seek immediate protection at another location.
 - Designate evacuation routes/exits.
 - Have a method to evacuate multiple children at once, including infants and children with special needs.
 - Have emergency supplies prepared and readily available.
 - Relocation: when an emergency condition requires that you relocate at another location.
 - Have another site already designated if you should need to relocate.
 - Have a method on how you plan to get to relocated site.
 - Have emergency supplies prepared and readily available to take with you.
 - Shelter-in-Place: when emergency conditions require that you seek immediate protection in the building you are in.
 - Bring everyone inside the facility.
 - Close and lock all windows and exterior doors.
 - Close the drapes, curtains or shades for additional protection.
 - Gather emergency supply kit.
 - Go to an interior room, away from windows.
 - Do not leave your building until you receive official notification that the danger has passed.
 - Lockdown: a shelter-in-place procedure that requires children and adults to shelter in a safe room, lock doors, and remain quiet until the event is over.
 - Bring everyone into one room and move children out of sight.
 - Gather emergency supply kit.

- Lock interior doors. If a door can't be locked, attempt to quickly block the door with heavy items.
 - Turn off the lights and close the blinds or curtains.
 - Keep everyone quiet.
 - Wait until the "all clear" from emergency personnel is received.
- Communication: procedures on how you will communicate with families.
 - Have emergency contact information available.
 - Have a cell phone or commuter available for communication.
- Reunification procedures that children should be released only to family members or emergency contact that have been predesignated on the emergency contact information.
 - Have emergency contact information available.
 - Maintain a safe and secure environment for children until they are reunited with their families.
 - Establish procedures when signing out children.
- Accommodations for children, including infants and children with special needs and/or chronic medical conditions, procedures on how you will handle these situations.
 - Create a plan tailored to the needs of the children in care.
 - Emergency supply for children with special needs, infants and/or chronic medical conditions.
 - Evacuation cribs or strollers can be used to quickly and safely move infants, toddlers and children with special needs.
- Continuity of Service procedures on determining if child care service can continue after a disaster.
 - Assessing damage (structural, electricity, water and telephone access) to determine if child care service can continue at present location.
 - Having a plan which includes data storage to ensure adequate backup of child care provider records and other important documents.

Appendix B

CHILD CARE FACILITIES POST-DISASTER INCIDENT ASSESSMENT FORM

Date and time of the incident: _____

Brief description of incident: _____

Date and Time of Assessment: _____

Conducted by: _____ Assessor's Phone Number: _____

PART A: DAMAGE ASSESSMENT						
Name of Facility		Facility ID	Address			
			Street _____			
			City _____			
			County _____		ZIP _____	
Name of Director		Director Cell	Alternative person-in-charge & contact			
Facility Contact details						
Phone	Email	Fax	Alternative 1	Alternative 2		
Type of Child Care Program						
<input type="checkbox"/> Group Child Care Center <input type="checkbox"/> Infant/Toddler Child Care Center <input type="checkbox"/> Before and After School <input type="checkbox"/> Family Child Care <input type="checkbox"/> Group Child Care Home						
Employee/Child Status:						
	Total No.	No. Absent	No. Injured	No. Unaccounted for	No. Released to Parents	No. Being Cared for
Staff						
Children						
Others						
Operation/Program:						
Is the facility open? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are the hours of operation? (_____ A.M./P.M -- _____ A.M./P.M.) If no, what are the reasons? <input type="checkbox"/> Structural damage <input type="checkbox"/> No electricity <input type="checkbox"/> No water <input type="checkbox"/> Flooding <input type="checkbox"/> Staff shortage <input type="checkbox"/> Other _____ <ul style="list-style-type: none"> If flooding has occurred, clean- up of the facility/home must take place before child care resumes. 						

If no, what are the factors that **most** impact your ability to re-open?

Return of electricity Return of water Return of staff

Families returning to area or enrolling children returning

Other _____

If no, when is the anticipated re-open date and hours of operation?

(Please call back for any future updates.)

Date: _____ (_____ A.M./P.M -- _____ A.M./P.M.)

If you are currently temporarily closed, are you and/or your staff interested in working in other child care facilities for a limited time? Yes No

Do you have the capacity to serve additional children? Yes No

If yes, how many additional children would you be able to accept? _____

Is the building owned or rented? _____

Is the facility a Head Start program? Yes No

Does the facility participate in the state child care assistance program? Yes No

Does the facility participate in the USDA child nutrition program? Yes No

In the absence of electrical power, pre-packaged foods that do not require refrigeration should be used and made available. Consult with your Department of Health, Food Sanitation division for the safe storage of foods.

Number of children served pre-disaster:

_____ Infants
_____ Toddlers
_____ Preschoolers
_____ School-age

Number of children served post-disaster
(at the time of assessment):

_____ Infants
_____ Toddlers
_____ Preschoolers
_____ School-age

Number of employees pre-disaster _____

Current number of employees (at the time of assessment) _____

Number of employees planning to return to work post-disaster _____

Utilities:

Is telephone access available at your facility? Landline Cell Both

Is there electricity available at your facility? Normal service None

Is there water available at your facility? Normal service Bottled None

- Water used for drinking or cooking must be purchased (i.e. bottled water). Check with the Department of Health sanitation division for water used for hand washing and cleaning.

A child care facility or family day care home **may not** re-open/remain open if:

- It has structural damage, **or**
- The water and sewage/septic tank are working not working properly, **or**
- Is without electricity, **AND** lighting needs are not being met through the use of either batteries or a generator. Under NO circumstances are candles, open flames, gas or fuel lanterns to be used.

Caution: Generators, if used, must be located outdoors away from windows and doors. Exhaust can easily cause carbon monoxide poisoning if it enters the building or home. The generator must also be inaccessible to children.

No Damages (review all areas below)

A child care facility or family day care home **will** be able to re-open/remain open if after a site visit by Licensing worker, the Licensing worker determines that :

- It has NO structural damage, **AND**
- It has FULL electrical service, **AND**
- The water and sewage/septic tank are working properly.

Caution: The State Department of Health and the local City and County Department of Environmental Services shall be consulted for Sewage contamination and septic tank capacity, damage, and stress created by excessive rains, flooding, and standing water.

Note: If the child care facility/home SUSTAINS STRUCTURAL DAMAGE, regardless of the extent, an on-site inspection is required PRIOR to caring for children. Licensing staff must ensure that the structure is sound, and no live wires or open access to sewage exists, etc.

Note: Outdoor areas must be safe for play and free from debris.

Each and every situation must be assessed on a case-by-case basis and determinations made based on protecting the health, safety and well-being of the children in care.

Damages (if able, please include photos):

What is your assessment of the damage?

- Completely destroyed Partially destroyed Little or no evidence of damage

Do you have photos of the damages sustained?

- Yes No

Is street access available?

- Yes No

Were in-door materials damaged or lost?

- Yes No

Was out-door equipment damaged or lost?

- Yes No

Were appliances damaged or lost?

- Yes No

Were stored food, water, and/or other emergency supplies lost?

- Yes No

Describe in detail any major EXTERIOR damage such as broken windows, doors cracks , roof, fences etc.:

Main/Other Entrances:

Walls:

Windows:

Roof:

Playground Equipment:

Additional information:

Describe in detail any major INTERIOR damage:

Ceiling:

Walls:

Doors:

Toilets/Sinks:

Fixtures:

Supplies:

Office Equipment and Furniture:

Classroom Equipment/Furniture:

Additional information:

Source of Damage (Check all that apply):

Flood Fire Wind Earthquake Tsunami Other

Type of Insurance

Property Hurricane Flood (Structure) Flood (Contents) None

Is the building insured to cover the cost of repairs? Yes No

Estimate of Damages:

Repairs to Structure	Replacement of Materials	Total
\$	\$	\$

Disaster Applications:

Have you completed / submitted a disaster application with FEMA? Yes No

Appendix C

Covid-19 Pandemic example Subsidy emergency rules:

- a. Temporarily waiving the activity requirement for families that report at SR that their activity has been impacted due to the emergency/disaster;
- b. Temporarily waiving the income eligibility requirement for the duration of the State-declared emergency situation;
 - i. When the family's monthly gross income is over the CCCH income limit for a family of the same size and at least one caretaker is an essential worker, one additional emergency/disaster – essential worker Reason for Care code has been added for CCS staff to use.
 - ii. An “essential worker” is employed at one of the essential services described by the Third Supplementary Proclamation was signed by Governor Ige on March 23, 2020 (see Attachment 6). Refer to “Essential Workers List” (Attachment 5) for a simplified listing of essential workers and Attachment 6 for additional descriptions of essential services.
- c. Temporarily waiving the child care need determination for the duration of the State-declared emergency situation;
- d. Temporarily waiving the family co-payment requirement for the duration of the State-declared emergency situation; and

RECORD OF CHANGES

Each update to the Hawaii Statewide Child Care Emergency Preparedness and Response and Recovery Plan will be tracked by the lead agency including the date, page number(s), justification for the change, and agencies affected by the change, and entered into the table below.

DATE	PAGE NUMBER(S)	JUSTIFICATION FOR CHANGE	AGENCIES AFFECTED BY CHANGE