



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
CCRPO	Child Care Regulation Program Office
CCS	Child Care Subsidy
CCSPO	Child Care Subsidy Program Office
COOP	Continuity of Operations Plan
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 Emergency Preparedness, Response and Recovery 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.

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 Regulation Office (CCRPO) oversees the child care licensing and registration, and Child Care Subsidy Program Office (CCSPO) oversees the 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 DHS Child Care Regulation Program Office (CCRPO) and Child Care Subsidy Program Office (CCSPO) in accordance with the Child Care and Development Block Grant (CCDBG) Reauthorization Act of 2014. DHS CCRPO and CCSPO received guidance, consulted with the following agencies:

Hawaii Emergency Management Agency (HI-EMA)
Department of Health (DOH)
Child Care Advisory Committee

This document provides procedures for preparation, management and response to major emergencies that may arise in the child care community. The aim is to support child care providers and to deliver essential services to vulnerable children and families. The

EPRRP outlines requirements and identifies the programs and organizations who are directly responsible for emergency preparedness, response and recovery efforts.

MANAGEMENT STRUCTURE

CCRPO and CCSPO has the following general responsibilities towards the Statewide Child Care Emergency Preparedness, 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. Continuing essential departmental 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, CCRPO and CCSPO, contracted service providers, licensed and registered child care providers, and families within affected areas;
4. Supporting the continuity of services to vulnerable children and their families by educating licensed and registered child care providers, and exempt providers caring for DHS subsidized children about the importance of being prepared for emergencies by having emergency supply/evacuation kits and emergency plans that are practiced and reviewed regularly.

This plan 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 CCRPO and CCSPO is responsible 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 CCRPO and CCSPO in accordance with their contractual obligations.
- B. **EMERGENCY MANAGEMENT** – The CCRPOA and CCSPOA has the overall responsibility for emergency preparedness, response, and recovery. The CCRPOA and CCSPOA shall be the point of contact with both BESSD and DHS Disaster Coordinators depending on the requirements of the emergency. DHS Disaster Coordinator 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). CCRPOA, CCSPOA, BESSDA or an authorized representative is responsible for determining the following emergency actions:
- C. **CCPO EMT RESPONSIBILITIES** – The EMT consists of the CCRPO and CCSPO Administrators and two Program Specialists. They direct, coordinate and provide the necessary support for emergency preparedness and response activities.
 - 1. **EMT LEADERSHIP** – The CCRPO Administrator (CCRPOA) and CCSPO Administrator (CCSPOA) have the authority and responsibility for emergency preparedness and response for the child care programs, personnel and contracted service providers. The CCRPOA and CCSPOA authorizes activation of the CCRPO and CCSPO EMT upon recommendation of the BESSD Disaster Coordinator, or the DHS Disaster Coordinator, and is responsible for demobilizing the CCRPO and CCSPO EMT after an event. CCRPOA and CCSPOA is also the point of contact for coordinating the unit's Continuity of Operations Plan (COOP).
 - 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 and exempt center-based providers, provider training and qualifications, and communications capabilities. The Licensing Spec's responsibilities include: gathering information; preparing, coordinating and disseminating data requested or provided by supporting units and other State, Federal and County agencies; documenting the emergency, and keeping records 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 CCRPOA and maintain communication between the CCPO EMT, the Branch Administrators, and the licensing unit supervisors to provide them support as needed.

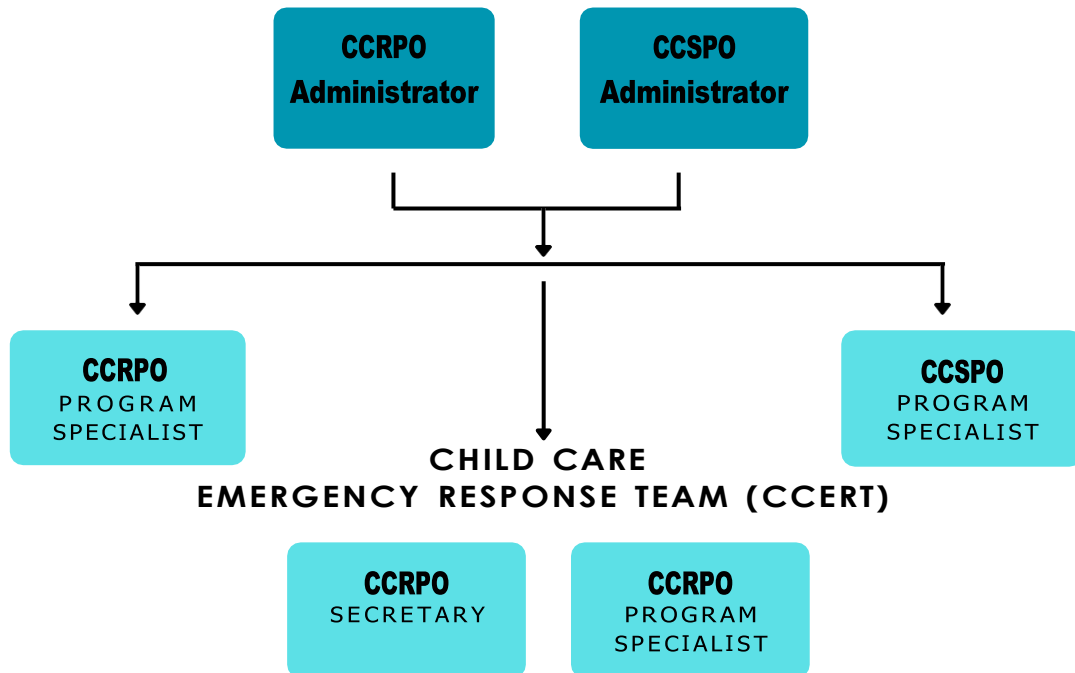
3. **PROGRAM SPECIALIST CHILD CARE SERVICES** – The CCSPO Program Specialist for the CCDF funded child care subsidy programs (Subsidy Spec) is designated the lead for the statewide child care subsidy units and Preschool Open Doors program. The Subsidy Spec is responsible for both licensed and exempt child care providers who provide services for children and families receiving DHS subsidies. The Subsidy Spec's responsibilities include: gathering information about the emergency; preparing, coordinating and disseminating data requested or provided by supporting units and other State, Federal and County agencies; documenting the emergency; and keeping records 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 an awareness of emergency management. The Subsidy Spec will maintain communication between the CCSPOA, the CCPO EMT, BESSD Branch Administrators, and the contracted subsidy agency supervisors.



**DIRECTOR'S OFFICE AND ADMINISTRATION
EMERGENCY MANAGEMENT TEAM (EMT)**



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



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 encompasses all phases of emergency management: continuation of services to child care families, continuation of operations, communication with families and reunification of families.

Planning For Continuation of Child Care Operations

	Child Care Licensing	Child Care Subsidy
Mitigation	<p>DHS Child Care Licensing (CCL) office will follow DHS' COOP plan.</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>DHS staff who issue CCDF subsidy 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>HAR § 17-798.3-84 Disaster plan for emergencies: A written disaster plan that is reviewed with the parent or guardian and covers emergencies, including fire, flood, natural disaster, evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with special needs and children with chronic medical conditions.</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, or other emergencies, and the plan shall be posted in a prominent place in the facility. HAR §§17-891.2-66, 17-892.31, 17-895.1-71(a), 17-896.1-61 and 17-800-43(5). 2. The plan shall be practiced at regular intervals and include written procedures for: HAR §17-891.2-66(b), 	<p>DHS staff who issue CCDF subsidies shall:</p> <ol style="list-style-type: none"> 1. Direct subsidy families to appropriate resources on emergency preparedness. 2. DHS staff who issue CCDF subsidies shall inform subsidy families to be aware of emergency broadcasts alerting the public about the impending disaster. <p>https://www.gohawaii.com/trip-planning/travel-smart/safety-tips/emergency-preparedness https://dod.hawaii.gov/hiema/</p>

	<p>17-892.1-31(1), 17-895.1-71 and 17-896.1-61(a) and 17-800-43(5)</p> <ul style="list-style-type: none"> a. Evacuation; b. Relocation; c. Sheltering in place; d. Lock-down; e. Communication; f. Reunification; g. Continuity of operation; h. Accommodation of children including infants and toddlers; i. Providing for the needs of children with disabilities and children with special needs; and j. Providing for the needs of children with chronic medical conditions; <p>3. The facility shall make the plan available for review by or provide a copy of the plan to each family whose child is enrolled at the child care facility. HAR §17-891.2-66(i), 17-895.1-71(e), and 17-896.1-61(e);</p> <p>4. The facility shall complete 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>5. Log of emergency preparedness drills practiced. HAR §§17-891.2-17(a)(4), 17-892.2-17(a)(7), 17-895.1-17(a)(7), 17-896.1-17(a)(7); and</p> <p>6. Each child care facility shall provide emergency preparedness training to staff members. HAR §§17-891.2-66(c), 17-892.2-61(d), 17-895.1-71(d), 17-896.1-61(d), and 17-800-43(6)</p>	
Response	DHS CCL staff shall provide technical assistance to licensed and registered	DHS staff shall coordinate with Statewide Branch to determine issuance and continuance of child care subsidy benefits.

	<p>providers. CCRPO to provide the guidance.</p> <p>DHS CCL staff shall contact licensed or registered child care provider to assess if the program suffered any damages and if they are able to continue operating.</p> <p>Licensed, Registered and Exempt providers may fill out a post disaster assessment form (form found in disaster handbook and appendix B) and within 5 to 7 workdays submit it to licensing.</p> <p>DHS CCL staff shall inspect the provider's facility to assess damages with provider within ten (10) working days of the received date of the <i>Child Care Facilities Post-Disaster Incident Assessment Form</i> to determine if the provider can resume child care services</p> <p>However, if damages from the disaster prevent an on-site visit, a telephone contact may be feasible.</p> <p>DHS CCL staff shall 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>Resource & Referral (R&R) contractor can help with obtaining capacity information after a disaster.</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-</p>	<p>All child care records are stored electronically in Electronic Case Folder (ECF). The Office of Information Technology (OIT) may grant access to the unaffected subsidy units to access and process subsidy payments.</p> <p>The Department shall provide disaster training to the statewide CCS and FTW units as needed or necessary.</p>
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	down of the facility. HAR §§17-891.2-66(j), 17-892.2-61(i), 17-895.1-71(i), and 17-896.1-61(i)	
Recovery	<p>DHS CCL staff shall send a referral to city and county building department to inspect facility after repairs have been completed.</p> <p>DHS CCL staff shall inspect the provider's facility to after repairs have been completed to determine when and if they plan on reopening.</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.</p>	When the Governor declares a state of emergency, the Department shall provide emergency rules relating to child care services under chapter 17-798.3

Planning For Continuation of Subsidy Services to Child Care Families

	Child Care Licensing	Child Care Subsidy
Mitigation	N/A	DHS CCS and FTW offices and contracted offices will receive guidance from CCPO.
Preparedness	N/A	
Response	N/A	<p>DHS will assess the need for staff deployment based on each situation.</p> <p>DHS staff statewide will ensure that subsidy payments are issued to support families in the disaster area.</p> <p>DHS staff shall assist in processing child care benefits.</p> <p>All child care records are stored electronically in Electronic Case Folder (ECF). The Office of Information Technology (OIT) may grant access to the unaffected subsidy units to access and process subsidy payments.</p> <p>The Department shall provide disaster training to the statewide CCS and FTW units as needed or necessary.</p>
Recovery	N/A	<p>When the Governor declares a state of emergency, the Department shall provide emergency rules relating to child care services under chapter 17-798.3</p> <p>Child care families experiencing homelessness due to the disaster who are applying for child care may qualify as priority class. HAR § 17-798.3-7(B).</p> <p>Resource & Referral (R&R) contractor may assist families in finding alternate child care.</p>

Planning for Communication with Families

	Child Care Licensing	Child Care Subsidy
Mitigation		
Preparedness	<p>Provider should have emergency contact information for all children in care. HAR §§17-891.2-15, 17-892.2-15, 17-895.1-15, 17-896.1-15, 17-800-46(a)(1) and 17-798.3-87(1).</p> <p>Provider should share with the families the provider and provider's spouse's contact information.</p>	<p>DHS staff shall direct families to essential disaster information.</p> <p>https://www.ready.gov/ https://dod.hawaii.gov/hiema/</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, and children's emergency contact information. HAR §17-800-46.</p>	<p>The Department shall provide updated information on DHS website, may issue press updates to the public and partner agencies about subsidy availability and/or changes in policies.</p>
Recovery	<p>DHS CCL staff to check in with providers to see how communication worked, areas of improvement and other suggestions.</p>	<p>DHS staff will ensure the continuous issuance of timely child care subsidy payments..</p>

Planning for Reunification with Families

	Child Care Licensing	Child Care Subsidy
Mitigation	Providers shall maintain and keep current children contact information. §§ 17-891.2-15(c)17-892.2-15(c); 17-895.1-15(c); 17-896.1-15.	N/A
Preparedness	<p>Provider should have emergency contact information for all children in care. HAR §§17-891.2-15, 17-892.1-15, 17-895.1-15, 17.896.1-15, 17-800-46 and 17-798.3-87(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 should 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>	N/A

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
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Emergency Management Agencies and Key Partners

Hawaii Emergency Management Agency (HI-EMA)

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 of all kinds between federal and local agencies. Including 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) – and the Federal Emergency Management Agency (FEMA).

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 Regulation Program Office (CCRPO) oversees the child care licensing and registration, and Child Care Subsidy Program Office (CCSPO) oversees '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.

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 _____ • 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/remains 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: <hr/> <hr/>
Walls: <hr/>
Doors: <hr/> <hr/>
Toilets/Sinks: <hr/>
Fixtures: <hr/>
Supplies: <hr/>
Office Equipment and Furniture: <hr/>
Classroom Equipment/Furniture: <hr/> <hr/>
Additional information: <hr/> <hr/>

Source of Damage (Check all that apply):		
<input type="checkbox"/> Flood <input type="checkbox"/> Fire <input type="checkbox"/> Wind <input type="checkbox"/> Earthquake <input type="checkbox"/> Tsunami <input type="checkbox"/> Other		
Type of Insurance		
<input type="checkbox"/> Property <input type="checkbox"/> Hurricane <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> None		
Is the building insured to cover the cost of repairs? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Estimate of Damages:		
Repairs to Structure	Replacement of Materials	Total
\$	\$	\$
Disaster Applications:		
Have you completed / submitted a disaster application with FEMA? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Have you applied for other disaster relief? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Additional notes:			
I certify that the above statement is true to the best of my knowledge:			
Provider Name		Signature	
		Date	
FOR LICENSING WORKER TO COMPLETE:			
Date Received:		<u>Assessment</u>	
			<u>Yes</u>
			<u>No</u>
		No Structural Damage.	<input type="checkbox"/>
		Water AND sewage/septic tank are working properly.	<input type="checkbox"/>
			<input type="checkbox"/>
		Has electric service OR lighting needs are met through the use of either batteries or a generator.	<input type="checkbox"/>
<p>The provider is <input type="checkbox"/> Approved / <input type="checkbox"/> Disapproved to resume child care services as of (date). Continuation of services are subject to a site visit to confirm the assessment above and ensure the safety of the facility. A site visit has been scheduled on (date) at (time).</p> <p>If a site visit has not been completed within 10 (ten) working days of the received date of this document, services must be suspended pending a site visit and approval from the licensing worker to resume services.</p>			
Reviewed By:			
	Print Name/Unit	Signature	Date

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