



Department of Community and Cultural Affairs (DCCA)
CHILD CARE AND DEVELOPMENT
FUND PROGRAM

**EMERGENCY PREPAREDNESS,
RESPONSE, and RECOVERY PLAN**

D R A F T

JUNE 2019

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I. INTRODUCTION

The Child Care and Development Fund (CCDF) is a program under the Department of Community and Cultural Affairs (DCCA). It is currently capable of serving approximately 200 families or 260 to 400 children. DCCA, as the designated government agency to provide support in the coordination of the Emergency Support Function - ESF 6 (Mass Care and Emergency Sheltering Assistance) function of the CNMI Emergency Operation Plan; relies on CCDF to carry out the mission of assisting families needing subsidized child care, and the child care community by providing uninterrupted services and assistance; or temporary daycare solutions during emergencies resulting from disaster related events. To do so, CCDF develops four distinct teams to respond to emergencies and disasters: the Disaster Communication Team, Disaster Regulatory Team, Disaster Assessment Team, and Disaster Subsidy Team. CCDF outlines a planned process and actions to follow before, during and after a disaster strikes. And, with the permission from the office of Homeland Security and Emergency Management (HSEM), the CCDF Disaster Team implements disaster response and recovery activities for the child care community.

II. SUMMARY

The CCDF Disaster Plan guides all concerned as to what steps CCDF takes before, during, and after emergencies. It is to include, but not limited to provisions for: the coordination and communication in the event of a disaster or emergency, assistance in relocating occupants of any affected facility, the assessment of providers' needs, the provision for the establishment of temporary child care facilities, if needed; and the evaluation of CCDF's, along with partner agencies' core capability to respond effectively. This plan is to align with the CNMI Emergency Operations Plan to which DCCA, the department overseeing CCDF, is one of the agencies to support ESF 6 Function or Mass Care of the CNMI EOP. Also, the CCDF disaster plan provides information directing staff and volunteers in all aspects of emergency preparedness, disaster response, and disaster recovery.

III. OVERVIEW OF DISASTER CONCEPT

A. PURPOSE

The CCDF emergency preparedness, response, and recovery plan is developed to provide guidelines and information to assist DCCA and the child care providers in preparing and responding, appropriately, effectively and efficiently to an emergency/disaster. This plan is designed to: prepare in advance, provide an immediate and efficient action plan, and respond to the needs of all concerned once an emergency strikes, including but not limited to, the provision of uninterrupted service.

B. SCOPE

This plan outlines instructions to follow before, during and after a disaster in assisting affected and potentially affected families and child care providers.

C. SITUATIONS AND ASSUMPTIONS

SITUATIONS

The Child Care and Development Fund (CCDF) office is situated on Capital Hill on the island of Saipan, Government Building #1347. The location is about 300 feet above sea level and approximately 1.5 miles away from the shoreline. It can be reached by turning right at the Capitol Hill traffic light intersection on the main road coming from downtown Garapan. After turning right, proceed going uphill and make a left at the first main cross-intersection. Drive straight and pass another cross-intersection until reaching a round about traffic loop. Building #1347 where the CCDF office is housed is the second building on the right upon entering this round about traffic loop.

ASSUMPTIONS

The Child Care and Development Fund Program have sufficient resources to serve efficiently and effectively the child care community during emergency/disaster situations. In the event of in-house incapability, it will be necessary to request assistance from partner agencies, both public and private. In situations similar to typhoons and inclement weather, wherein hazards can be readily anticipated, providers are expected to have utilized their resources and discretionally closed or/and have secured their facilities in advance.

D. PHASES OF MANAGEMENT

- MITIGATION

This phase occur all through-out the planning stages of disaster readiness. CCDF takes the steps of providing public awareness on disasters such as developing and distributing brochures that explain steps to take during emergencies, as well as providing year-round trainings to providers and staff on operational/organizational resiliency, etc. This also entails mapping the islands to identify specific vulnerabilities of particular location to disasters that it may warn situated providers, and discourage future establishment of child care homes and centers in disaster prone areas. Pre-positioning of recovery related resources is during this phase as well. All of these strategies will support the goal of reducing the devastating effect of a disaster.

- PREPAREDNESS

This stage requires CCDF to periodically monitor the efficiency of its emergency preparedness, response, and recovery plan and that of every child care provider by way of drill/exercise. CCDF shall also devise island wide simulated exercises for staff and providers to undertake each year with “upgrading” to occur when warranted to improve childcare-wide readiness. This stage also includes conducting inventory of available resources such as but not limited to: buildings, vehicles, manpower, communication and operation equipment, various forms vital to emergency/disaster response activities. This stage is when agreements involving partner agencies are forged that will ensure effectiveness of coordination during response and recovery phase. *(See Attachment 7)*

- **RESPONSE**

This is the “act and assist” stage, when the Department’s Response Assistance Coordinators (RAC) Team is activated. Simultaneously, CCDF and CCLP disaster team activates in close coordination with the DCCA RAC team and partner agencies. The DCCA RAC team coordinates and reports to the CNMI Emergency Operations Center (EOC), the CNMI’s central command on disaster response, and recovery activities.

(See Attachments 1, 2, 3, and 12a)

- **RECOVERY**

This stage is when the CCDF and CCLP disaster team in close coordination with the DCCA RAC team and partner agencies goes out in the aftermath of a disaster to assess the condition of child care provider facilities and the child care community as a whole.

Coordinates with the RAC team and partner agencies to deliver needed assistance to distressed families and providers at the same time, swiftly facilitating to authorize temporary child care facilities or the safe return to normal operation of existing facilities less affected by disaster, the soonest time possible. *(See Attachment 10)*

E. COMMAND AND CONTROL

During the stages of response and recovery to disaster situations, the CCDF and CCLP disaster team, as approved by the CNMI HSEM chief via the DCCA RAC commander; activates with the sole objective of ensuring continuity of child care services to the community. All information received by the CCDF and CCLP disaster teams from providers, are relayed to the Team leader. Meanwhile, the DCCA Secretary as the DCCA-RAC Commander or his/her designee receives reports from the rest of RAC team-leaders, compiles all emergency response activities needed and then forwards the information to the Emergency Operations Center (EOC) headed by the Homeland Security and Emergency Management office (HSEM’s) Special Assistant to the Administration . Then, the HSEM SAA prepares and directs the response activities. It is also the HSEM SAA who updates the Governor of the disaster activities being carried out as well as progress of said activities. After accomplishing the CCDF and CCLP disaster team’s response and recovery role to the child care community, the CCDF and CCLP staff rejoins the DCCA RAC team.

F. CONTINUITY OF GOVERNMENT

Necessary measures are in place to ensure uninterrupted services to CCDF families. It is assumed that child care partner agencies maintained intra-agency protocols on preventing their offices from being incapacitated thereby enabling them to function during disaster situations, as per the CNMI EOP of 2010.

G. PLAN DEVELOPMENT AND MAINTENANCE

CCDF/CCLP is responsible for developing and updating this emergency preparedness, response, and recovery plan biannually to adapt to the changing world around us. Also, to reflect on the knowledge and information and updates acquired from trainings

attended, tests, drills and exercises performed, as well as experiences from actual emergencies and disasters, domestic and foreign.

H. DISASTER TEAMS AND FUNCTIONS

In order to carry out its role in supporting child care families and child care providers with safe and healthy alternatives during and after disasters/emergencies, CCDF and CCLP undertake the following disaster functions using the following management structure made up of specific disaster teams, and maintain close coordination with the DCCA department's RAC team.

1. **DISASTER COMMUNICATIONS TEAM.** (SEE ATTACHMENT 3 and 14d) ensures that the child care community is well informed of CCDF and partner agencies' assistance systems as well as improving collaboration with partners to avoid duplication of efforts especially if the need to relocate children off-site arises. Functions include:
 - Secures (through the Department Secretary) Memorandum of Agreement from various partner agencies (See Attachment 12j)
 - Thru partnerships, creates/maintains a pool of volunteers to supplement an eventual need for manpower. Coordinates response/recovery efforts by collecting first-hand knowledge of the operating status of providers and partners and the extent of damage incurred.
 - Central point of communication with partner agencies
 - Activates CCDF and CCLP Emergency/Disaster Team.
 - Collects and shares information of response/recovery efforts with CCDF, CCLP and its partners.
 - Contacts Disaster Teams, partner agencies and volunteers for briefing, as needed.
 - Receives/monitors calls from child care providers' emergency/disaster coordinators. It is a MUST that ALL providers communicate with CCDF during the first thirty (30) minutes following an emergency declaration or at the soonest time possible.
 - Contacts emergency coordinator/s of child care providers that failed to voluntarily call CCDF within the first thirty (30) minutes of a known emergency.
 - Monitors relocation and reunification efforts of affected families.
 - Updates the DCCA RAC Commander of all CCDF and CCLP disaster preparedness, response and recovery activities.
2. **DISASTER ASSESSMENT TEAM.** (SEE ATTACHMENT 4 and 14a) The assessment team evaluates the functionality of CCDF, its key partners, and all stakeholders. Determines the severity of damage as well as identify affected child care facilities. Its function includes:
 - Evaluates CCDF resources that may have been affected by the disaster. Develops appropriate remedies as needed.
 - Inventories resources to ensure readiness for deployment when requested. (Resources to be deployed are to last a minimum of 72 hours on duty.)
 - Conducts phone call assessment survey of all CCDF child care providers
 - Conducts actual site assessment survey to all CCDF child care providers
 - Inventories and facilitates issuance of pre-positioned resources to distressed child care providers and families

- Provides emergency inspection referrals to the Disaster Regulatory Team.
- Provides emergency pre-eligibility referrals to the Disaster Subsidy Team.

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- Reports assessment results to the CCDF and CCLP Team Leader.
- Works closely with the Subsidy Team to expeditiously assess validity of claims of emergency child care subsidy applicants i.e., condition of applicant's residence, immediate vicinity, etc. *(See Attachment 9 III E)*.

3. DISASTER REGULATORY TEAM. *(SEE ATTACHMENT 5 and 14c)* This team functions with the goal of expeditiously facilitating the development of temporary child care, be it in existing facilities or, on pre-determined alternate sites. This team works on developing special licensing policies as needed, and re-establishing healthy and safe care the soonest time possible. Functions include:

- Ensures that healthy and safe child care services are accessible to meet the needs of children and parents.
- Provides flexibility for child care programs attempting to meet basic safety and health standards to reopen or if possible, and as warranted, expand capacity.
- Secures (thru the Department Secretary) MOAs with concerned public and private entities to support continuity of services.
- Thru partnerships, creates a pool of potential emergency child care businesses to avoid shortage of providers to serve disaster stricken families
- Reports/monitors case of neglect/abuse situations and disaster trauma in child care settings
- Reports/monitors children identified of having chronic medical condition
- Monitors children with sickness to avoid pandemics and outbreaks of contagious diseases
- Works closely with the Disaster Assessment team in addressing and supplementing the ability of providers to continue healthy and safe operations. If the situation permits, does a phone survey using a checklist *(See Attachment 9 III E)*.

4. DISASTER SUBSIDY TEAM. *(SEE ATTACHMENT 6 and 14b)* This team ensures a continuous and expeditious reimbursement of child care service payments, identifies current CCDF families temporarily not in need of the services, and comes up with an expedited system of enrolling emergency families needing temporary subsidized child care services as a result of a disaster; within the financial capability of the CCDF program. Functions include: **(TO REDISCUSS SPECIFIC FUNCTIONS WITH SUBSIDY TEAM AND MARIBEL)**

- Ensures the provision of uninterrupted subsidy services.
- Assesses current families' need for child care services
- *Encourages volunteerism among current CCDF families to temporarily suspend their eligibility and give way to the most in- need families of a disaster.*
- *Develops a mechanism to accommodate emergency families during disaster, giving priority to families serving as volunteers of disaster recovery groups, homeless families, and families attending to repairs of primary abodes.*
- *Develops criteria to temporarily suspend eligibility of current families deemed not in need of child care services due to disaster related circumstances.*
- *Identifies additional funding source to support enrolling of emergency child care applicants.*

- Works closely with the Disaster Assessment Team to expeditiously assess validity of claims of emergency child care subsidy applicants, i.e., condition of applicant’s residence, immediate vicinity, etc.
- Develops a back-up system to ensure vital records are retrievable at all times.

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5. **DISASTER TEAM LEADERSHIP.** *(SEE ATTACHMENT 2a)* For clarity and command responsibility during and after response/recovery stage, the CCLP supervisor is the designated over-all team leader who directs all emergency/disaster activities. In the absence of the CCLP supervisor, the CCDF/CCLP EPRR PLANNING lead staff assumes the team leadership. Consequently, the CCDF/CCLP Health and Safety Inspector assume leadership in the absence of both the CCLP supervisor and the CCDF/CCLP EPRRP lead staff. Although unlikely to happen, the CCDF senior eligibility specialist takes over as the team leader if all three mentioned above are unavailable to assume the post.

IV. COORDINATING WITH THE LEAD AGENCY AND KEY PARTNERS

A. Disaster Response Activation Process

There are three levels of activation of the CNMI Emergency Operations Center (EOC): Level 3 (being the lowest) to Level 1 (being the highest or most complex). The CNMI Governor is the only authority to declare a state of emergency or disaster for the CNMI. IT IS TO BE UNDERSTOOD THAT AS PER THE “ALL HAZARD CNMI EMERGENCY OPERATIONS PLAN DRAFT” of 2010, the responsibility of directing response and recovery activities during disasters rest solely with the CNMI Homeland Security and Emergency Management (HSEM) office, the agency with direct control of the CNMI Emergency Operations Center. Once a disaster is declared by the Governor, the HSEM chief (Special Assistant of the administration) activates the Emergency Operations Center (EOC) and assigns the mission to the Director of EOC. *(SEE ATTACHMENT 1 – THE E.O.C. ORGANIZATIONAL CHART)*

At this point, and as per the CNMI EOP, the Secretary of the Department of Community and Cultural Affairs (the department’s RAC Commander) reports to EOC where the Multi Agency Coordinators (MAC) team, composed mostly of the governor’s cabinet, convene to reconcile their differences on policies and procedures and come up with a multi-agency response. He/she may then activate the DCCA Response Assistance Coordinators (RAC) Team depending on the activation level recommended by the EOC Commander. However, and when warranted, the CCLP supervisor, being the Team Leader of the CCDF and CCLP disaster team requests from the DCCA RAC commander to relieve the CCDF and CCLP staff as DCCA RAC members, and activate the CCDF and CCLP disaster team. Upon approval of the request by the DCCA RAC commander, the CCDF and CCLP disaster team initiates its designated disaster response and recovery functions and reports from time to time the response/recovery status to the RAC team commander. The rest of the DCCA-RAC Team, headquartered at the CNMI Arts Council Building awaits instructions from the DCCA Secretary (DCCA RAC Commander), on the nature of support the EOC needs from DCCA. *(SEE ATTACHMENT 2 and 2a – THE CCDF and CCLP DISASTER TEAM ORGANIZATIONAL CHART)*

B. The DCCA Response Assistance Coordinators (RAC) Team *(NEEDS REVISION and UPDATES)*

1. ROBERT H. HUNTER – DCCA Department Secretary and DCCA RAC Commander
2. **VACANT** – DCCA Deputy Department Secretary and DCCA Dep. RAC Commander

3. RESELL BILLY – Liaison Officer and Reliever
4. JOHN SALAS/EMI PAMINTUAN – DCCA Safety Officer and Reliever
5. JULIAN CAMACHO – DCCA HQs Dispatch Officer and Reliever
6. MATHILDE ROSARIO – Fiscal Affairs Officer

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7. PARKER YOBEL – In-charge of Logistics Section
8. ABRAHAM TENORIO/LUFO BABAUTA – In-charge of Supplies and Reliever
9. VACANT – In-charge of Short Term Shelter
10. MOSES MUNA/JOSEPH METTAO – In-charge of Log Term Shelter and Reliever
(SEE ATTACHMENT 2 – THE DCCA R.A.C. TEAM ORGANIZATIONAL CHART)

C. The CCDF and CCLP Emergency/Disaster Team Members

- | | |
|---------------------------|--|
| 1. MARIBEL SD. LOSTE | – CCDF, PROGRAM ADMINISTRATOR |
| 2. VINCENT M. RABAUIMAN | – CCDF, ADMINISTRATIVE MANAGER |
| 3. ROSELIA TEREGEYO | – CCDF, ACCOUNTANT |
| 4. GENEVIEVE DL. GUERRERO | – CCDF, ELIGIBILITY SPECIALIST |
| 5. EMANUEL D. PAMINTUAN | – CCDF and CCLP, ELIGIBILITY SPECIALIST ON EPRRP |
| 6. RITA N. OLOPAI | – CCDF/CCLP, HEALTH AND SAFETY INSPECTOR |
| 7. RICHARD M. SANTOS | – CCDF, ADMINISTRATIVE DATA SPECIALIST |
| 8. JOELLA ROSARIO | – CCDF, ELIGIBILITY SPECIALIST |
| 9. GREGORIA SOMOL | - CCLP, ELIGIBILITY WORKER I |
| 10. GORDON SALAS | - CCLP, CCLP SUPERVISOR |
| 11. EDWIN L. BASTO | - CCLP, SAFETY INSPECTOR |
| 12. ADELA CAPATI | - CCDF, EXECUTIVE SECRETARY TO THE PROGRAM ADMINISTRATOR |

D. Key Partner Agencies Coordination

When the EOC is activated, and the convening of the MAC team at the EOC takes place, the DCCA Secretary ensures that all Response Assistance Coordinators (RAC) Team leaders and members are duly notified and on standby.

At this point, the CCDF and CCLP Disaster Team Leader, as approved by DCCA-RAC Commander, subsequently activate the communications function to contact key partners and other stakeholders of the child care community. It remains open and manned until all life threatening conditions are minimized if not eliminated. Consequently thereafter, large part of CCDF and CCLP communication efforts should be on advising key partners of the response and recovery phase and conduct phone/actual survey/assessment of child care providers’ and child care families’ status. Facilitating relief and assistance activities follows thereafter *(See Attachments 3 to 6)*. CCDF’s mapping of the jurisdiction will be utilized to project which child care facilities are most probably impacted by the disaster thereby prioritized for response and recovery purposes. Simultaneously CCDF and CCLP Disaster team; under specific circumstances, and as approved by the DCCA Secretary, activates and implements the emergency child care licensing policies *(See Attachment 10)*.

Tasked by the EOC the function as support group on Mass Sheltering, the DCCA Secretary or his/her designee convenes the DCCA-RAC team, gives specific team assignments to carry out the

department's function but relieves the CCDF and CCLP to participate. From here on, CCDF and CCLP detached from the DCCA RAC team to execute the child care disaster response and recovery activities for the child care community. CCDF and CCLP implements evaluation and assessment mechanisms to determine the extent of damage inflicted by the disaster and prepares to provide

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assistance to the child care community. With the help of partner agencies (*See Attachments 3 to 6*), assessments continue periodically thereafter until CCDF and CCLP determine that affected child care providers are back to normal operation or at least, able to offer/serve families with (at a minimum) safe child care services at their repaired/relocated site.

1. CCDF and HSEM/EOC Coordination:

HSEM recognizes the emergency/disaster function of CCDF outlined on its state plan and approved by Region IX. HSEM includes CCDF emergency/disaster roles on the CNMI Emergency Operations Plan (EOP). *see (Attachment # 12a)*

- Thru the DCCA Secretary, CCDF and CCLP generate a written document that enables CCDF and CCLP DISASTER TEAM utilize their resources solely for purposes of response and recovery assistance to the child care community
- HSEM/EOC and CCDF/CCLP pre-identify specific holding area (per village) for residents needing transportation assistance to mass evacuate
- If mass transportation is inevitable, and CCDF/CCLP resources maxed out, EOC advises Commonwealth Office of Transit Authority (COTA) to assist evacuating the CCDF community to safer grounds.
- HSEM/EOC and CCDF/CCLP develop periodic training opportunities for the day care providers to enhance emergency/disaster preparedness, response, and recovery readiness of the child care community.

2. CCDF AND CCLP Coordination:

CCDF and CCLP are two distinct sections under the DCCA. For purposes of EPRRP, these two programs act as one with an agreement to compose the leadership and membership of the CCDF and CCLP Disaster Team to carry out all disaster response and recovery planning, coordination, and implementation. The agreement describes, among others, the chain of command that ensures timely activation of the team, timely assessment of damages incurred, and timely delivery of disaster assistance across the child care community to support program continuity thereby ensuring uninterrupted child care services. For a more detailed description of the CCDF and CCLP coordination, *see (Attachment # 2a and 12j)*

3. CCDF/CCLP, CNMI Zoning Board, and DPW-BSO Coordination:

CCLP and the DPW-BSCO agree share manpower resources and collaborate on activities that ensure all child care facilities religiously adhere to the uniform building safety code standards. As a means of mitigation and in coordination with the Zoning Board office, may discourage establishment of new daycare facilities on structurally compromised and non-typhoon resistant buildings as well as on pre-identified disaster prone locations. For more specifics, *see (Attachment # 12b)*

4. CCDF/CCLP and DOF Coordination:

Collaborate on issues regarding expedited acquisition of business license of emergency child care providers. Both programs collaboratively work for the timely reimbursement of child care services, and uninterrupted payment of child care services. For more specifics, see "Attachment # 12c"

5. CCDF/CCLP and CHCC and BEH Coordination:

Coordinate on issues to prioritize health and sanitation inspection and certification of child care

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facilities to support provision of uninterrupted child care services. Both programs agree to waive or diminish certain regulatory provisions when deemed not to jeopardize the health and well-being of children and adults. Team up to monitor mental and behavioral matters concerning child care children, families, and staff. For more specifics, see (Attachment # 12g)

6. CCDF/CCLP and DFEMS Coordination:

Thru a MOA, agree to closely collaborate on issues relevant to improving daycare facilities' execution of fire evacuation drill, conducting fire prevention related trainings and technical assistance, and the timely issuance of clearances and certifications that are required to support uninterrupted child care services even after a major disaster. For more specifics, see (Attachment # 12e)

7. CCDF/CCLP and DPS Coordination:

Agree to closely work together to timely acquire criminal and/or civil conviction records and SORNA clearances of caregivers and caregiver applicants. Coordinate closely on matters concerning documentation requirements from the national and international comprehensive background checking system to ensure safe child care services. For more specifics, see (Attachment # 12d)

8. CCDF/CCLP and PSS Coordination:

Coordinate closely on matters relevant to EHS and CCDF partnership program. see (Attachment #12i)

CCDF and CCLP disaster team reintegrates with the rest of the DCCA-RAC team (when warranted), at the discretion of the CCDF and CCLP Disaster Team Leader, ready to take DCCA-RAC assignment, as needed.

V. ENSURING CONTINUITY/TEMPORARY CHILD CARE SERVICES DURING AND AFTER A DISASTER

❖ PREPAREDNESS ACTIVITIES:

- Assessment Team ensures monthly acquisition of updated list of CCDF approved providers, including license exempt providers, with the most current staff and student rosters from the Child Care Licensing Program and shares with the Disaster Teams.
- Communications and Assessment Teams create/maintain/update a territory-wide EP and RRP template to aide providers in developing their respective Emergency Preparedness and Response Plan including a program recovery provision after a disaster.

- Communication and Assessment Teams receive a comprehensive emergency preparedness, response, and recovery plan from child care providers. It is a must for the plan to have the provision of informing the CCDF office of any emergency related situation 30 minutes after, or the first chance possible.
 - Current child care providers are required submission of a comprehensive emergency preparedness, response, and recovery plan during their CCDF certificate renewal process to continuously serve CCDF families.

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- Applying child care providers are required to submit a comprehensive emergency preparedness, response, and recovery plan to get certified to serve CCDF families.
- Periodic visits of child care provider facility are done to verify plan's completeness and workability.
- Provider updates plan and resubmit as recommended.
- CCDF staff attends work group meetings both; in-house or elsewhere, related to emergency/disaster preparedness, response, and recovery.
- CCDF in coordination with the child care licensing program requires and monitors Emergency/Evacuation Drills of child care facilities
 - Child care providers serving CCDF families periodically conduct, document, and make available for inspection the proof of drills and exercises done at their facilities.
 - Child care providers serving CCDF families participate in island-wide/territory-wide drills and exercises.
- Communications Team acquires and maintains an updated list of phone contact information of CCDF providers, emergency/disaster preparedness, response, and recovery coordinators', as well as all partner agencies'.
- Subsidy Team generates the required forms to be completed by applying families of the child care subsidy reimbursement program.
- Regulatory team (thru the Department Secretary) maintains a list of prospective emergency child care providers to tap when shortage of providers arises after disaster
- Assessment Team generates the required forms (*See Attachment 9 Subpart III E*) to assess damages incurred from a disaster.
- Communications and Regulatory Teams, with the assistance from the rest of the Disaster Teams (thru the Department Secretary) secure Memorandum of Agreement from public and private agencies holding needed essential services to facilitate an expedited establishment of temporary child care facilities post disasters.

List of these agencies may include but not limited to the: Child Care Licensing Program, Homeland Security Management Office, American Red Cross, Public School System and Head Start Program, Association of Private Schools Child, Building Safety Office, DPS Fire Division, Department of Finance, DPH's Bureau of Environmental Health, Business Licensing Office, and the CNMI Zoning Board.

- As an additional requirement to current and applying providers, and in coordination with the CCLP, CCDF's ultimate goal is to have;

- child care providers include on their emergency preparedness, response, and recovery plan an alternate site to relocate, when needed
- child care providers identify on their EP and RRP material a list of partnering groups willing to provide relocation area, when needed.
- On the interim, (thru MOAs) CCDF facilitates transfer of child care services of families from affected CCDF centers to unaffected or less affected CCDF centers while working with the provider on its goal of having the ability to

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self-relocate to a more conducive facility. Due to the reality that CNMI being most vulnerable to disasters caused by heavy rains, extremely strong winds, and flooding due to storm surge or tsunami, CCDF plans to pair up providers (licensed and license-exempt) situated on low lying areas to the nearest provider (licensed and license-exempt) situated on higher grounds as an approach to address temporary relocation, i.e.:

1. Loving Hands Daycare relocates to Angel Kindergarten
2. Holy Angel Daycare relocates to Gana Daycare
3. NMIS relocates to the upper floors of the Marianas Business Plaza (MBP)
4. Green Meadows CK relocates to Green Meadows CK
5. Green Meadows GR relocates to R and EQ Daycare
6. Golden Harvest relocates to Gana Daycare
7. Smart Start 1 relocates to Smart Start 2
8. License-exempt providers that do not have an alternate site to relocate may be relocated along this scheme as well.

❖ **RESPONSE AND RECOVERY ACTIVITIES:** (See ATTACHMENT 13 for details)

1. DISASTER COMMUNICATIONS TEAM: ALL CCDF disaster teams assist with the communications function the first 30 minutes to one hour, or, whenever possible; following an impending emergency/disaster and/or emergency/disaster declaration.
 - Activates CCDF Emergency/Disaster Response Team.
 - **Contacts Disaster Teams, and joins partner agencies (CCLP and DCCA- RAC) and volunteers for briefing.**
 - **Implements the “Post Disaster Response and Recovery Timeline of Activities” (See Attachment 13 for details)**
 - Receives calls from child care providers’ emergency/disaster coordinators, if any. It is a MUST that ALL providers are well informed to communicate with CCDF/CCLP during the first thirty (30) minutes following an emergency/disaster declaration or at the soonest time possible.
 - Contacts child care providers that failed to voluntarily communicate with CCDF the first thirty (30) minutes of a declared/known emergency.
 - **Produces and prepares emergency/disaster response and recovery assessment forms and other related emergency child care referral forms.**

2. DISASTER ASSESSMENT TEAM:

- Contacts CCDF and CCLP staff and volunteers to assess internal manpower resources available,
- Inspects condition of the CCDF and CCLP offices including availability of basic utility services,

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- Assists the Communication Team on collecting updates from affected providers
 - Prioritizes providers servicing infants and very young children, children with disabilities, and children with pre-determined medical condition/s
 - Dispatches disaster relief goods/supplies to affected families/providers
 - Dispatches available health and safety supplies assistance to prevent the spread of pandemic diseases in child care facilities
- Conducts phone surveys of CCDF providers and families relative to damage incurred.
- At the first chance possible, visits child care facilities to evaluate their physical condition, and to observe/gather health/medical and emotional challenges of affected families and providers. Relays information gathered to the CCDF and CCLP disaster team leader.
- Or upon request from the subsidy team, visits residences of affected families applying for emergency child care services for verification purposes.
- **(SEE ATTACHMENT 13 FOR ADDITIONAL INFORMATION)**

3. DISASTER REGULATORY TEAM:

- **The CCLP supervisor, as the over-all CCDF and CCLP disaster team leader, heads both the communications team and the regulatory team. For more information, (see Attachment 13)**
- Implements (thru the Department Secretary) special child care licensing policies
 - Immediately communicates with key regulatory partners like CHCC, DPH, PSS, DPW-BSO, BEH, DPS Fire Division, Business Licensing office, the CNMI Zoning Board, etc. to activate emergency child care policies that may waive specific regulatory requirements **AS C ASE TO CASE BASIS**
- **Prioritizes assistance activities to providers servicing infants and very young children, children with disabilities, and children with pre-determined medical condition/s**
 - **Relays needed emergency medical and mental services assistance information and requests from CHCC to dispatch responders**
 - **Coordinates with PSS bussing section regarding transportation needs of affected families/providers to CHCC (specifics will be provided after inter agency meeting)**
 - **Teams up with DPH-BEH on preventing pandemic diseases (specifics will be provided after inter agency meeting)**
 - **Relays information to DPH suspected cases of pandemic diseases (specifics will be provided after inter agency meeting)**
- **Maintains record of provider facilities affected by the disaster**

- Teams up with the DPW-BSO to inspect provider facility's structural condition to determine suitability to resume operations or to close down and relocate (*specifics will be provided after inter agency meeting*)
- Teams up with the DPW-BSO in closing down child care facilities operating on identified structurally compromised buildings (*specifics will be provided after inter agency meeting*)
- Assists the Communication and Assessment Teams on information gathering
- Deploys site inspectors as soon and safely as possible
- Analyzes data on the number of centers and families affected

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- **Recommends if a child care center** affected by the disaster needs to relocate and facilitates speedy relocation.
- **Discusses the list of able providers that can assist in the disaster response and recovery phase with the CCDF Program Administrator**
- **Relays regulatory evaluations, regulatory challenges, and regulatory accommodations provided to affected providers with the rest of the team**
- Facilitates safe evacuation of affected families/providers when needed and/or instructed.
- Continuous monitoring on compliance of child care health and safety regulations.

4. DISASTER SUBSIDY TEAM:

- **Updates the Communication Team of additional information (if any) that CCDF needs to disseminate to the public.**
- Makes available all forms required for the possible enrollment of **emergency child care** families,
- Implements the emergency procedure and processes of the child care program subsidy payments.
- Receives data from the Assessment team regarding number of affected families
- Coordinates with the Department of Finance on funding to subsidize emergency child care services for **emergency** families affected by disasters.
- Activates the child care emergency subsidy program upon determination that funding is available
- Conducts outreach programs to expedite emergency enrollment of **needy** families
- Sets aside funds for emergency/disaster volunteer incentives.
- **Subsidy team may waive eligibility and subsidy regulations:**
(See ATTACHMENT 9 - Emergency Child Care Eligibility Guidelines/Procedures)
 - **Payment invoice attachments policy except for the child/ren attendance sheets at the daycare.**
 - **May pay for services rendered 24 hours a day seven days a week**
 - **Waives the citizenship requirement of supposed recipients**
 - **Waives eligibility requirement on approved activity if the applicant is involved on any disaster recovery matters**
 - **CCDF administrator is not the sole signatory of emergency certificates of confirmation. Any two signatures of CCDF staff constitute an approval**
 - **Will process and approve eligibility applications within 48 hours.**

- Regulatory and assessment teams expedite processing of emergency child care provider applicants to address shortage of providers.
- Regulatory team implements case by case exemptions to licensing policies.
(See ATTACHMENT 10 - Guidelines/Procedures for Programs in Emergency Situations)
 - May allow provider to care for as much as twice its licensed capacity
 - May waive the children to staff ratio except on the very young (0 – 2 y.o.)

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age group.

- May waive licensing requirements deemed non-critical to health and safety such as food handler certificate, staff work experience, etc.
- May accept incomplete provider application packets to expedite issuance of conditional license for emergency child care providers
- May allow 16 year old volunteers to administer child care services
- May allow adult household members to provide care
- Prepares a pool of prospective emergency child care providers.

VI. RESILIENCY PLAN

A. Mitigation Activities:

- CCDF and CCLP merges to form a CCDF and CCLP Disaster Preparedness, Response, and Recovery Disaster Team housed at Government Building #1347, the CCDF office.
- Ensures that the building where CCDF office operates is typhoon and tsunami ready i.e., a fully concrete building:
 - With anodized aluminum typhoon shutters for doors and windows,
 - With a 40 kva back-up power generator,
 - With a 1,000 gallon emergency water tank,
 - And, is situated farther in land, and on a significantly elevated location.
 - Develops emergency policies, forms, and partnerships with public and private agencies (thru the Department Secretary). *(specifics will be provided after inter agency meeting)*
- Maps out the territory that depicts location of child care facilities, marking vulnerabilities of villages to disasters, as well as identifying evacuation routes and the spots of emergency shelters to go to. (ATTACHMENT 8 - MAPS)
- Conducts outreach programs and public awareness campaigns to establish a pool of volunteers and a wait-list of temporary child care providers
- Maintains a substantially adequate stock of basic household and daycare supplies like; bottled water, first aid kits, cleaning supplies, etc. intended to support child care providers in the event of emergency/disaster. For details...See (ATTACHMENT 7 – EPRRP for Building #1347)
- Maintains a stock of portable power generators intended to loan to child care facilities during emergency
- Develops a program to assist child care facilities acquire and maintain a healthy and safe water reservoir system ready to be used during and after an emergency.
- Backs up files and information systems daily.

- **Submits regularly to the Office of Homeland Security and Emergency Management and other public and private agency partners, thru the RAC Team (DCCA Secretary), updated data of daycare centers that include daycare enrollment and staff rosters, contact numbers, location and known vulnerabilities of individual daycare sites.**

B. Networking and Partnerships:

- Teams up with the Zoning Board and CCLP to discourage establishment of new child care facilities in areas identified as disaster prone
- Teams up with the Building Safety Office in order to discourage establishment of new 14 child care facilities in structurally-challenged buildings.
- Coordinates with non-CCDF institutions and business entities that may provide support to the business continuity quests of child care providers
- **Submits regularly to the Office of Homeland Security and Emergency Management and other public and private agency partners, thru the RAC Team (DCCA Secretary), updated data of daycare centers that include daycare enrollment and staff rosters, contact numbers, location and known vulnerabilities of individual daycare sites.**

C. Efficient Communication and Notification Systems:

- Across the CCDF child care community, stakeholders adhere to the 30 minute time frame policy to contact each other in the aftermath of an emergency or disaster
- Child care providers assign their respective emergency/disaster manager and update the CCDF and CCLP of their contact information as needed
- Child care providers update the CCDF and CCLP of their CCDF parents'/guardian's contact information as needed
- Emergency/disaster notification system and procedure of daycare facility is an essential attachment to the daycare facility's parent hand out. Upon enrollment of a child to a daycare center, the center conducts a mandatory orientation that includes having parents to familiarize themselves on the notification procedure early on.
- Emergency/disaster Reunification procedure of daycare facility is an essential attachment to the daycare facility's parent hand out. Upon enrollment of a child to a daycare center, the center conducts a mandatory orientation that includes having parents to familiarize themselves on the Reunification procedure early on.
- CCDF provider upgrades the evacuation alarm system to include a centralized alarm device audible all around the facility.

VII. REQUIREMENTS AND TECHNICAL ASSISTANCE

- CCDF in coordination with the CCLP requires child care providers to develop and implement a comprehensive Emergency Preparedness, Response, and Recovery Plan:
 - CCLP and CCDF create/maintain/review/update a territory-wide template to aide providers in developing their respective Emergency Preparedness, and Response Plan that includes a program recovery provision after a disaster. This EPRR Plan must:
 1. clearly specify how to execute various types of evacuation i.e.: on-site evacuation, in-place evacuation, off-site evacuation, and vertical evacuation.

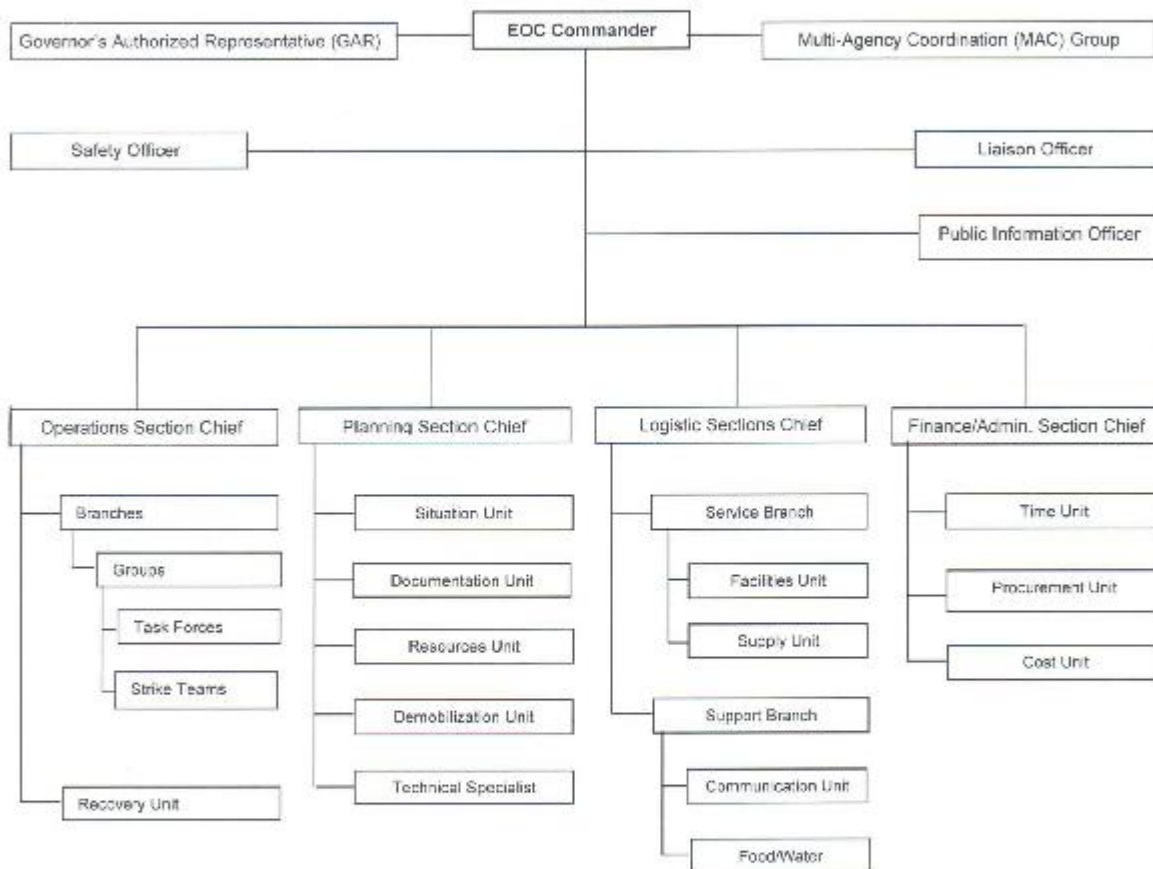
2. include program continuity provisions after a disaster, operated on current site or on a pre-certified alternate site.
 3. include clear steps on how to reunify affected families,
 4. describe special accommodations to the youngest children they serve, as well as the care of children with special needs and chronic medical condition.
- Current child care providers are required to submit an updated emergency preparedness, response, and recovery plan (every annual renewal of the CCDF certificate) for them to continuously qualify to serve CCDF families/children.
 - Prospective child care providers are required to submit an emergency preparedness,
 - 15
 - response, and recovery plan prior to getting certified to serve CCDF families.
 - CCDF and CCLP do periodic TA visits to verify the plan's suitability and efficiency.
 - CCDF child care provider revises/updates the plan and resubmits as recommended.
 - Child care providers are required to periodically conduct, document, and submit proof of drills and exercises done at their facilities.
 - Child care providers serving CCDF families are required to participate on island-wide/territory-wide drills and exercises.
- CCDF with CCLP and other concerned partner regulatory agencies, provides trainings and technical assistance sessions to child care providers, and
 - requires completion of at least 7 hours annually per staff of CCDF providers related to emergency disaster preparedness, response, and recovery matters:
 - child care providers participate to the "Safe Schools Month" Emergency drills each January of every year and any island-wide drill facilitated by Homeland Security and Emergency Management (HSEM)
 - Child care providers participate in the Emergency Preparedness, Response and Recovery Training. This is in collaboration with HSEM conducted every September of each year.
 - Child care providers are required to participate in the annual Health and Safety Training offered by the CCDF and CCLP Programs with focus on EPRRP. This is in collaboration with various regulatory partners and conducted around the first quarter of every year.
 - Teams up with volunteer private entities to provide presentations on business continuity and disaster recovery
 - CCDF conducts year round trainings/drills internally to familiarize staff with the disaster functions and roles.
 - CCDF offers/provides professional development opportunities on disaster management readiness to concerned CCDF staff.
 - Develops outreach programs that promote organizational/business resiliency.

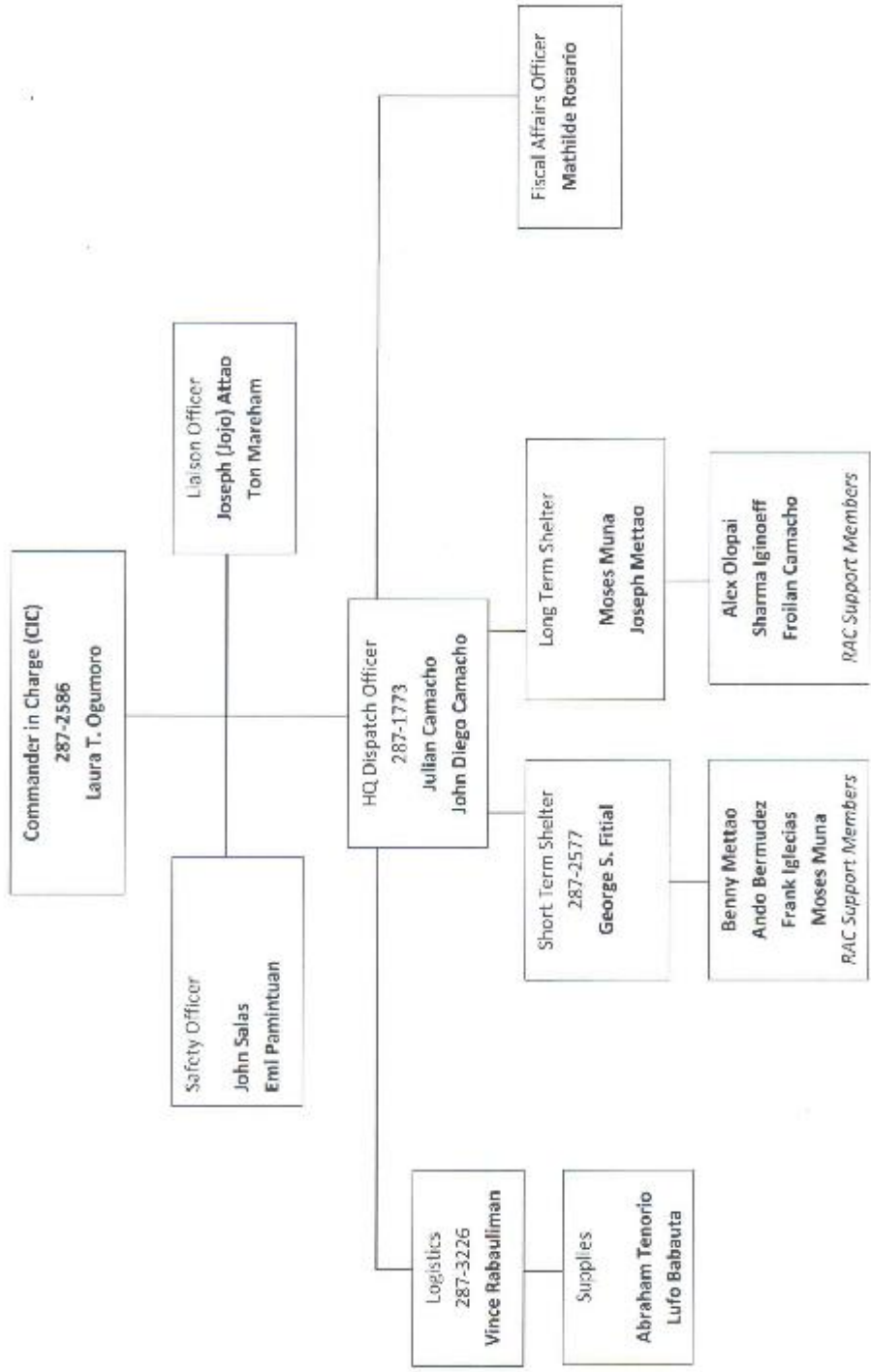
VIII. ATTACHMENTS

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ATTACHMENT 1: EOC ORGANIZATION CHART

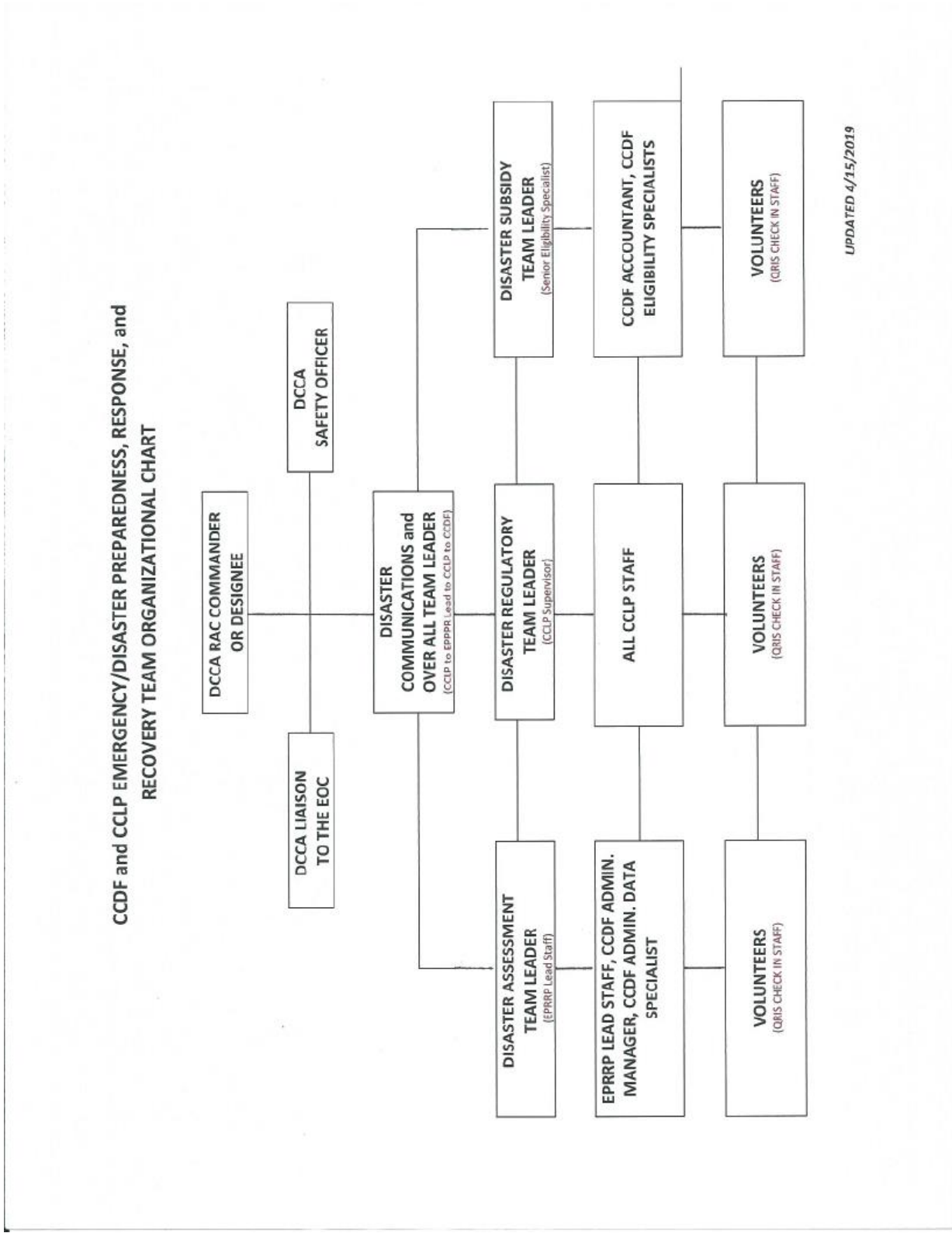
NOTE: Not all Sections, Groups, or Units may be activated





DCCA Response Assistance Coordinators

ATTACHMENT 2a: THE CCDF and CCLP DISASTER TEAM ORGANIZATIONAL CHART



TITLE	CONTACT NO.	DISASTER FUNCTION
CCLP Supervisor	664-4570/2873446	Team Leader
CCDF Program Administrator	664-2573/285-2810	Co-Team Leader
CCDF/CCLP EPRR Planning Lead Person	664-2572/783-8575	Member
CCDF Administrative Manager	664-2546/287-3226	Member
CCDF Accountant	664-2590/783-8573	Member
CCDF Eligibility Specialist	664-2576/783-8571	Member
CCDF Executive Secretary	664-2546	Member
CCDF/CCLP Health and Safety Inspector	664-2572/783-8574	Member
CCDF Eligibility Specialist	664-2589/783-8572	Member
CCDF Admin. Data Specialist	664-2589	Member
CCLP Safety Inspector	664-2572/989-2407	Member
CCLP Safety Inspector	664-2572/783-7518	Member
CCLP Eligibility Worker 1	664-2572	Member

Partner Agencies:

ORGANIZATION	PHONE	DISASTER FUNCTION
IT and E	682-4483	Communications Provider
Department of Public Safety	664-9000	Referral Support/Transportation
Homeland Security and Emergency Management	664-2216	Emergency Operations Commander
Child Care Licensing Program	664-2572	Regulatory
American Red Cross – CNMI	234-3459	Referral Support
Division Of Youth Services	664-2592	Sheltering/Logistics

TITLE	CONTACT NO.	DISASTER FUNCTION
CCDF/CCLP EPRR Planning Lead Person	664-2572/783-8575	Team Leader
CCDF Administrative Manager	664-2546/287-3226	Co-Team Leader
CCDF Admin. Data Specialist	664-2589	Member
		Member
		Volunteer
		Volunteer
		Volunteer
		Volunteer

Partner Agencies:

ORGANIZATION	PHONE	DISASTER FUNCTION
Child Care Licensing Program	664-2572	Regulatory
Division of Youth Services	664-2592	Special Population
Department of Public Works-BSCO	235-5828	Building Structure Evaluation
Maternal and Child Health		

TITLE	CONTACT NO.	DISASTER FUNCTION
CCLP Supervisor	783-8599/287-3446	Team Leader
CCLP Social Worker 1	664-2572	Member
CCLP/CCDF Health and Safety Inspector	664-2572/783-8574	Member
CCLP Safety Inspector (Basto)	664-2572/783-7518	Member
		Volunteer
		Volunteer
		Volunteer
		Volunteer
		Volunteer
		Volunteer

Partner Agencies:

ORGANIZATION	PHONE	DISASTER FUNCTION
DPW-Building Safety Office	235-5828	Building Structure Certification
DPH-Bureau of Environmental Health	664-4870	Sanitation
CNMI Zoning Board	234-9661	Land use/Emergency licensing
DFEMS	664-9032	Hazard Assessment
Business Licensing Office	664-1010	Emergency licensing

TITLE	CONTACT NO.	DISASTER FUNCTION
CCDF Accountant	664-2590/783-8573	Team Leader
CCDF Eligibility Specialist	664-2576/783-8571	Member
CCDF Eligibility Specialist	664-2589/7838572	Member
CCDF Executive Secretary	664-2546	Member
		Volunteer
		Volunteer
		Volunteer
		Volunteer
		Volunteer
		Volunteer

Partner Agencies:

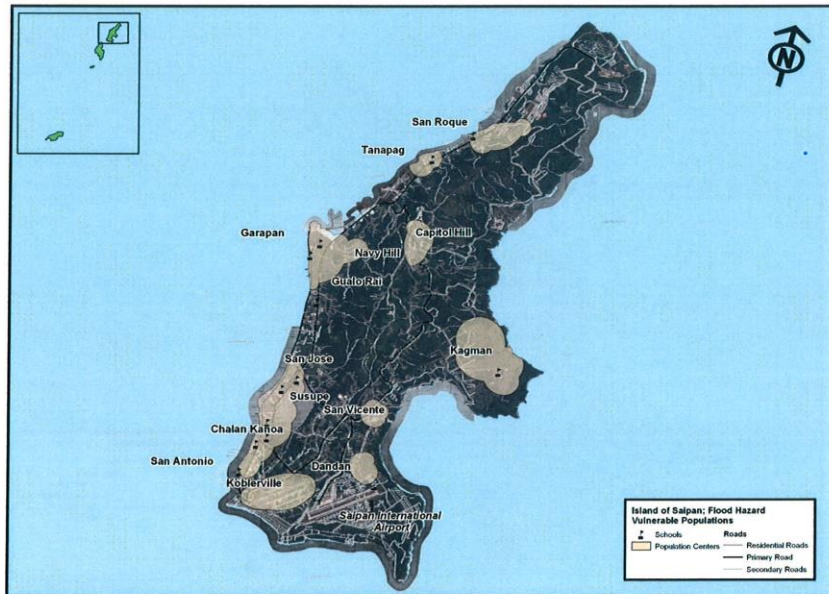
ORGANIZATION	PHONE	DISASTER FUNCTION
Department of Finance	322-1419	Funds Certification
Division Of Procurement and Supply	664-1500	Materials/Equipment
Treasury Division	664-1311	Funds Disbursement
DCCA – Secretary’s Office	664-2587	Funds Authorization

ATTACHMENT 7:

GOVERNMENT BUILDING #1347 EMERGENCY PREPAREDNESS, RESPONSE, AND RECOVERY PLAN

THIS ATTACHMENT WAS DETACHED TO BE A STAND ALONE DOCUMENT

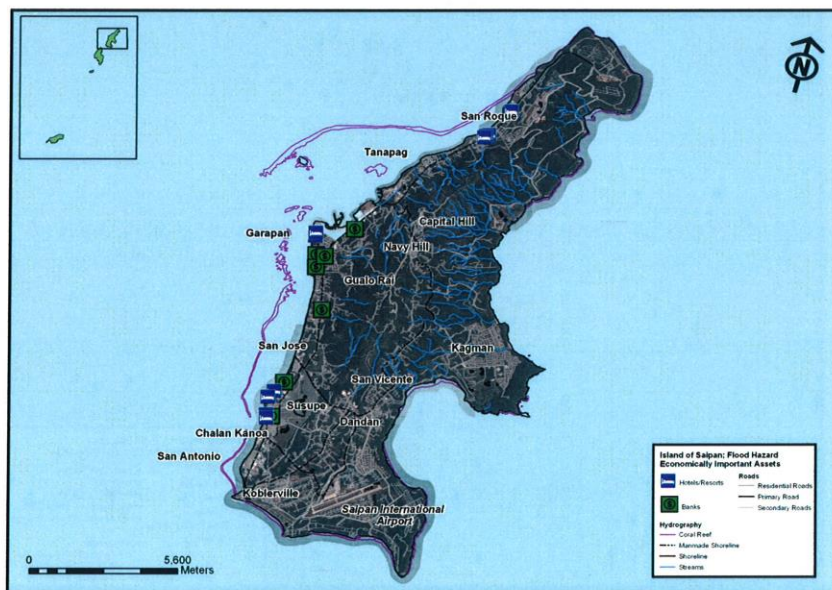
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AMC

Title: Saipan Flood Hazards
Project: 2010 SSMP

Figure: N-5



AMC

Title: Saipan Flood Hazards
Project: 2010 SSMP

Figure: N-6

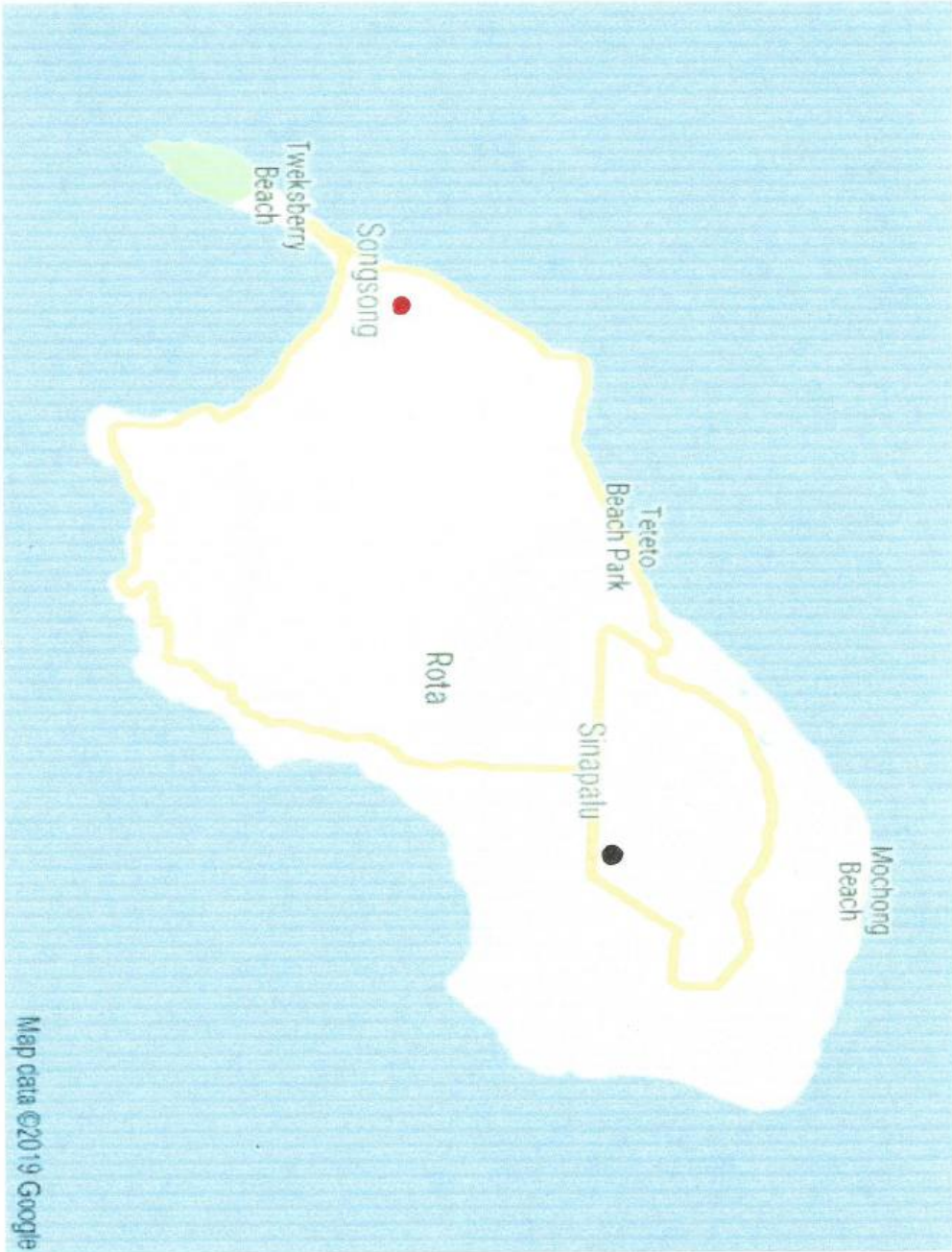




MAP OF TINIAN

THE ISLAND OF ROTA

- JOANN SAN NICOLAS (FFN ON TSUNAMI SAFE LOCATION)
- MARY MANCIONA (FFN ON TSUNAMI PRONE LOCATION)



ATTACHMENT 9: ELIGIBILITY GUIDELINES AND PROCEDURES FOR EMERGENCY SUBSIDIZED CHILD CARE

A. INTRODUCTION

Child care is a critical part of the community infrastructure that enables families to rebuild, continue and/or return to work after a state or federal declared disaster. The CCDF program has developed a disaster plan to support child care providers and give families safe and healthy alternatives for the care of their children during and after disasters. The following information was developed to instruct staff regarding emergency preparedness, emergency management, and disaster recovery. CCDF makes the decision to activate the following emergency procedures if conditions are severe enough and if funding permits.

B. FAMILY ELIGIBILITY

A family is considered to be affected by an emergency when they have suffered loss due to personal/property damage or loss of income as a result of damage to work facility. CCDF program eligibility specialists may accept the client's statement that the family was affected by the emergency, unless questionable. If the client statement is questionable, eligibility specialists communicate with the CCDF administrative manager and health and safety inspector or other government agencies for further verification.

The Child Care and Development Fund program continues to serve unaffected families currently receiving subsidized child care services from CCDF under the regular child care subsidy program, but may suspend the services to some unaffected families assessed not in need of the program due to loss of their approved activity, among other things.

When CCDF has determined that emergency child care may be offered, services may be provided to families affected by an emergency **for up to four months** with or without regard to income and with or without a parental fee provided that the parent/s or guardian/s satisfy any of the emergency eligibility scenario and/or under any of the following circumstances below:

1. Currently a CCDF family, affected by a disaster, has loss or suspended approved activity, and rebuilding primary abode.
2. Currently a CCDF family, affected by a disaster, has loss or suspended approved activity, and serves as disaster recovery volunteer for the community.
3. Non-CCDF family serving as first responders/disaster recovery volunteers for the community.
4. Non-CCDF family, affected/unaffected by a disaster who loss current child care services.
5. Non-CCDF family needing to attend to major medical condition of a member.

6. Bereaved non-CCDF family.
7. Non-CCDF family in the activity of rebuilding primary abode.

Eligibility determination shall be done two days the most unless major concerns on client's statement need further clarifications.

C. Emergency Child Care Subsidy Application Form

Non-CCDF families affected by a disaster need to submit a completed Child Care Subsidy Application Form to avail of the subsidized child care services from CCDF. The application form is available for pick up at the CCDF office on Capital Hill or other emergency location/s to be announced to the public, accompanied by a checklist of needed information and requirement/s. The information noted below must be obtained from the parent or guardian.

Information needed from the parent or guardian includes:

- a. Parent's or guardian's name and address
- b. Telephone number (must indicate if it is a relative's or friend's telephone number);
- c. Child/ren's name;
- d. Age/s of child/ren and the date/s of birth;
- e. Eligibility period (1 month to four (4) months);
- f. Reason for emergency child care application;
- g. Hours that care is needed (CCDF will allow reimbursement for evening, overnight, and weekend care, if needed); and
- h. Signature of parent/guardian.

D. Emergency Certificate of Confirmation

Non-CCDF family assessed to be eligible to receive subsidized child care services from CCDF is issued an Emergency Certificate of Confirmation. The date indicated next to the eligibility specialist's signature marks the first day services is authorized.

Information contained in the certificate includes:

- a. Parent's or guardian's name and address
- b. Contact number;
- c. Name of child/ren enrolled in the program;
- d. Age/s of child/ren and the date/s of birth;
- e. Eligibility period (1 month to four (4) months);
- f. Reason for emergency child care application;

- g. Inclusive time of care authorized;
- h. Service Provider's Information;
 - Name
 - Contact Numbers
 - Physical Location
 - Mailing Address
 - Tax ID Number
 - Beginning Date of Service, and
 - Signature of Provider
- i. Signature of parent/s or guardian/s
- j. Household Gross monthly income, if any, and
- k. Monthly co-payment percent, if any.

The certificate is issued within two days unless major concerns on client's statement need further verifications.

E. Emergency Payment Invoice

The child care provider or representative must print their name, sign and date the payment invoice form after it has been signed by the parent/guardian. It should also indicate the name and date of birth of the child/ren. Attached to it is the child/ren's attendance sheet/s at the daycare accompanied by the parent/guardians attendance card from work, if applicable. The completed invoice with required attachments must be submitted the parent/guardian or the provider the first three working days of every month to CCDF for payment processing.

NOTE: These procedures apply to all types of child care programs currently enrolled in the subsidy program such as licensed and non-licensed homes, and school-age care programs. Also, providers that are not licensed to care for specific age groups may serve those ages as long as reasonable staff/child ratio is maintained during the emergency period as approved by the CCDF health and safety inspector.

Additional information to indicate or attached on the payment invoice are the following:

- a. Provider's mailing address;
- b. Provider's telephone number;
- c. Facility name if it is different than provider's name;
- d. Name of school and grade level;
- e. Proof of an approved activity other than work attendance sheets.

Upon completion of payment computation by the eligibility specialist, a copy of the payment invoice goes to the Department of Finance for processing of child care provider's check and be ready for pick up at the end OF THE month following the month child care services was rendered.

F. Procedure for Extending Emergency Care

In some situations, there may still be a justifiable need for emergency subsidized child care beyond the four (4) month period. These cases must be approved by CCDF and the following procedures apply:

1. The parent or guardian must apply for extended emergency care;
2. CCDF thru the administrative manager and health and safety inspector must verify circumstances of the family applying the need of extended care after four (4) months of emergency child care;
3. Family size must be documented;
4. The parent's or guardian's income must be documented, even if the income is zero; and
5. A case narrative from the health and safety inspector briefly describing the need for and length of extended emergency subsidized child care.

CHILD CARE PROVIDER PARTICIPATION

A. Licensed Programs Currently Enrolled that are Affected by a Disaster

Licensed and license-exempt programs are expected to have an alternate site for continuous operation during and after a disaster. If a child care provider is already enrolled in the program, but is not operational due to damages resulting from disaster, the program may operate temporarily in another location and the following requisites are to be met:

1. The temporary site was inspected and approved to operate by the child care licensing office and the CCDF health and safety inspector.
2. The program providing emergency child care must have at least one (1) qualified child care staff/person present at the location. Other staff may be temporary. Staff to child ratio may reasonably be waived and approved by CCLP, except on the infant to staff ratio.
3. The program providing emergency child care has reasonable health and safety capability in and around the temporary site.
4. Reimbursement for child care services will continue under the facility's existing name, facility tax ID number, and payment rates.
5. Payments will be made through Fund Source **H9575P-44350**.
6. A Child Care Payment invoice must be completed monthly by the child care provider for each family.
7. Accurate attendance must be kept. CCDF makes available the supply of attendance sheets to parents and the provider.

B. Enrolling New FFN on a Temporary Basis

For individuals not enrolled with CCDF, provider enrollment applications can be completed thru telephone call to the CCDF health and safety inspector. Upon submission of needed documents, a temporary CCDF provider certificate must be processed and dated marking the first day provider can start servicing CCDF families. The payment process, payment rate and other payment information should be the same as with CCDF enrolled providers.

C. Enrolling New Programs on a Temporary Basis

For licensed providers not registered with CCDF, provider enrollment applications can be completed thru telephone call to the CCDF health and safety inspector. Upon submission of needed documents, and if requested by the CCDF health and safety inspector, a temporary CCDF provider certificate will be processed and dated marking the first day provider can start servicing CCDF families. The payment process, payment rate and other payment related matters should be the same as with the CCDF accredited providers.

D. Other Programs that are Eligible to Provide Emergency Child Care Services

1. Private Pre K Schools
2. Private Grade Schools
3. Religious Organizations
4. Current FF and N Providers
5. Volunteers/Wait-list providers

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Templates for Status Assessment of Child Care Providers

ASSESSING CHILD CARE PROVIDER'S STATUS

A. Telephone Survey (Disaster Assessment and Regulatory Team)

Instructions:

- Identify yourself as calling from CCDF or CCLP.
- Explain that the reason you are calling is to find out which child care facilities have been affected by the disaster and how bad.
- Ask to speak with the director/owner, if possible.
- Ask the following questions, recording the person's answers below.
- Record other relevant information the person gives you that is not reflected in the questions.
- If the person asks questions you cannot answer, inquire from the administrator or ask them to call child care licensing office. Do not provide answer to any question you are not sure of.
- Questions in **Section I and IV** should be asked of **ALL** providers; questions in **Section II and III** pertain to providers based on whether or not they are operational at the time of the call.

Information to pull from administrative records:

Name of Facility _____

Owner name _____

Center or Home? Child Care Center _____ Family Child Care Home _____

Licensed or Unlicensed Facility? Licensed _____ License-Exempt _____

If licensed - facility ID # _____

If not licensed, type of care arrangement:

School _____ Camp _____ License-Exempt Home _____ Other _____

Fill out for each call:

-----Section I-----

Name and Position (director, etc.) of person interviewed _____

Number called: _____ Date of call: _____

Time called: _____ CCDF or CCLP staff making call: _____

Specific questions to ask: *{staff doing the survey should encircle the appropriate reply.}*

1. **How bad are the damages to your program and the status of your operations?** Below are some of possible replies..
 - a) No damage to the facility and can operate at full capacity.
 - b) Some damages but can still operate at full capacity.
 - c) There were damages and the program can only operate at partial capacity.
 - d) Program is temporarily closed, but will be able to reopen.
 - e) Program is closed and may not be able to reopen (at any location).

- f) Program is closed or only operating at partial capacity, but due to reason(s) other than physical damages. *Ask to explain briefly:* _____
- g) Program is able to reopen, but only at another, temporary location.
- h) Other (*explain*): _____

2. Which type of damages/problems does your program face?

- | | | |
|--|-------|-------|
| a) Structural damages – | Yes | No |
| _____ | _____ | _____ |
| b) Damage to outdoor playground equipment and/or surfacing – | Yes | No |
| _____ | _____ | _____ |
| c) Damage to kitchen equipment – | Yes | No |
| _____ | _____ | _____ |
| d) Damage to other equipment and/or loss of general facility supplies – | Yes | No |
| _____ | _____ | _____ |
| e) Loss of toys, supplies for activities, and/or educational materials – | Yes | No |
| _____ | _____ | _____ |
| f) Loss of electricity – | Yes | No |
| _____ | _____ | _____ |
| g) Inadequate supply of good drinking water – | Yes | No |
| _____ | _____ | _____ |
| h) Problems with sewage/septic system – | Yes | No |
| _____ | _____ | _____ |
| i) Other health/safety risks (e.g. chemical leaks; etc.) -- | Yes | No |
| _____ | _____ | _____ |

Other (*describe briefly*): _____

3. What assistance has already been provided to your program, and by whom?

4. Do you need other information about resources or conditions in your area?

Yes No

If yes, what information do you need? _____

-----Section II-----

{If the program is operational, please ask the following questions. If program is not operational, skip to Section III.}

1. What hours are you currently operating? _____
2. Are all of your regular staff able to report to work? Yes No
If no, how many staff are coming to work? _____ out of _____
3. Are all of the children enrolled in your program attending? Yes No
 - a) If not, how many children are attending now? _____
 - b) If not, do you know where the children are? (At home with family; staying with relatives or friends; at the shelter; ... ?) _____

 - c) What was the average attendance before the disaster? _____
 - d) What is the age range of children attending now? _____
4. Is transportation a barrier to full attendance by workers and/or children?
Yes No *If yes, please explain:* _____

5. Would you be willing to accept more children at your center if we would allow you to temporarily exceed your licensed capacity? Yes No
(Note: You may not exceed your licensed capacity unless the licensing office or a CCLP/CCDF representative gives you permission.)

If yes, how many more children could you take? _____
If yes, are there certain ages of children you could not take? _____
6. Could you extend your hours beyond your current hours of operation?
Yes No
If yes, what extra hours could you operate? _____

-----Section III-----

{If program is not operational at the time of the call, please ask these questions. Otherwise, skip to Section IV.}

1. Why is your program not able to operate?

2. Would you be setting up your program in another location? Yes No
 - a) If yes, could you relocate immediately? Yes No
If yes, where is the location? _____
 - b) Do you need information about where you could relocate? Yes No

-----Section IV-----

{General questions to ask all programs, whether open or not:}

1. What assistance has already been provided to your program, and by whom?

2. Do you need other information about resources or conditions in your area?

Yes No

If yes, what information do you need? _____

DRAFT

B. Telephone Survey (Disaster Subsidy Team)

Instructions:

- Identify yourself as calling from CCDF.
- Explain that the reason you are calling is to find out who among the CCDF families have been affected by the disaster and how bad.
- Ask to speak with the primary parent, if possible.
- Ask the following questions, recording the person's answers below.
- Record other relevant information the person gives you that is not reflected in the questions.
- If the person asks questions you cannot answer, inquire from the program administrator. Do not provide answer to any question you are not sure of.

Information to pull from administrative records:

Name of Parents/Guardians: _____

Name and Age of Children: _____

Type of Care: Center Based _____ Group Home _____ FFN _____

Name of Child Care Provider: _____

Questions to ask for each call: *{staff doing the survey should encircle the appropriate reply.}*

4. How bad are the damages to your residence?

- i) No damage
- j) Minor Damage
- k) Major Damage
- l) Destroyed
- m) Other: _____

5. How bad is your place of work affected?

- a) No Damage
- b) Minor Damage
- c) Major Damage
- d) Destroyed
- e) Other: _____

6. How is your work schedule affected by the disaster?

- j) Reports to work the usual hours _____
- k) Reports to work with longer hours _____
- l) Reports to work with lesser hours _____
- m) Reports to work on call _____
- n) Temporarily out of work _____

o) Out of Work indefinitely _____

p) Why: _____

7. What sort of daily activities you do, now that you are out of work? (*Not working, training etc.*)

a) Doing house repairs

b) Volunteering on disaster recovery

c) Lining up on disaster relief stations

d) Stay home

e) Other: _____

8. How bad are the damages to your child care provider?

a) No Damage

b) Minor Damage

c) Major Damage

d) Destroyed

e) Anything heard?: _____

9. Are your children availing daycare services the usual?

a) Yes

b) No

c) Part time _____

d) Why: _____

10. Are you satisfied with the services of your child care provider?

a) Yes

b) No

c) Why: _____

11. Have you noticed trauma related signs or other health concerns on your children?

a) Yes

b) No

c) What: _____

12. Are you moving your child to another provider? (*Ask if provider is badly damaged*)

a) Yes

b) No

Other: _____

Child Care Initial Rapid Damage Assessment

In the aftermath of a disaster, and as soon as it is safe to do so, it is imperative to communicate the condition of your facility as well as status of your program with the CCDF Program office as soon as possible but no later than 2 days after the incident. Remember, safety comes first! In the event of an emergency, call 911. Make sure staff and children are safe before reporting disaster related information to CCDF program.

The Child Care Initial Rapid Damage Assessment tool was developed to standardize the initial rapid damage assessment of the child care community on CNMI and be able to efficiently and effectively respond to situations by providing appropriate assistance and information to families, child care facilities, the Homeland Security and Emergency Management office, Child Care Licensing office and other partner agencies, and the community as a whole.

C(a). Child Care Initial Rapid Damage Assessment Form (CCDF PROVIDER)

Date and time of the incident: _____

Brief description of incident: _____

Date and Time of Assessment: _____

Assessment Conducted by: _____

Name of Facility		CCDF CERTIFICATE #	Physical Address	
			Street _____	
			Village _____	
Name of Director		Director CP #	Alternative person-in-charge & contact	
Facility Contact details				
Phone	Email	Fax	Alternative 1	Alternative 2
Type of Child Care Program				
<input type="checkbox"/> Daycare Center <input type="checkbox"/> Group Home <input type="checkbox"/> Licensed Exempt FF and N <input type="checkbox"/> Home Care <input type="checkbox"/> Other				
Type of Insurance				
<input type="checkbox"/> Property <input type="checkbox"/> Fire <input type="checkbox"/> Flood <input type="checkbox"/> None Is the building insured to cover the cost of repairs? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Damages				
What is your assessment of the damage?				
<input type="checkbox"/> Minor Damage <input type="checkbox"/> Major Damage <input type="checkbox"/> Destroyed				

Were in-door materials damaged or lost? Yes No

What/Where? (Use a separate sheet to list down)

Was out-door equipment damaged lost? Yes No

What/Where? (Use a separate sheet to list down)

Were appliances damaged or lost? Yes No

What/Where? (Use separate sheet to list down)

Describe any EXTERIOR damages such as new or enlarged cracks, broken windows, etc.:

Damage/Problem	Location of damage/problems	Detailed descriptions
Roof		
Entrances/Exits		
Walls		
Windows		

Other useful information:

Describe any major INTERIOR damages:

Damage/Problem	Location of damage/problems	Detailed descriptions of damage
Ceiling		
Walls		
Doors		
Floor		
Water Leaks		
Toilet		
Lighting fixtures		
Supplies		
Desks		
Play equipment		

Other useful information:

Employee/Child Status:

	Total	Absent	Injured	Sent to Hospital	Passed	Unaccounted for	Released to Parents	Being cared for
Staff								
Children								
Others								

Operation/Program

Is the facility open?

Yes No

If yes, what are the hours of operation? (_____ A.M./P.M -- _____ A.M./P.M.)

If no, what are the reasons? Structural damage No electricity No water Flooding

Staff shortage Other _____

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

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? (If you are not at capacity.)

Yes No

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

Do you have a generator system? Yes No

If yes, what is the kilowatt/hour capacity? _____

Number of children (pre-disaster)

_____ Infants
_____ Toddlers
_____ Preschoolers
_____ School-age

Number of children (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 _____

Number of expected volunteers _____

Utility

Is telephone access available at your facility? Landline Cell Both Neither

Is there electricity available at your facility? Generator-based Normal None

Is there drinking water available at your facility? Yes No

Is there city water available at your facility? Normal Service Delivery None

Disaster Applications

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

Have you completed / submitted a disaster application with the Small Business Association? Yes No

Others

******IMPORTANT TERMINOLOGIES TO ACCOUNT FOR:**

1. **MINOR DAMAGE** – shall mean, no portion of the roof framing system is damaged, and/or, flooding inside the building is less than 12 inches or did not reach the power outlet boxes; or whichever is lesser.
2. **MAJOR DAMAGE** – shall mean, at least one portion of the roof framing system is damaged, and/or flood waters inside the building reached 12 inches or reached the power outlet boxes; or whichever is lesser.
3. **DESTROYED** – shall mean, at least one portion of the roof framing system is damaged, and/or flood waters inside the building reached 12 inches or reached the power outlet boxes; or whichever is lesser. Plus, at least one structural wall is knocked out.

C(b). Child Care Initial Rapid Damage Assessment Form (NON CCDF PROVIDER)

Date and time of the incident: _____

Brief description of incident: _____

Date and Time of Assessment: _____

Assessment Conducted by: _____

Name of Facility		CCDF CERTIFICATE #	Physical Address	
			Street _____	
			Village _____	
Name of Director		Director CP #	Alternative person-in-charge & contact	
Facility Contact details				
Phone	Email	Fax	Alternative 1	Alternative 2
Type of Child Care Program				
<input type="checkbox"/> Daycare Center <input type="checkbox"/> Group Home <input type="checkbox"/> Licensed Exempt FF and N <input type="checkbox"/> Home Care <input type="checkbox"/> Other				
Type of Insurance				
<input type="checkbox"/> Property <input type="checkbox"/> Fire <input type="checkbox"/> Flood <input type="checkbox"/> None Is the building insured to cover the cost of repairs? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Damages				
What is your assessment of the damage?				
<input type="checkbox"/> Minor Damage		<input type="checkbox"/> Major Damage		<input type="checkbox"/> Destroyed
Were in-door materials damaged or lost?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was out-door equipment damaged lost?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were appliances damaged or lost?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Describe any significant EXTERIOR damages such as new or enlarged cracks, broken windows, etc.:

Damage/Problem	Location of damage/problems	Detailed descriptions
Roof		
Entrances		
Walls		

Windows		
---------	--	--

Other useful information:

Describe any significant INTERIOR damages:

Damage/Problem	Location of damage/problems	Detailed descriptions of damage
Ceiling		
Walls		
Doors		
Floor/Carpet		
Water Leaks		
Toilet		
Lighting fixtures		
Supplies		
Desks		
Play equipment		

Other useful information:

Employee/Child Status:

	Total	Absent	Injured	Sent to Hospital	Passed	Unaccounted for	Released to Parents	Being cared for
Staff								
Children								
Others								

Operation/Program

Is the facility open?

Yes No

If yes, what are the hours of operation? (_____ A.M./P.M -- _____ A.M./P.M.)

If no, what are the reasons? Structural damage No electricity No water Flooding
 Staff shortage Other _____

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

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? (If you are not at capacity.)

Yes No

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

Do you currently serve CCDF subsidized families? Yes No

Do you have a generator system? Yes No

If yes, at what capacity (kwh)? _____

Number of children (pre-disaster)

_____ Infants

_____ Toddlers

_____ Preschoolers

_____ School-age

Number of children (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 _____

Number of expected volunteers _____

Utility

Is telephone access available at your facility? Landline Cell Both Neither

Is there electricity available at your facility? Generator-based Normal None

Is there drinking water available at your facility? Yes No

Is there city water available at your facility? Normal Service Delivery None

Disaster Applications

Have you completed / submitted a disaster application with FEMA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you completed / submitted a disaster application with the Small Business Association?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Others		

******IMPORTANT TERMINOLOGIES TO ACCOUNT FOR:**

1. MINOR DAMAGE – shall mean, no portion of the roof framing system is damaged, and/or, flooding inside the building is less than 12 inches or did not reach the power outlet boxes; or whichever is lesser.
2. MAJOR DAMAGE – shall mean, at least one portion of the roof framing system is damaged, and/or flood waters inside the building reached 12 inches or reached the power outlet boxes; or whichever is lesser.
3. DESTROYED – shall mean, at least one portion of the roof framing system is damaged, and/or flood waters inside the building reached 12 inches or reached the power outlet boxes; or whichever is lesser. Plus, at least one structural wall is knocked out.

UPDATED 4-23-19

ATTACHMENT 11: Requirements for Programs Operating On Temporary Location

TEMPORARY LOCATIONS

The operator must contact the CCDF office to discuss the plan for the program prior to operating.

When first open –

A. SITE REQUIREMENTS

- Emergency communication plan in place (i.e., cell phones)
- Fire extinguisher on site
- Toilets available; port-a-johns acceptable if approved by the health department
- Safe drinking water – bottled water is acceptable
- Hand washing accommodations if no running water, including gloves, sanitized hand washing gel, paper towels
- If no electricity, natural light must be available, screens in windows, adequate ventilation
- Outdoor activities is optional
- Use of generators allowed if used safely, made inaccessible to children, and if approved by fire inspector.
- 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.

B. STAFFING REQUIREMENTS

- At least one person at the site must be in compliance with minimum licensing requirements to care for children
- Must maintain staff/child ratio on very young children (infant), but staff do not have to meet pre-service or in-service requirements
- Staff/volunteers must be at least 16 years old
- Need emergency information paperwork and health questionnaire completed by staff

C. CHILDREN'S RECORDS

- Emergency information and application on file, and permission/authorization to get medical treatment.

D. During the first 30 days –

- CCLP with CCDF staff visits every other day. If major health/safety concerns are spotted at the site, provider will be given a week to rectify such concerns to avoid sanctions from CCLP or closure determination.
- At Least one staff on site must have first aid/CPR, or complete training within the first 30 days

E. If needing to operate more than 30 days -

- The operator will need to obtain a statement from building, fire and sanitation officials that there are no hazards and that the structure is substantially safe to use for temporary occupancy
- Staff completes criminal and medical records,

- The program can operate with a letter from the licensing office giving permission for up to 30 days. If operating longer than 30 days, CCLP will issue a Temporary License upon presenting signed statements from partner regulatory agencies. This license will allow subsidy payments to continue pass 30 days of operation.
-

F. OPERATORS EXCEEDING CAPACITY

- To exceed capacity, CCLP and CCDF staff visit when possible, to determine capability of rooms/supplies (are there enough cribs or would they need more to take babies). CCLP and CCDF Staff recommend the number of additional children the facility can enroll.
- CCLP and CCDF sends an approval letter with the time period the facility can exceed their licensed capacity and the number of children allowed for each age group. The initial approval would be for six weeks, and will be reassessed and extended when needed.
- The program would need to maintain staff/child ratio, but could exceed group size.
- Additional staffers to be hired do not need to meet pre-service requirements but must not have sole responsibility on administering care of children.
- Paperwork for additional staff –
 - Staff must be at least 16 years old
 - Need emergency information paperwork and health questionnaire completed by staff.
 - If new/temporary staff continues to work after the approved time frame then all requirements would apply.

ATTACHMENT 12: MEMORANDUM OF AGREEMENT WITH PARTNER AGENCIES

- a. With Homeland Security and Emergency Management

**MEMORANDUM OF AGREEMENT BETWEEN
THE DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS AND THE OFFICE
OF HOMELAND SECURITY and EMERGENCY MANAGEMENT**

RECITALS:

Parties

This Memorandum of Agreement (hereinafter referred to as “MOA”) is made and entered into by and between the Department of Community and Cultural Affairs, whose address is Caller Box 10007, Capitol Hills, Saipan, MP, 96950, and the Homeland Security and Emergency Management office, whose address is Caller Box 10007 Capitol Hills, Saipan, MP, 96950

Purpose

The purpose of this MOA is to establish a formal agreement between the collaborating agencies in support of the Child Care and Development Fund’s (CCDF) state plan provision of ensuring continuity of child care services before and after a declared disaster. This collaboration includes, but not limited to: information gathering activities, data sharing, preparedness planning, disaster response, and disaster recovery measures that will provide a rapid, coordinated, and efficient emergency/disaster management protocol. And, as a last resort approach, it is also the intention of this MOA that the DCCA and the HSEM office agree to influence other concerned regulatory agencies to diminish or waive certain agency requirements to expedite certification of emergency/temporary child care providers, and support uninterrupted operations of existing child care operators, provided that the safety and welfare of the children in care is not compromised.

Term of MOA

This MOA is effective upon the day and date last signed and executed by the duly authorized representatives of the above mentioned agencies and shall remain in effect until terminated with cause by either of the agencies effected this MOA, after a 30 day written notice is reached. Such notice shall be delivered to affected regulatory agencies by personal delivery with acknowledgement of receipt or by certified mail with return receipt to the address listed above.

**Agreement By and Between the Department of Community and Cultural Affairs and the
Homeland Security and Emergency Management Office**

The Child Care Licensing Program under the Department of Community and Cultural Affairs was established in 1994 under Public Law – 1401, Title 3 of the Commonwealth Code

subsection 1401 et al 1409, and Executive Order 94-4. Its function is to ensure the health, safety, and well-being of children in child care centers and group-home child care providers throughout the Commonwealth of the Northern Mariana Islands by establishing appropriate rules and regulation, monitoring and enforcing compliance, providing technical assistance and training to caregivers, and providing consumer education.

Also, although not specifically described or implied in Title 55 of the Administrative Code, the CCLP waives some of its licensing regulations following a declared disaster in order to support and promote the provision of continuity of child care services as required by the Child Care and Development Fund (CCDF) program's State Plan. Such waiver will be made at the discretion of the Department Secretary provided that such waiver does not pose obvious or imminent risk to the health, safety, and well-being of the children in care.

Therefore, the DCCA Secretary, needs this Memorandum of Agreement with the Office Homeland Security and Emergency Management to affirm cooperation on the following:

- i. Promotes cross-training activities across HSEM personnel and the DCCA-RAC team members especially on mass evacuation and mass sheltering
- ii. After a declared disaster, authorizes the DCCA Secretary to execute response and recovery activities for the child care community,
- iii. In support of uninterrupted child care services to the community, outlines in the CNMI EOP the CCDF's responsibilities during and after a declared disaster,
- iv. Promotes the indispensable inclusion of the child care community to the special population and be prioritized in times of mass evacuation
- v. Conducts year round emergency preparedness, disaster management, and disaster recovery related drills, presentations, and seminars for the child care community,
- vi. Educates the child care community on matters pertaining to eligibility to FEMA's public assistance (PA) programs and grants.

General Provisions

A. Amendments.

Either of the regulatory agencies may request changes to this MOA. However, any revisions, amendments, or modification to this MOA which are mutually agreed upon by and between the above regulatory agencies shall be incorporated by written instrument, and effective when executed and signed by all the regulatory agencies to this MOA.

B. Entirety of Agreement.

This MOA represents an integrated inter-agency agreement between the above regulatory agencies and by this, supersedes all prior negotiations, representations, and agreements, whether written or oral made before the instant MOA.

Severability

Should any portion of this MOA be unenforceable, the remainder of the Memorandum of Agreement shall continue to be in effect.

Signatures

In witness whereof, the parties to this MOA through their duly authorized representatives have executed this MOA on the day and date set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOA as set forth herein.

The effective date of this MOA is the date of the signature last affixed to this page.

Department of Community and Cultural Affairs

Robert H. Hunter, Secretary

Date:

Office of Homeland Security and Emergency Management

Gerald J. Deleon Guerrero, Special Assistant

Date:

- b. With the Department of Public Works – Building Safety Office

**MEMORANDUM OF AGREEMENT BETWEEN
THE DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS AND THE
DEPARTMENT OF PUBLIC WORKS - BUILDING SAFETY CODE OFFICE**

RECITALS:

Parties

This Memorandum of Agreement (hereinafter referred to as “MOA”) is made and entered into by and between the Department of Community and Cultural Affairs, whose address is Caller Box 10007, Capitol Hills, Saipan, MP, 96950, and the Department of Public Works Building Safety office, whose address is Caller Box 10007 Gualo Rai, Saipan, MP, 96950

Purpose

The purpose of this MOA is to establish a formal agreement between the collaborating agencies in support of the Child Care Development Fund (CCDF) state plan provision of ensuring continuity of child care services before and after a declared disaster. This collaboration includes, but not limited to: information gathering activities, data sharing, preparedness planning, disaster response, and disaster recovery measures that will provide a rapid, coordinated, and efficient emergency/disaster management protocol. And, as a last resort approach, it is also the intention of this MOA that the collaborating agencies agree to diminish or waive certain agency requirements to expedite certification of emergency/temporary child care providers, and support uninterrupted operations of existing child care operators, provided that the safety and welfare of the children in care is not compromised.

Term of MOA

This MOA is effective upon the day and date last signed and executed by the duly authorized representatives of the above mentioned agencies and shall remain in effect until terminated with cause by either of the agencies effected this MOA, after a 30 day written notice is reached. Such notice shall be delivered to affected regulatory agencies by personal delivery with acknowledgement of receipt or by certified mail with return receipt to the address listed above.

**Agreement By and Between the Department of Community and Cultural Affairs and the
Department of Public Works – Building Safety Office**

The Child Care Licensing Program under the Department of Community and Cultural Affairs was established in 1994 under Public Law – 1401, Title 3 of the Commonwealth Code subsection 1401 et al 1409, and Executive Order 94-4. Its function is to ensure the health, safety, and well-being of children in child care centers and group-home child care providers throughout

the Commonwealth of the Northern Mariana Islands by establishing appropriate rules and regulation, monitoring and enforcing compliance, providing technical assistance and training to caregivers, and providing consumer education.

Also, although not specifically described or implied in Title 55 of the Administrative Code, the CCLP waives some of its licensing regulations following a declared disaster in order to support and promote the provision of continuity of child care services as required by the CCDF's State Plan. Such waiver will be made at the discretion of the Department Secretary provided that such waiver does not pose obvious or imminent risk to the health, safety, and well-being of the children in care.

Therefore, CCLP needs this Memorandum of Agreement with the Department of Public Works – Building Safety Code Office to affirm cooperation on the following:

- vii. Conducts building safety related presentations and seminars for the child care community,
- viii. Teams up with the CCLP and the CCDF programs to strengthen site inspection activities,
- ix. Discourages establishment of new daycare facilities on structurally compromised, and non-typhoon resistant buildings,
- x. Discourages establishment of new daycare facilities on disaster prone locations,
- xi. Compels existing daycare providers to rehabilitate structurally unsound structures within their facilities,
- xii. Allows flexibility to the square-footage relative to the maximum number of children regulation on daycare centers after a declared disaster
- xiii. Allows flexibility and expedites the process of acquiring Certificate of Occupancy to applying and current child care providers after a declared disaster
- xiv. Teams up with the CCLP and the CCDF programs on expedited inspection and certification processes for current and applying daycare facilities after a declared disaster,
- xv. Shares information related to unsafe construction practices of daycare operators.

General Provisions

C. Amendments.

Either of the regulatory agencies may request changes to this MOA. However, any revisions, amendments, or modification to this MOA which are mutually agreed upon by and between the above regulatory agencies shall be incorporated by written instrument, and effective when executed and signed by all the regulatory agencies to this MOA.

D. Entirety of Agreement.

This MOA represents an integrated inter-agency agreement between the above regulatory agencies and by this, supersedes all prior negotiations, representations, and agreements, whether written or oral made before the instant MOA.

Severability

Should any portion of this MOA be unenforceable, the remainder of the Memorandum of Agreement shall continue to be in full force and effect.

Signatures

In witness whereof, the parties to this MOA through their duly authorized representatives have executed this MOA on the day and date set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOA as set forth herein.

The effective date of this MOA is the date of the signature last affixed to this page.

Department of Community and Cultural Affairs

Robert H. Hunter, Secretary

Date:

Gordon B. Salas, CCLP Supervisor

Date:

Department of Public Works - Building Safety Code Office

James A. Ada, Secretary

Date:

Date:

- c. With the Department of Finance

**MEMORANDUM OF AGREEMENT BETWEEN
THE DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS AND THE
DEPARTMENT OF FINANCE**

RECITALS:

Parties

This Memorandum of Agreement (hereinafter referred to as “MOA”) is made and entered into by and between the Department of Community and Cultural Affairs, whose address is Caller Box 10007, Capitol Hills, Saipan, MP, 96950, and the Department of Finance, whose address is Caller Box 10007 Capitol Hills, Saipan, MP, 96950

Purpose

The purpose of this MOA is to establish a formal agreement between the collaborating agencies in support of the Child Care Development Fund (CCDF) state plan provision of ensuring continuity of child care services before and after a declared disaster. This collaboration includes, but not limited to: information gathering activities, data sharing, preparedness planning, disaster response, and disaster recovery measures that will provide a rapid, coordinated, and efficient emergency/disaster management protocol. And, as a last resort approach, it is also the intention of this MOA that the collaborating agencies agree to diminish or waive certain agency requirements to expedite certification of emergency/temporary child care providers, and support uninterrupted operations of existing child care operators, provided that the safety and welfare of the children in care is not compromised.

Term of MOA

This MOA is effective upon the day and date last signed and executed by the duly authorized representatives of the above mentioned agencies and shall remain in effect until terminated with cause by either of the agencies effected this MOA, after a 30 day written notice is reached. Such notice shall be delivered to affected regulatory agencies by personal delivery with acknowledgement of receipt or by certified mail with return receipt to the address listed above.

**Agreement By and Between the Department of Community and Cultural Affairs
and the Department of Finance**

The Child Care Licensing Program under the Department of Community and Cultural Affairs was established in 1994 under Public Law – 1401, Title 3 of the Commonwealth Code subsection 1401 et al 1409, and Executive Order 94-4. Its function is to ensure the health, safety, and well-being of children in child care centers and group-home child care providers throughout

the Commonwealth of the Northern Mariana Islands by establishing appropriate rules and regulation, monitoring and enforcing compliance, providing technical assistance and training to caregivers, and providing consumer education.

Also, although not specifically described or implied in Title 55 of the Administrative Code, the CCLP waives some of its licensing regulations following a declared disaster in order to support and promote the provision of continuity of child care services as required by the CCDF's State Plan. Such waiver will be made at the discretion of the Department Secretary provided that such waiver does not pose obvious or imminent risk to the health, safety, and well-being of the children in care.

Therefore, CCLP needs this Memorandum of Agreement with the Department of Finance to affirm cooperation on the following:

- xvi. Conducts business licensing, taxation, and procurement and supply related presentations and seminars for the child care community,
- xvii. Teams up with the CCLP and the CCDF programs to ensure child care operators possess all required documents to operate,
- xviii. Teams up with the CCLP and the CCDF programs in identifying prospective/emergency child care providers,
- xix. Together with CCDF, conduct outreach programs to encourage eligible community members venture into individual child care service business
- xx. Shares information related to habitual non-complying daycare operators,
- xxi. Ensures timely reimbursement of child care services checks before, during, and after a declared disaster
- xxii. Temporarily suspends any and all administrative sanction that may disable operation of, and/or suspending service payment to affected daycare center during after a declared disaster
- xxiii. Authorizes expedited process of acquiring a business license to applying and renewing child care providers after a declared disaster
- xxiv. Recognizes a payment receipt in the absence of the business license in relation to processing of child care service reimbursement checks
- xxv. Authorizes issuance of child care service checks for existing, and emergency child care providers after a declared disaster.

General Provisions

E. Amendments.

Either of the regulatory agencies may request changes to this MOA. However, any revisions, amendments, or modification to this MOA which are mutually agreed upon by and between the above regulatory agencies shall be incorporated by written instrument, and effective when executed and signed by all the regulatory agencies to this MOA.

F. Entirety of Agreement.

This MOA represents an integrated inter-agency agreement between the above regulatory agencies and by this, supersedes all prior negotiations, representations, and agreements, whether written or oral made before the instant MOA.

Severability

Should any portion of this MOA be unenforceable, the remainder of the Memorandum of Agreement shall continue to be in effect.

Signatures

In witness whereof, the parties to this MOA through their duly authorized representatives have executed this MOA on the day and date set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOA as set forth herein.

The effective date of this MOA is the date of the signature last affixed to this page.

Department of Community and Cultural Affairs

Robert H. Hunter, Secretary

Date:

Gordon B. Salas, Child Care Licensing Supervisor

Date:

Department of Finance

Larissa Larson, Department Secretary

Date:

[Business Licensing Office Director]

Date:

- d. With the Department of Public Safety

**MEMORANDUM OF AGREEMENT BETWEEN
THE DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS AND
THE DEPARTMENT OF PUBLIC SAFETY**

RECITALS:

Parties

This Memorandum of Agreement (hereinafter referred to as “MOA”) is made and entered into by and between the Department of Community and Cultural Affairs, whose address is Caller Box 10007, Capitol Hills, Saipan, MP, 96950, and the Department of Public Safety, whose address is Caller Box 10007 Susupe, Saipan, MP, 96950

Purpose

The purpose of this MOA is to establish a formal agreement between the collaborating agencies in support of the Child Care Development Fund (CCDF) state plan provision of ensuring continuity of child care services before and after a declared disaster. This collaboration includes, but not limited to: information gathering activities, data sharing, preparedness planning, disaster response, and disaster recovery measures that will provide a rapid, coordinated, and efficient emergency/disaster management protocol. And, as a last resort approach, it is also the intention of this MOA that the collaborating agencies agree to diminish or waive certain agency requirements to expedite certification of emergency/temporary child care providers, and support uninterrupted operations of existing child care operators, provided that the safety and welfare of the children in care is not compromised.

Term of MOA

This MOA is effective upon the day and date last signed and executed by the duly authorized representatives of the above mentioned agencies and shall remain in effect until terminated with cause by either of the agencies effected this MOA, after a 30 day written notice is reached. Such notice shall be delivered to affected regulatory agencies by personal delivery with acknowledgement of receipt or by certified mail with return receipt to the address listed above.

**Agreement By and Between the Department of Community and Cultural Affairs
and the Department of Public Safety**

The Child Care Licensing Program under the Department of Community and Cultural Affairs was established in 1994 under Public Law – 1401, Title 3 of the Commonwealth Code sub-section 1401 et al 1409, and Executive Order 94-4. Its function is to ensure the health, safety, and

well-being of children in child care centers and group-home child care providers throughout the Commonwealth of the Northern Mariana Islands by establishing appropriate rules and regulation, monitoring and enforcing compliance, providing technical assistance and training to caregivers, and providing consumer education.

Also, although not specifically described or implied in Title 55 of the Administrative Code, the CCLP waives some of its licensing regulations following a declared disaster in order to support and promote the provision of continuity of child care services as required by the CCDF's State Plan. Such waiver will be made at the discretion of the Department Secretary provided that such waiver does not pose obvious or imminent risk to the health, safety, and well-being of the children in care.

Therefore, CCLP needs this Memorandum of Agreement with the Department of Public Safety to affirm cooperation on the following:

- xxvi. Conducts public safety related trainings, presentations, and seminars for the child care community,
- xxvii. Provides vehicular and pedestrian traffic management assistance to the child care community as needed,
- xxviii. Teams up with the CCDF and CCLP programs in conducting active shooter and bomb threat drills for the child care community.
- xxix. Ensures expedited response to inquiries related to nationwide personal background check.
- xxx. Ensures expedited response to child care inquiries on pending local criminal charges,
- xxxi. Ensures expedited response to child care inquiries related to the SORNA and other criminal convictions.
- xxxii. Provides a prioritized access to the child care community on all community emergency alert systems.

General Provisions

G. Amendments.

Either of the regulatory agencies may request changes to this MOA. However, any revisions, amendments, or modification to this MOA which are mutually agreed upon by and between the above regulatory agencies shall be incorporated by written instrument, and effective when executed and signed by all the regulatory agencies to this MOA.

H. Entirety of Agreement.

This MOA represents an integrated inter-agency agreement between the above regulatory agencies and by this, supersedes all prior negotiations, representations, and agreements, whether written or oral made before the instant MOA.

Severability

Should any portion of this MOA be unenforceable, the remainder of the Memorandum of Agreement shall continue to be in effect.

Signatures

In witness whereof, the parties to this MOA through their duly authorized representatives have executed this MOA on the day and date set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOA as set forth herein.

The effective date of this MOA is the date of the signature last affixed to this page.

Department of Community and Cultural Affairs

Robert H. Hunter, Secretary

Date:

Gordon B. Salas, Child Care Licensing Supervisor

Date:

Department of Public Safety

Robert De Leon Guerrero, DPS Commissioner

Date:

DRAFT

- e. With the Department of Fire and Emergency Medical Services

**MEMORANDUM OF AGREEMENT BETWEEN
THE DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS - (DCCA) AND THE
DEPARTMENT OF FIRE AND EMERGENCY MEDICAL SERVICES - (DFEMS)**

RECITALS:

Parties

This Memorandum of Agreement (hereinafter referred to as “MOA”) is made and entered into by and between the Department of Community and Cultural Affairs, whose address is Caller Box 10007, Capitol Hills, Saipan, MP, 96950, and the Department of Fire and Emergency Medical Services, whose address is Caller Box 10007 Susupe, Saipan, MP, 96950

Purpose

The purpose of this MOA is to establish a formal agreement between the collaborating agencies in support of the Child Care Development Fund (CCDF) state plan provision of ensuring continuity of child care services before and after a declared disaster. This collaboration includes, but not limited to: information gathering activities, data sharing, preparedness planning, disaster response, and disaster recovery measures that will provide a rapid, coordinated, and efficient emergency/disaster management protocol. And, as a last resort approach, it is also the intention of this MOA that the collaborating agencies agree to diminish or waive certain agency requirements to expedite certification of emergency/temporary child care providers, and support uninterrupted operations of existing child care operators, provided that the safety and welfare of the children in care is not compromised.

Term of MOA

This MOA is effective upon the day and date last signed and executed by the duly authorized representatives of the above mentioned agencies and shall remain in effect until terminated with cause by either of the agencies effected this MOA, after a 30 day written notice is reached. Such notice shall be delivered to affected regulatory agencies by personal delivery with acknowledgement of receipt or by certified mail with return receipt to the address listed above.

**Agreement By and Between the Department of Community and Cultural Affairs
and the Department of Fire and Emergency Medical Services**

The Child Care Licensing Program under the Department of Community and Cultural Affairs was established in 1994 under Public Law – 1401, Title 3 of the Commonwealth Code subsection 1401 et al 1409, and Executive Order 94-4. Its function is to ensure the health, safety, and well-being of children in child care centers and group-home child care providers throughout the Commonwealth of the Northern Mariana Islands by establishing appropriate rules and

regulation, monitoring and enforcing compliance, providing technical assistance and training to caregivers, and providing consumer education.

Also, although not specifically described or implied in Title 55 of the Administrative Code, the CCLP waives some of its licensing regulations following a declared disaster in order to support and promote the provision of continuity of child care services as required by the CCDF's State Plan. Such waiver will be made at the discretion of the Department Secretary provided that such waiver does not pose obvious or imminent risk to the health, safety, and well-being of the children in care.

Therefore, CCLP needs this Memorandum of Agreement with the Department of Fire and Emergency Medical Services to affirm cooperation on the following:

- xxxiii. Conducts presentations and seminars for the child care community related to fire hazard prevention and managing a comprehensive fire evacuation plan,
- xxxiv. Teams up with the CCLP program for review and certification of child care provider's Emergency Preparedness, Response, and Recovery Plan;
- xxxv. Teams up with the CCLP and the CCDF programs in providing technical assistance for child care providers by way of conducting and observing fire evacuation drill on provider's facility,
- xxxvi. Waives certain permitting requirements to renewing and new child care providers immediately after a declared disaster,
- xxxvii. Shares information related to non-complying daycare operators regarding DFEMS policies, rules, and regulation.

General Provisions

I. Amendments.

Either of the regulatory agencies may request changes to this MOA. However, any revisions, amendments, or modification to this MOA which are mutually agreed upon by and between the above regulatory agencies shall be incorporated by written instrument, and effective when executed and signed by all the regulatory agencies to this MOA.

J. Entirety of Agreement.

This MOA represents an integrated inter-agency agreement between the above regulatory agencies and by this, supersedes all prior negotiations, representations, and agreements, whether written or oral made before the instant MOA.

Severability

Should any portion of this MOA be unenforceable, the remainder of the Memorandum of Agreement shall continue to be in effect.

Signatures

In witness whereof, the parties to this MOA through their duly authorized representatives have executed this MOA on the day and date set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOA as set forth herein.

The effective date of this MOA is the date of the signature last affixed to this page.

Department of Community and Cultural Affairs

Robert H. Hunter, Secretary

Date:

Gordon B. Salas, Child Care Licensing Supervisor

Date:

Department of Fire and Emergency Medical Services

Clyde K. Norita, DEFMS Secretary

Date:

Date:

DRAFT

- f. With the Department of Labor

**MEMORANDUM OF AGREEMENT BETWEEN
THE DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS AND
THE DEPARTMENT OF LABOR**

RECITALS:

Parties

This Memorandum of Agreement (hereinafter referred to as “MOA”) is made and entered into by and between the Department of Community and Cultural Affairs, whose address is Caller Box 10007, Capitol Hills, Saipan, MP, 96950, and the Department of Labor, whose address is Caller Box 10007 Capitol Hills, Saipan, MP, 96950.

Purpose

The purpose of this MOA is to establish a formal agreement between the collaborating agencies in support of the Child Care Development Fund (CCDF) state plan provision of ensuring continuity of child care services before and after a declared disaster. This collaboration includes, but not limited to: information gathering activities, data sharing, preparedness planning, disaster response, and disaster recovery measures that will provide a rapid, coordinated, and efficient emergency/disaster management protocol. And, as a last resort approach, it is also the intention of this MOA that the collaborating agencies agree to diminish or waive certain agency requirements to expedite certification of emergency/temporary child care providers, and support uninterrupted operations of existing child care operators, provided that the safety and welfare of the children in care is not compromised.

Term of MOA

This MOA is effective upon the day and date last signed and executed by the duly authorized representatives of the above mentioned agencies and shall remain in effect until terminated with cause by either of the agencies effected this MOA, after a 30 day written notice is reached. Such notice shall be delivered to affected regulatory agencies by personal delivery with acknowledgement of receipt or by certified mail with return receipt to the address listed above.

**Agreement By and Between the Department of Community and Cultural Affairs and the
Department of Labor**

The Child Care Licensing Program under the Department of Community and Cultural Affairs was established in 1994 under Public Law – 1401, Title 3 of the Commonwealth Code sub section 1401 et al 1409, and Executive Order 94-4. Its function is to ensure the health, safety, and well-being of children in child care centers and group-home child care providers throughout the

Commonwealth of the Northern Mariana Islands by establishing appropriate rules and regulation, monitoring and enforcing compliance, providing technical assistance and training to caregivers, and providing consumer education.

Also, although not specifically described or implied in Title 55 of the Administrative Code, the CCLP waives some of its licensing regulations following a declared disaster in order to support and promote the provision of continuity of child care services as required by the CCDF's State Plan. Such waiver will be made at the discretion of the Department Secretary provided that such waiver does not pose obvious or imminent risk to the health, safety, and well-being of the children in care.

Therefore, CCLP needs this Memorandum of Agreement with the Department of Labor to affirm cooperation on the following:

- xxxviii. Conducts presentations related to the Fair Labor Standardization Act and other DOL related topics for the child care community.
- xxxix. Thru the Job Vacancy Announcement process, actively send and monitors applicant referrals promoting child care job as a career option,
- xl. Teams up with CCLP and the CCDF programs in developing pre service training sessions for community members interested to pursue a child care related job
- xli. Utilizes the Workforce Investment Agency program to prepare future, and emergency child care workers
- xlii. Shares information related to unauthorized labor practices of daycare operators.

General Provisions

K. Amendments.

Either of the regulatory agencies may request changes to this MOA. However, any revisions, amendments, or modification to this MOA which are mutually agreed upon by and between the above regulatory agencies shall be incorporated by written instrument, and effective when executed and signed by all the regulatory agencies to this MOA.

L. Entirety of Agreement.

This MOA represents an integrated inter-agency agreement between the above regulatory agencies and by this, supersedes all prior negotiations, representations, and agreements, whether written or oral made before the instant MOA.

Severability

Should any portion of this MOA be unenforceable, the remainder of the Memorandum of Agreement shall continue to be in full force and effect.

Signatures

In witness whereof, the parties to this MOA through their duly authorized representatives have executed this MOA on the day and date set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOA as set forth herein.

The effective date of this MOA is the date of the signature last affixed to this page.

Department of Community and Cultural Affairs

Robert H. Hunter, Secretary

Date:

Gordon B. Salas, CCLP Supervisor

Date:

Department of Labor

Victoria I. Benavente, Secretary

Date:

Date:

DRAFT

- g. With the Commonwealth Healthcare Corporation

**MEMORANDUM OF AGREEMENT BETWEEN
THE DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS
AND THE COMMONWEALTH HEALTH CARE CORPORATION**

RECITALS:

Parties

This Memorandum of Agreement (hereinafter referred to as “MOA”) is made and entered into by and between the Department of Community and Cultural Affairs, whose address is Caller Box 10007, Capitol Hills, Saipan, MP, 96950, and the Commonwealth Health Care Corporation (CHCC), whose address is P.O. Box 500409, Garapan, Saipan, MP, 96950

Purpose

The purpose of this MOA is to establish a formal agreement between the collaborating agencies in support of the Child Care Development Fund (CCDF) state plan provision of ensuring continuity of child care services before and after a declared disaster. This collaboration includes, but not limited to: information gathering activities, data sharing, joint training, preparedness planning, disaster response, and disaster recovery measures that will provide a rapid, coordinated, and efficient emergency/disaster management protocol. And, as a last resort approach, it is also the intention of this MOA that the collaborating agencies mutually agree to diminish or waive certain agency requirements to expedite certification of emergency/temporary child care providers, and support uninterrupted operations of existing child care operators, provided that the safety and welfare of the children in care is not compromised.

Term of MOA

This MOA is effective upon the day and date last signed and executed by the duly authorized representatives of the above mentioned agencies and shall remain in effect until terminated with cause by either of the agencies effected this MOA, after a 30 day written notice is reached. Such notice shall be delivered to affected regulatory agencies by personal delivery with acknowledgement of receipt or by certified mail with return receipt to the address listed above.

**Agreement By and Between the Department of Community and Cultural Affairs
and the Commonwealth Health Care Corporation**

The Child Care Licensing Program under the Department of Community and Cultural Affairs was established in 1994 under Public Law – 1401, Title 3 of the Commonwealth Code subsection 1401 et al 1409, and Executive Order 94-4. Its function is to ensure the health, safety, and well-being of children in child care centers and group-home child care providers throughout the Commonwealth of the Northern Mariana Islands by establishing appropriate rules and

regulation, monitoring and enforcing compliance, providing technical assistance and training to caregivers, and providing consumer education.

*Also, although not specifically described or implied in Title 55 of the Administrative Code, the CCLP waives some of its licensing regulations following a declared disaster in order to support and promote the provision of continuity of child care services as required by the CCDF's State Plan. Such waiver will be mutually made at the discretion of the **Department Secretary** and the **CHCC CEO** provided that such waiver is temporary and does not pose obvious or imminent risk to the health, safety, and well-being of the children in care.*

Therefore, CCLP needs this Memorandum of Agreement with the Commonwealth Health Care Corporation to affirm cooperation on the following:

- xliii. Conducts presentations and seminars for the child care community related to prevention of pandemic and non-communicable diseases, promoting maternal and child health, recovering from disaster related trauma, and all other health related topics essential in administering quality child care services.
- xliv. Prioritizes and expedites health and sanitation clearance of emergency and existing child care providers after a declared disaster,
- xlv. Teams up with the CCLP and the CCDF programs to monitor children with chronic illnesses after a declared disaster,
- xlvi. Teams up with the CCLP and the CCDF programs to avoid spread of pandemic diseases after a declared disaster,
- xlvii. Teams up with CCLP and CCDF, to conduct outreach programs promoting safe and appropriate use of chemicals and cleaning agents
- xlviii. Shares information related to non-complying daycare operators regarding health and sanitation.

General Provisions

M. Amendments.

Either of the regulatory agencies may request changes to this MOA. However, any revisions, amendments, or modification to this MOA which are mutually agreed upon by and between the above regulatory agencies shall be incorporated by written instrument, and effective when executed and signed by all the regulatory agencies to this MOA.

N. Entirety of Agreement.

This MOA represents an integrated inter-agency agreement between the above regulatory agencies and by this, supersedes all prior negotiations, representations, and agreements, whether written or oral made before the instant MOA.

Severability

Should any portion of this MOA be unenforceable, the remainder of the Memorandum of Agreement shall continue to be in effect.

Signatures

In witness whereof, the parties to this MOA through their duly authorized representatives have executed this MOA on the day and date set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOA as set forth herein.

The effective date of this MOA is the date of the signature last affixed to this page.

Department of Community and Cultural Affairs

Robert H. Hunter, Secretary

Date:

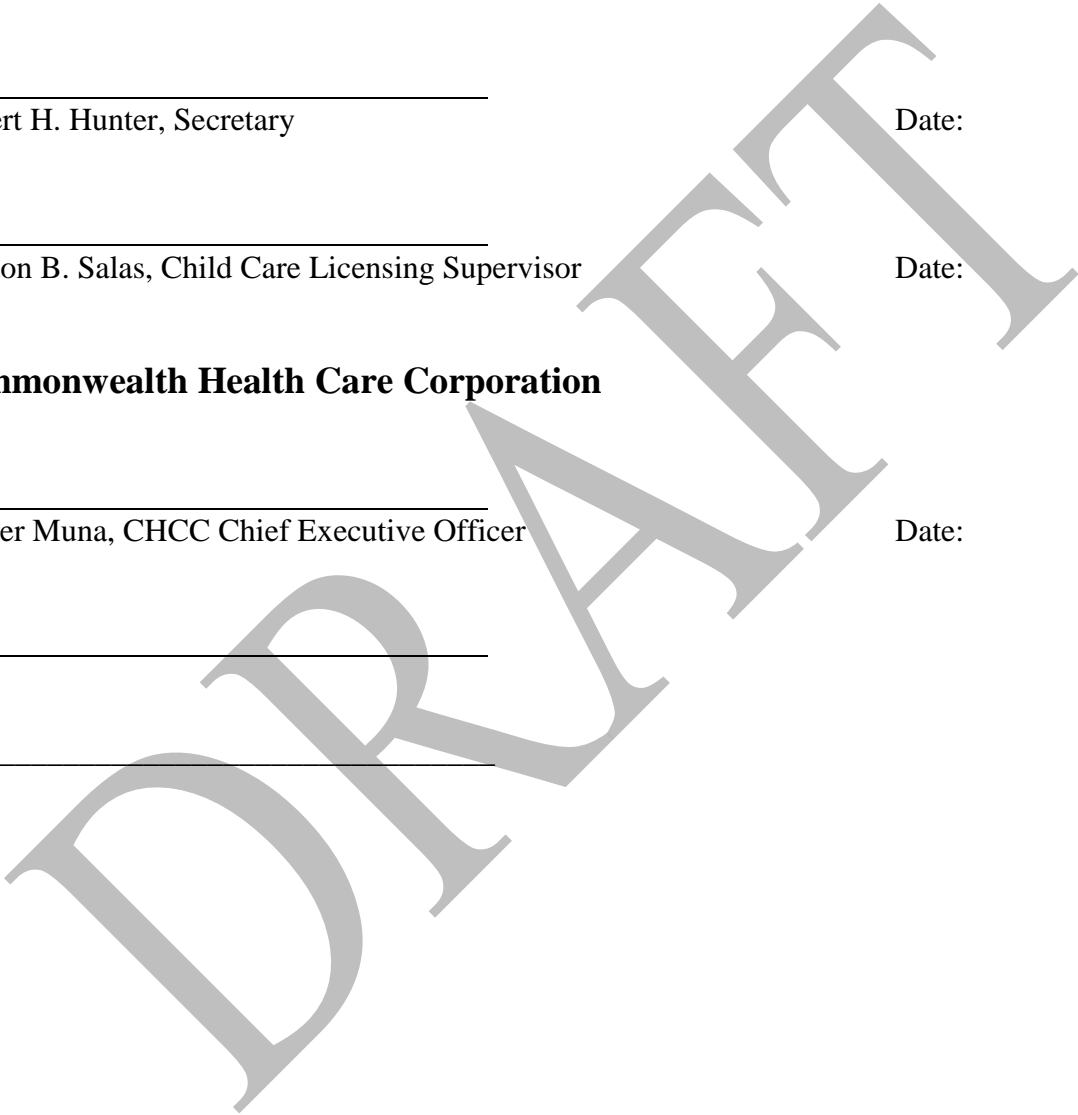
Gordon B. Salas, Child Care Licensing Supervisor

Date:

Commonwealth Health Care Corporation

Esther Muna, CHCC Chief Executive Officer

Date:



h. With the Public School System

**MEMORANDUM OF AGREEMENT BETWEEN
THE DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS AND
THE CNMI PUBLIC SCHOOL SYSTEM**

RECITALS:

Parties

This Memorandum of Agreement (hereinafter referred to as “MOA”) is made and entered into by and between the Department of Community and Cultural Affairs, whose address is Caller Box 10007, Capitol Hills, Saipan, MP, 96950, and the Public School System, whose address is Caller Box 10007 Susupe, Saipan, MP, 96950

Purpose

The purpose of this MOA is to establish a formal agreement between the collaborating agencies in support of the Child Care Development Fund (CCDF) state plan provision of ensuring continuity of child care services before and after a declared disaster. This collaboration includes, but not limited to: information gathering activities, data sharing, preparedness planning, disaster response, and disaster recovery measures that will provide a rapid, coordinated, and efficient emergency/disaster management protocol. And, as a last resort approach, it is also the intention of this MOA that the collaborating agencies agree to diminish or waive certain agency requirements to expedite certification of emergency/temporary child care providers, and support uninterrupted operations of existing child care operators, provided that the safety and welfare of the children in care is not compromised.

Term of MOA

This MOA is effective upon the day and date last signed and executed by the duly authorized representatives of the above mentioned agencies and shall remain in effect until terminated with cause by either of the agencies effected this MOA, after a 30 day written notice is reached. Such notice shall be delivered to affected regulatory agencies by personal delivery with acknowledgement of receipt or by certified mail with return receipt to the address listed above.

**Agreement By and Between the Department of Community and Cultural Affairs
and the CNMI Public School System**

The Child Care Licensing Program under the Department of Community and Cultural Affairs was established in 1994 under Public Law – 1401, Title 3 of the Commonwealth Code sub section 1401 et al 1409, and Executive Order 94-4. Its function is to ensure the health, safety, and well-being of children in child care centers and group-home child care providers throughout the

Commonwealth of the Northern Mariana Islands by establishing appropriate rules and regulation, monitoring and enforcing compliance, providing technical assistance and training to caregivers, and providing consumer education.

Also, although not specifically described or implied in Title 55 of the Administrative Code, the CCLP waives some of its licensing regulations following a declared disaster in order to support and promote the provision of continuity of child care services as required by the CCDF's State Plan. Such waiver will be made at the discretion of the Department Secretary provided that such waiver does not pose obvious or imminent risk to the health, safety, and well-being of the children in care.

Therefore, CCLP needs this Memorandum of Agreement with the CNMI Public School System to affirm cooperation on the following:

- xlix. Conducts trainings, presentations, and/or seminars on topics related to caring of Special Needs children for the child care community,
 - l. Teams up with the CCDF and CCLP programs to do community outreach activities to promote PSS and CCDF/CCLP partnership,
 - li. As last resort option, transports CCDF children/providers/families situated on immediate vicinity of schools being served.
 - lii. Accommodates request for an off-site evacuation area to neighboring CCDF daycare centers when needed.
 - liii. Teams up with the CCDF program to identify PSS families in need of subsidized child care services after a declared disaster.
 - liv. Ensures timely and uninterrupted reimbursement of child care service payments under the CCDF and EHS partnership before, during, and/or after a declared disaster.

General Provisions

O. Amendments.

Either of the regulatory agencies may request changes to this MOA. However, any revisions, amendments, or modification to this MOA which are mutually agreed upon by and between the above regulatory agencies shall be incorporated by written instrument, and effective when executed and signed by all the regulatory agencies to this MOA.

P. Entirety of Agreement.

This MOA represents an integrated inter-agency agreement between the above regulatory agencies and by this, supersedes all prior negotiations, representations, and agreements, whether written or oral made before the instant MOA.

Severability

Should any portion of this MOA be unenforceable, the remainder of the Memorandum of Agreement shall continue to be in effect.

Signatures

In witness whereof, the parties to this MOA through their duly authorized representatives have executed this MOA on the day and date set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOA as set forth herein.

The effective date of this MOA is the date of the signature last affixed to this page.

Department of Community and Cultural Affairs

Robert H. Hunter, Secretary

Date:

Gordon B. Salas, Child Care Licensing Supervisor

Date:

Public School System

Glenn M. Muna, PSS Commissioner

Date:

DRAFT

- i. With the DCCA-RAC Commander



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS

Office of the Secretary
Caller Box 10007

Saipan, M.P. 96950

Tel. 664-2587 Fax. 664-2571

V. MEMORANDUM

Date: July 20, 2018

To : DCCA Division Directors/Program Managers
From : Secretary, DCCA
Subject: In Support of the CCDF Program's Continuity Provision to the State Plan

The Department of Community and Cultural Affairs (DCCA) assigns the Child Care Development Fund (CCDF) program the responsibility of ensuring continuity of child care services before and after a declared disaster. In order to achieve this task, The Department Secretary:

- Instructs the Child Care Licensing Program (CCLP) to generate Memorandum of Agreement (MOA) with every partner regulatory agency involved in the licensing process of new and current child care operators with a scope ranging from; initiating disaster preparedness and mitigation measures before a disaster, to diminishing and/or waiving certain regulations to support continuity of child care services after a declared disaster.
- Merges the CCLP and the CCDF programs to form the CCDF/CCLP Disaster Team that automatically activates to execute response and recovery measures for the child care community immediately upon declaration of a disaster.
- Secures an APPROVAL from the Governor's Special Assistant on Homeland Security and Emergency Management to relieve CCDF and CCLP staff in participating to territory-wide response activities and relieves the entire CCDF and CCLP Disaster team from their DCCA-RAC team duties.
 - Facilitates inclusion of the CCDF/CCLP disaster functions to the CNMI EOP
 - Allows CCLP to waive licensing requirements to new and renewing child care providers including, but not limited to clearances from: DFEMS, BEH, DPW-BSCO, and DOF.
 - In the absence of such clearances, CCLP and CCDF immediately conduct thorough inspection of prospect, and current daycare facilities to ensure that minimum requirement on health and safety is met. This to expedite opening or reopening of

daycare facilities without compromising children's health and safety while in care in the facilities.

- Creates a pool of prospective temporary/emergency child care providers
- Develops programs to promote disaster readiness such as staff and child care provider trainings, periodic table-top drills, as well as participation to island-wide/territory-wide disaster drills.
- Authorizes all other funds available to be used in prepositioning of disaster related resources.
- Authorizes all other funds available to support the implementation of emergency child care provisions after a declared disaster.

ROBERT H. HUNTER

DRAFT

ATTACHMENT 13: TIMELINE of ACTIVITIES TO DISASTER RESPONSE and RECOVERY

POST DISASTER RESPONSE AND RECOVERY TIMELINE OF ACTIVITIES

- From 1 to 8 hours upon DISASTER DECLARATION by the governor:
 - The team leader acquires authorization from the DCCA RAC Commander to activate the CCDF and CCLP disaster team,
 - Team leader activates the disaster team. Entire team ensures cell phones are open to receive calls and messages
 - Team members are to meet at the CCDF office within 90 minutes upon activation
 - By the 120 minute mark upon activation, team leader briefed the entire disaster team on the task on hand and activities to do
 - 121 minutes to 180 minutes, all team members and leaders will be with the communications team to contact CCDF child care providers, partners, and other stakeholders
 - 181 minutes onwards, assessment team and subsidy team; detach from the communications team to execute their respective roles, i.e., telephone assessment of clients. Regulatory team stays in tandem with the communications team to do the next steps planning of response and recovery activities preferably with partner regulatory agencies. Survey forms and assessment tools are ready and respective tasks divided and clearly relayed to members. Also, regulatory team contacts and assesses status of licensed non-CCDF providers by phone
 - The 7th hour to the 8th hour after activation, team leader meets with all members to debrief, plan, and assign activities for the next day.

- The second day is the start of physical assessment activities.
 - Using the data gathered from phone survey, assessment team goes out to conduct actual visits of CCDF provider facilities.

- Using the data gathered from phone survey, regulatory team goes out to conduct actual visits of licensed non-CCDF provider facilities.
 - Assessment and regulatory teams prioritize physical visits of unaccounted CCDF and licensed non CCDF provider facilities
 - Assessment and regulatory, thru the course of their visits, record operations and regulatory concerns among other data to be gathered
 - Communications and subsidy teams receive phone calls from the public, procure and beef up relief goods bank, and replenish the pool of prepositioned resources. Provides additional instructions to teams on the field as needed.
 - Daily, all teams are at the CCDF office by 3:00 pm and be ready for the 3:30 pm debriefing, planning, and assigning of activities for the next day.
-
- The 3rd and the 4th day is continuation of physical assessment activities.
 - Assessment and regulatory teams conduct physical visits to assess damage to facilities, identify assistance needed by affected facilities, facilitate resumption and continuation of child care services, and communicate with willing public and private partners to produce CCDF emergency providers.
 - Subsidy team conducts physical visits as needed
 - Communications and subsidy teams continue gathering relief items to be issued to CCDF providers and others
 - Daily, all teams are at the CCDF office by 3:00 pm and be ready for the 3:30 pm debriefing, planning, and assigning of activities for the next day.
-
- On the 5th day, the teams compile all collected data/information and complete the summary reports. The summary report of individual teams are to include information relevant to: damages incurred per child care facility, challenges faced to provide care while recovering, immediate assistance, so far; provided, additional assistance needed, diminished/waived regulation awarded that promote or ensure continuity of child care services, as well as health/behavioral concerns especially that of children.

- Summary reports are due to the team leader by 10:00 am of the 6th working day immediately following the date of team activation. The rest of the day will be utilized to discuss the contents and recommendations of the reports, and plan for the next days' response/recovery activities. Individual team tasks for the rest of the week are identified and delegated,
- Visitations, inspections, health and safety monitoring, and recovery-relief assistance distribution continue. Also, daily team meetings and debriefings continue to be held at 3:30 pm at the CCDF office. Based on the reports submitted by each team, and the response activities recommended and agreed upon, team leader amend and/or assigns additional tasks as necessary.
- Visitations, inspections, health and safety monitoring, and recovery-relief assistance distribution continue on the 3rd week. Another summary report is submitted by individual teams assessing the degree of effectiveness of previous weeks' response recovery activities. It is up to the team leader if changes to current response and recovery activities are to take place including the frequency of team meetings/debriefings. Same goes with the succeeding weeks until such time the team leader finds it reasonable to deactivate the team and reintegrate with the DCCA RAC team.

ATTACHMENT 14: POST DISASTER ASSESSMENT REPORT FORMS

a. ASSESSMENT TEAM REPORT FORM 1

POST DISASTER ASSESSMENT TEAM - SUMMARY REPORT

DISASTER NAME: _____ DATE OF REPORT: _____

NAME OF CENTER	MINOR DAMAGE	MAJOR DAMAGE	DESTROYED	RELOCATED	WILL RESUME SERVICES	# of STAFF PRE DISASTER	# of STAFF POST DISASTER	CAPACITY PRE DISASTER	CAPACITY POST	KIDS - POST DISASTER	# OF NO SHOW STAFF	ASSISTANCE NEEDED TO CONTINUE OR RESUME OPERATIONS/OTHER RELATED COMMENTS
GANA												# of Volunteers?
GOLDEN HARVEST												# of Volunteers?
HOLY ANGEL												# of Volunteers?
LOVING HANDS												# of Volunteers?
N.M.I.S												# of Volunteers?
PURE LOVE 1												# of Volunteers?
PURE LOVE 2												# of Volunteers?
R and EQ												# of Volunteers?
SMART START 1												# of Volunteers?
SMART START 2												# of Volunteers?

b. ASSESSMENT TEAM REPORT FORM 2

POST DISASTER ASSESSMENT TEAM - SUMMARY REPORT

DISASTER NAME: _____ DATE OF REPORT: _____

NAME OF FFN/GROUP PROVIDER	MINOR DAMAGE	MAJOR DAMAGE	DESTROYED	RELOCATED	WILL RESUME SERVICES	# of STAFF PRE DISASTER	# of STAFF POST DISASTER	CAPACITY PRE DISASTER	CAPACITY POST	KIDS - POST DISASTER	ASSISTANCE NEEDED TO CONTINUE OR RESUME OPERATIONS/OTHER RELATED COMMENTS
ROSITA GALVAN											
JANE LIZAMA											
JOSEPHINE PIALUR											
MARY MANGLONA											
JOAN SAN NICOLAS											
EMERGENCY PROVIDER											
EMERGENCY PROVIDER											
EMERGENCY PROVIDER											
EMERGENCY PROVIDER											
EMERGENCY PROVIDER											

UPDATED APRIL 23, 2019

c. SUBSIDY TEAM REPORT FORM

POST DISASTER SUBSIDY TEAM - SUMMARY REPORT

DISASTER NAME: _____ DATE OF REPORT: _____

NAME OF CENTER	# OF CHILDREN- PRE	# OF CHILDREN- POST	# OF DISPLACED CHILDREN	# OF MOA RELATED CHILDREN	# OF PAID CHILDREN REGULAR	# OF NO ACTIVITY PARENTS	# OF STOP WORK PARENTS	# OF STOP SCHOOL PARENTS	# OF STOP TRAINING PARENTS	COMMENTS/NOTES
GANA										
GOLDEN HARVEST										
HOLY ANGEL										
LOVING HANDS										
N.M.I.S										
PURE LOVE 1										
PURE LOVE 2										
R and EQ										
SMART START 1										
SMART START 2										
ROSITA GALVAN										
JANE LIZAMIA										
JOSEPHINE PIALUR										
MARY MANGLONA										
JOAN										
SAN NICOLAS										

UPDATED APRIL 23, 2019

d. REGULATORY TEAM REPORT FORM

POST DISASTER REGULATORY TEAM - SUMMARY REPORT

DISASTER NAME: _____ DATE OF REPORT: _____

NAME OF CENTER	PROPERTY DOCS.	BUSINESS LICENSE	DFEMS PERMIT	DPW-BSO PERMIT	BEH PERMIT	LIABILITY INSURANCE	STAFF ROSTER	CHILDREN ROSTER	HANDBOOK	PROVISIONARY CCPL LICENSE	STAFF TO CHILD RATIO	OCULAR/ACTUAL HEALTH & SAFETY	DIMINISHED/WAIVED FOR HOW LONG? # OF VOLUNTEERS
GANA													
GOLDEN HARVEST													
HOLY ANGEL													
LOVING HANDS													
N.M.I.S													
PURE LOVE 1													
PURE LOVE 2													
R and EQ													
SMART START 1													
SMART START 2													
ALTERNATE SITE													
NEW SITE													
ALTERNATE SITE													
NEW SITE													

e. COMMUNICATIONS TEAM REPORT FORM (LEADERSHIP SUMMARY REPORT)

DRAFT

IX. GLOSSARY

ARC, CNMI – American Red Cross, Commonwealth of the Northern Mariana Islands Chapter

BEH – Bureau of Environmental Health

BSCO – Building Safety Code Office

CCDF – Child Care and Development Fund

CCDF Provider – a licensed child care contractor receiving funds from the CCDF

CCLP – Child Care Licensing Program

CHCC – Commonwealth Health Care Corporation

CK – Chalan Kiya village

CNMI – Commonwealth of the Northern Mariana Islands

COTA – Commonwealth Office of Transit Authority

CUC – Commonwealth Utilities Corporation

DCCA – Department of Community and Cultural Affairs

DESTROYED – shall mean at least one portion of the roof framing system is damaged, and/or flooding inside the building reached 12 inches or reached the power outlets or whichever is lesser.

DFEMS – Department of Fire and Emergency Medical Services

DOF – Department of Finance

DPH – Department of Health

DPS – Department of Public Safety

DPW - Department of Public Works

EHS – Early Head Start Program

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

EPRRP – Emergency Preparedness, Response, and Recovery Plan/ning

ESF – Emergency Support Function

FF and N – Family, Friend, and Neighbor child care provider

GR – Gualo Rai village

HSEM – Homeland Security and Emergency Management

IN-PLACE EVACUATION – a type of evacuation scheme that keeps children and adults inside the building, or evacuate children and adults to a designated room inside the building to hide for safety.

MAC – Multi Agency Coordination

MBP – Marianas Business Plaza

MAJOR DAMAGE – shall mean at least one portion of the roof framing system is damaged, and/or flooding inside the building reached 12 inches or reached the power outlets; or whichever is lesser.

MINOR DAMAGE – shall mean no portion of the roof framing system is damaged, or flooding inside the building reached less than 12 inches or did not reached the power outlets, or whichever is greater.

MOA – Memorandum of Agreement

MOS – Mayor of Saipan Office

MOU – Memorandum of Understanding

NON-CCDF Provider – a licensed child care contractor not receiving funds from CCDF

OFF-SITE EVACUATION – a type of evacuation scheme wherein occupants of a child care facility are

to be moved to a pre-determined safe location outside the premises of said facility.

ON-SITE EVACUATION – a type of evacuation scheme wherein occupants of a child care facility are to be moved to a pre-determined safe location within the premises of said facility.

PSS – Public School System

PSSHS – Public School System Head Start Program

QRIS – Quality Rating and Improvement System

RAC – Response Assistance Coordinators

SA HSEM – Special Assistant on Homeland Security and Emergency Management

TA – Technical Assistance

VERTICAL EVACUATION – a type of evacuation scheme wherein occupants of a child care facility are to be moved to a pre-determined safe location at least five floors up from the ground floor. And, to be executed within a 15 minute time frame.

DRAFT

Assistance in preparation of this emergency plan provided by:

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DCCA RAC Team

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CNMI Child Care Program Emergency/Disaster Team

**CNMI Child Care and Development Fund Program
Emergency Preparedness Team**