

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES

EARLY CHILDHOOD SERVICES

EMERGENCY FLOOD PLAN

March 16, 2010

EMERGENCY FLOOD PLAN

- 1. PURPOSE.** The purpose of this plan is to provide guidance to early childhood programs when there is flooding in North Dakota. The plan encompasses a state-wide approach, which includes people, systems, processes, and supporting infrastructure. This plan is designed to inform, organize, and prepare for the impact of flooding on early childhood programs in our state to ensure safe care for children in flooding situations. The plan is also designed to provide steps to ensure that services are continued for eligible child care subsidy recipients during flooding.

- 2. SCOPE.** The plan was developed to include the entire child care enterprise, including licensed, self-declared, and approved relative providers in facilities or homes. The plan also addresses communications internally and externally to recipients and providers.

- 3. EMERGENCY ORGANIZATION.**

STATE: Jennifer Barry, Early Childhood Services Administrator, and Linda Elstad, Child Care Subsidy Administrator, provide leadership to the Early Childhood Services Emergency Management Team (EMT) and make decisions regarding emergency plans for early childhood services in the state of North Dakota. This team coordinates with the Executive Director of North Dakota Department of Human Services and the Department of Human Services Emergency Management Administrator. The Executive Director and the Emergency Management Administrator will interface with the Governor's Office and the media.

EMERGENCY MANAGEMENT TEAM. Other members of the Emergency Management Team include regional supervisors for early childhood services, county licensers, and Child Care Resource and Referral staff. This group establishes procedures for possible flooding that may occur and affect licensed and unlicensed child care providers. The procedures are based on guidance from the EMT and identify alert/notification procedures, evacuation plans and plans for recovery. The team members review, rehearse, and test the plan with all team members.

4. EMERGENCY REPORTING PROCEDURES.

- Self-declared and approved relative providers will report any closings or relocations of their child care programs to Jennifer Barry or Linda Elstad, at the **ND Department of Human Services**. Reports can be emailed to jlbarry@nd.gov or llestad@nd.gov. Reports can also be made by toll free telephone at **1-800-245-3736**.
- Licensed providers will report closings or relocation of programs to Child Care Resource and Referral. In eastern North Dakota, reports should be made at referral@lakesandprairies.net or 1-800-452-3646. In western North Dakota, reports should be made at ccrreferral@lssnd.org or 1-888-223-1510.

- The report should include:

- The provider's name and provider number;
- The city and county the provider is located;
- The number of children and families enrolled in the program;
- The number of children and families in the program who receive child care assistance; and
- Any other pertinent information, including relocation plans.
- Update on whether provider has been able to notify all parents.

* DHS will provide support to notify parents of relocations and closures via mass media if necessary.

5. PRE-FLOOD PLANNING

- a. Monthly lists of all licensed, self-declared, or registered early childhood programs in the state will be sent to the Department of Human Services Emergency Preparedness Administrator. Lists will be sorted by county and forwarded to local emergency managers to be used in identification of the locations of vulnerable populations in the event of flooding.
- b. All licensed providers will be required to complete SFN 517, Child Care Evacuation Disaster Plan. County early childhood licensers will forward copies of each provider's plan to Child Care Resource and Referral.
- c. Early childhood program operators will prepare a list of contact information for all staff and parents of children enrolled in their program. This list should be kept with

the operator at all times so that if flooding occurs when a program is closed and the location of the program is inaccessible, the operator will be able to contact staff and parents to let them know that the facility has flooded.

d. Information on preparing for flooding will be posted on the Child Care Resource and Referral website, www.ndchildcare.org.

6. POSSIBLE SCENERIOS AND PROCEDURES

SCENARIO 1: Flooding is near areas where early childhood programs are located.

- a. Operators are directed to stay tuned to local media to receive updated information and instructions for potential evacuation.
- b. Early childhood program operators should review their evacuation plan with all staff and parents.
- c. Operators should confirm that they have a current list of contact information for staff and parents with them at all times.

SCENARIO 2: Flooding will cause some early childhood program operators and parents to find alternate safe routes to the program.

- a. Operators are directed to closely monitor the flood situation through local media updates.
- b. Operators should contact all parents and staff to discuss alternative safe routes to the program.

SCENARIO 3: Flooding will cause some operators to call parents to inform them that because of the potential of severe flooding the program is relocated.

- a. Operators who have any families that receive child care subsidies should contact the county social services office to let them know where they are relocating <http://www.nd.gov/dhs/locations/countysocialserv/>. Eligibility workers at the county will work with the operator to ensure that payments are not disrupted.
- b. Operators shall follow the emergency reporting procedures listed in section 4 of the plan.

SCENARIO 4: Flooding causes some of the programs to close **while children are present.**

- a. Operators shall follow instructions for evacuation by local emergency management services.
- b. All parents and staff members shall be contacted and informed of the evacuation and where the program will be relocated.
- c. Operators shall contact 911 if children or staff members are in danger of harm.
- d. Operators shall follow the emergency reporting procedures outlined in section 4 of the plan.
- e. Operators who have any families that receive child care subsidies should contact the county social services office to let them know where they are relocating <http://www.nd.gov/dhs/locations/countysocialserv/>. Eligibility workers at the county will work with the operator to ensure that payments are not disrupted and that services continue where possible.

SCENARIO 5: Flooding has caused a program to close when no children or staff members are present.

- a. All parents and staff members shall be contacted and informed of the closing and where the program will be relocated to.
- b. Operators shall follow the emergency reporting procedures outlined in section 4 of the plan.
- c. Operators who have any families that receive child care subsidies should contact the county social services office to let them know where they are relocating <http://www.nd.gov/dhs/locations/countysocialserv/>. Eligibility workers at the county will work with the operator to ensure that payments are not disrupted.

SCENARIO 6: Programs are affected by flood recovery.

- a. Operators will follow guidelines for flood recovery as directed by local emergency managers.

- b. Operators will report, as outlined in section 4, when their program is able to be reopened.

7. PRIORITIZED LISTING OF IDENTIFIED CRITICAL PROCESSES and FUNCTIONS. Below is a list of the core processes and functions which have been assessed as critical to the mission of the North Dakota Department of Human Services Early Childhood Services Program and Economic Assistance Policy Division - Child Care Assistance Unit.

- a. Issue subsidy payments promptly to providers and families;
- b. Ensure business continuity internally and externally;
- c. Maintain recipient/provider confidence; and
- d. Provide support to County Social Service Boards.

8. AREA OF CONCERN. There is a possibility that change in providers during the flooding will cause payment problems. County Social Services will be able to answer these questions based on direction of the state Child Care Assistance office.

9. COMMUNICATION AND DISTRIBUTION.

- Governor's office
- CCDF Regional office
- Executive office
- Regional Supervisors of Early Childhood Services
- Child Care Resource and Referral staff
- Director, Children and Family Services Division
- Director, Public Assistance
- State Emergency Management staff
- Supporting staff
- County Social Services offices

