CNMI Department of Community and Cultural Affairs (DCCA)
Child Care and Development Fund (CCDF) Program
Child Care Licensing Program (CCLP)

Emergency Preparedness, Response, and Recovery Plan (EPRRP)

December 2024

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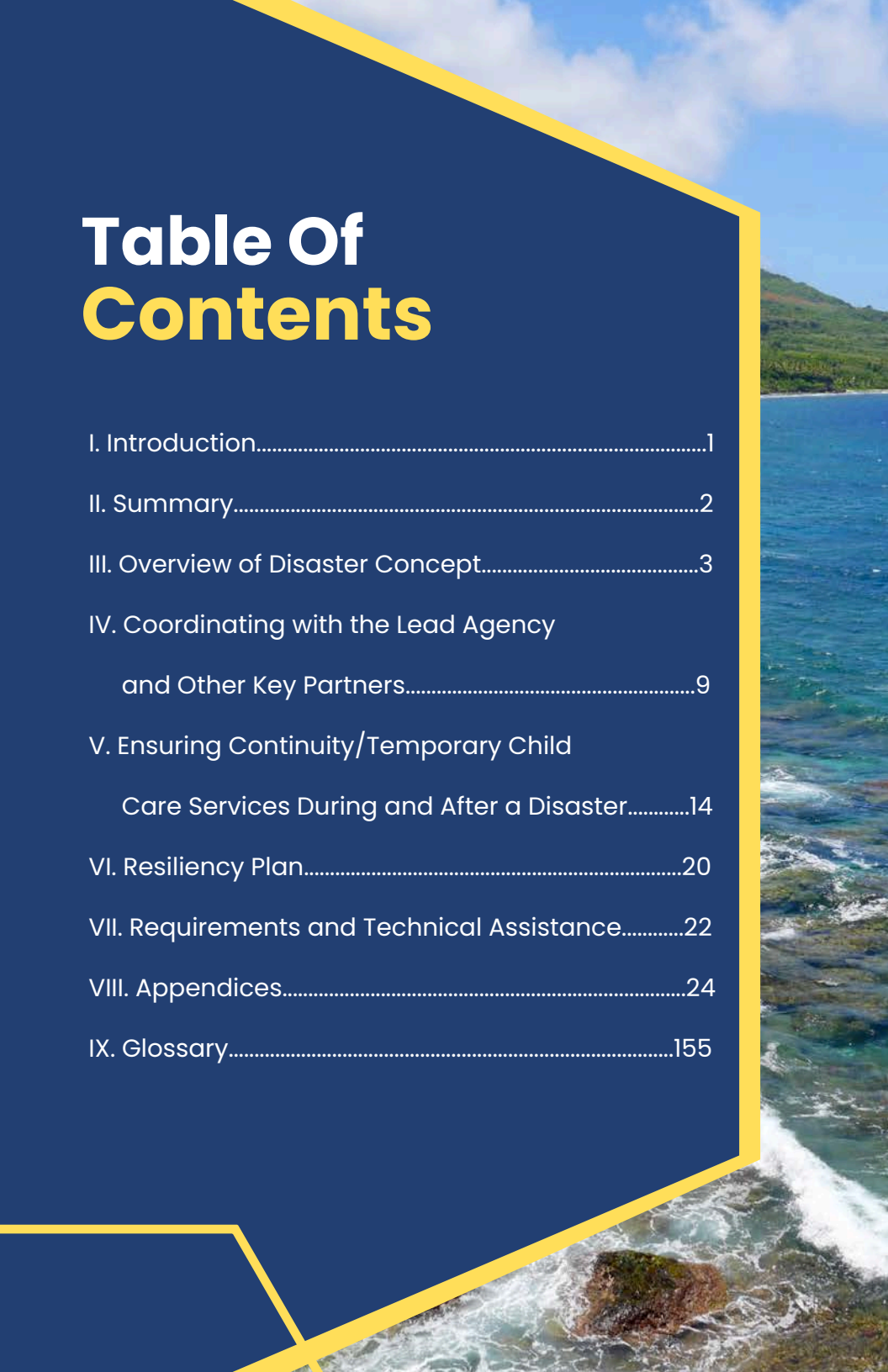


CNMI Department of Community and Cultural Affairs

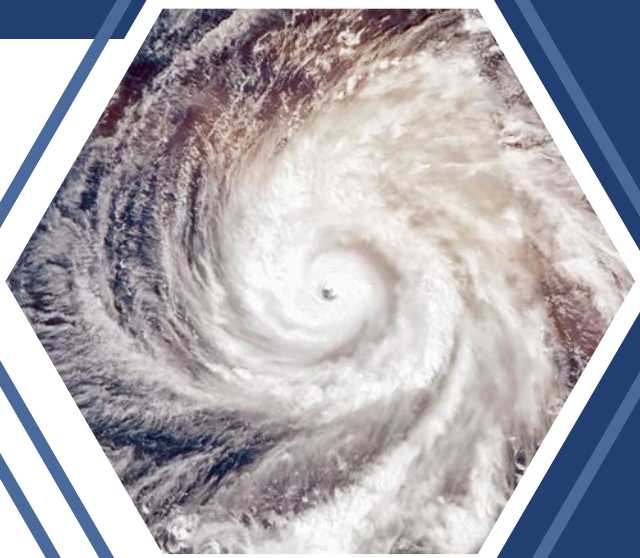
Child Care and Development Fund

I. Introduction

The Child Care and Development Fund (CCDF) is a program under the Commonwealth of the Northern Mariana Islands (CNMI) Department of Community and Cultural Affairs (DCCA). It is currently capable of serving approximately 500 families and over 800 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 the CNMI Homeland Security and Emergency Management (HSEM), the CCDF Disaster Team implements disaster response and recovery activities for the child care community.

II. Summary

The CNMI DCCA-CCDF /CCLP Emergency Preparedness, Response, and Recovery Plan (EPRRP) 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 EPRRP 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 CNMI DCCA-CCDF/CCLP Emergency Preparedness, Response, and Recovery Plan (EPRRP) 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 Number 1344. 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 roundabout traffic loop. Building #1347 where the CCDF office is housed is the second building on the right upon entering this roundabout traffic loop.

Assumptions
The Child Care and Development Fund Program has 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 discretionary closed or/and have secured their facilities in advance.

D. Phases of Management

Mitigation
This phase occurs 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 training 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 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 Appendix 7*)

Response
This is the "act and assist" stage, when the Department's Response Assistance Coordinators (RAC) Team is activated. Simultaneously, the CCDF and the Child Care Licensing Program (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 Appendices 1, 2, 3, and 12*)

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 Appendix 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's (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 Plans 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 Appendices 3 and 14d*)

The Disaster Communications Team 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:

a. Secures (through the Department Secretary) Memorandum of Agreement from various partner agencies (*See Appendix 12*)
b. Through 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.
c. Central point of communication with partner agencies
    i. Activates CCDF and CCLP Emergency/Disaster Team.
    ii. Collects and shares information of response/recovery efforts with CCDF, CCLP and its partners.
    iii. Contacts Disaster Teams, partner agencies and volunteers for briefing, as needed.
    iv. 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.
    v. Contacts emergency coordinator/s of child care providers that failed to voluntarily call CCDF within the first thirty (30) minutes of a known emergency.
d. Monitors relocation and reunification efforts of affected families.
e. Updates the DCCA RAC Commander of all CCDF and CCLP disaster preparedness, response and recovery activities.

2. Disaster Assessment Team (*See Appendices 4 and 14a*)
The Disaster 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.

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.
- 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 Appendix 9*).

3. Disaster Regulatory Team (*See Appendices 5, 14c, and 18*)
The Disaster Regulatory 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 conditions.
- 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 Appendix 9*).

4. Disaster Subsidy Team (*See Appendices 6 and 14b*)
This Disaster Subsidy 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:

- 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 sources 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.

5. Disaster Team Leadership (*See Appendix 2*)
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 assumes 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. Per the "All Hazard CNMI Emergency Operations Draft Plan 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 Appendix 1*)

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. The CCDF Administrator will serve as an alternate person in the unlikely, but not unheard of event, that the CCLP Supervisor is unable to fulfill the role Team Leader for reasons beyond his or her control.

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 Appendix 2)

B. DCCA Response Assistance Coordinators (RAC) Team

1. DCCA Department Secretary and DCCA RAC Commander
2. DCCA Deputy Department Secretary and DCCA Dep. RAC Commander
3. Liaison Officer and Reliever
4. DCCA Safety Officer and Reliever
5. DCCA HQs Dispatch Officer and Reliever
6. Fiscal Affairs Officer
7. In-charge of Logistics Section and Reliever
8. In-charge of Supplies and Reliever
9. In-charge of Short Term Shelter and Reliever
10. In-charge of Long Term Shelter and Reliever

(*See Appendix 2*)

C. CCDF and CCLP Emergency/Disaster Team Members

1. CCDF, PROGRAM ADMINISTRATOR
2. CCDF, CO-ADMINISTRATOR/ACCOUNTANT
3. CCDF, QUALITY ACTIVITIES COORDINATOR
4. CCDF, PROGRAM ELIGIBILITY SPECIALIST
5. CCDF, ELIGIBILITY SUPERVISOR
6. CCDF, ADMINISTRATIVE SPECIALIST
7. CCDF, ELIGIBILITY SPECIALIST
8. CCLP, ELIGIBILITY WORKER I
9. CCLP, CCLP SUPERVISOR
10. CCLP, SAFETY INSPECTOR
11. CCDF/CCLP, SECRETARY III

D. Key Partner Agencies Coordination

When the EOC is activated, and the convening of the Multi Agency Coordinators (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, a large part of CCDF and CCLP communication efforts should be on advising key partners of the response and recovery phase and conducting phone/actual survey/assessment of child care providers' and child care families' status. Facilitating relief and assistance activities follows thereafter (*See Appendices 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 Appendix 10*).

Tasked by the EOC to function as a 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 assistance to the child care community. With the help of partner agencies, 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. (*See Appendices 3 to 6*)

1. **CNMI Department of Community and Cultural Affairs-Child Care and Development Fund/Child Care Licensing Program (DCCA-CCDF/CCLP) and HSEM/EOC Coordination** (*See Appendix 12.a*)

The HSEM recognizes the emergency/disaster function of CCDF outlined on its state plan and approved by Region IX. HSEM includes CCDF emergency or disaster roles on the CNMI Emergency Operations Plan (EOP).

- Through the DCCA Secretary, CCDF and CCLP generate a written document that enables CCDF and CCLP DISASTER TEAM to 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 is 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.
- For more information, see appendix 12a.

2. CCDF AND CCLP Coordination (*See Appendices 2a and 12h*)

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. For more information, see appendices 2a and 12h.

3. CNMI DCCA-CCDF/CCLP and the CNMI Department of Public Works -Building Safety Office (DPW-BSO) Coordination (*See Appendix 12b*)

Through a Memorandum of Understanding, the CNMI DCCA-CCDF/CCLP and the CNMI DPW-BSO agree to 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 CNMI 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 information, see appendix 12b.

4. CNMI DCCA-CCDF/CCLP and the CNMI Department of Finance (DOF) Coordination (*See Appendix 12c*)

Through a Memorandum of Understanding, the CNMI DCCA CCDF/CCLP and the CNMI DOF agree to collaborate on issues regarding expedited acquisition of business licenses 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 information, see appendix 12c.

5. CNMI DCCA-CCDF/CCLP and the CNMI Department of Public Safety (DPS) Coordination (*See Appendix 12d*)
Through a Memorandum of Understanding, the CNMI DCCA-CCDF/CCLP and the CNMI DPS 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 check system to ensure safe child care services. For more information, see appendix 12d.

6. CNMI DCCA-CCDF/CCLP and the CNMI Department of Fire and Emergency Medical Services (DFEMS) Coordination (*See Appendix 12e*)
Through a Memorandum of Understanding, the CNMI DCCA-CCDF/CCLP and the CNMI DFEMS 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 information, see appendix 12e.

7. CNMI DCCA-CCDF/CCLP and the CNMI Department of Labor (DOL) Coordination (*See Appendix 12f*)
Through a Memorandum of Understanding, the CNMI DCCA-CCDF/CCLP and the CNMI DOL agree to conduct presentations related to the Fair Labor Standardization Act and other DOL-related activities for the child care community, to develop pre-service training sessions for community members interested in pursuing child-care related career opportunities, and to share information related to unauthorized labor practices of daycare operators. For more information, see appendix 12f.

8. CNMI DCCA-CCDF/CCLP and the Commonwealth Healthcare Corportation (CHCC) Coordination (*See Appendix 12g*)
Through a Memorandum of Understanding, the CNMI DCCA-CCDF/CCLP and the CHCC agree to coordinate on issues to prioritize health and sanitation inspection and certification of child care 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 information, see appendix 12g.

V. Ensuring Continuity/Temporary Child Care Services During and After a Disaster

A. 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 to submit a comprehensive emergency preparedness, response, and recovery plan during their CCDF certificate renewal process to continuously serve CCDF families.
    - 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 to child care provider facilities are done to verify plan's completeness and workability.
    - Provider updates plan and resubmit as recommended.
- CCDF/CCLP staff attend 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.

- The Communications Team acquires and maintains an updated list of phone contact information of CCDF providers, emergency/disaster preparedness, response, and recovery coordinators and partner agencies.
- The Subsidy Team generates the required forms to be completed by applying families of the child care subsidy reimbursement program.
- The Regulatory team (with the approval/concurrence of the DCCA Secretary) shall maintain a list of prospective emergency child care providers to tap when shortage of providers arises after disaster.
- The Assessment Team generates the required forms *(See Appendix 9)* to assess damages incurred from a disaster.
- The Communications and Regulatory Teams, with the assistance from the rest of the Disaster Teams (with the approval/concurrence of the DCCA Secretary) shall 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. The list of these agencies may include but not limited to the: Child Care Licensing Program, Homeland Security Management Office, American Red Cross, CNMI Public School System (PSS), CNMI PSS Early Head Start/Head Start Program, Association of Private Schools, Building Safety Office, Department of Fire and Emergency Medical Services (DFEMS) Fire Division, Department of Finance, Commonwealth Health Care Center, and CNMI Department of Public Works -Building Safety Office (DPW-BSO).
- As an additional requirement to current and applying providers —and in coordination with the CCLP/CCDF's ultimate goal,
    - Child care providers shall include on their emergency preparedness, response, and recovery plan an alternate site to relocate, when needed
    - Child care providers shall identify on their EPRRP material a list of partnering groups willing to provide relocation area, when needed.
    - In the interim and through Memorandums of Agreement (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 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.:
        - Loving Hands Daycare relocates to Loving Hands Kindergarten & Nurturing Center.
        - Holy Angel Daycare relocates to Gana Daycare.
        - NMIS relocates to the upper floors of the Marianas Business Plaza (MBP).
        - Green Meadows Gualo Rai (Pure Love Daycare 2) relocates to R and EQ Daycare.

- Golden Harvest relocates to Gana Daycare
- Smart Start 1 relocates to Smart Start 2.
- License-exempt providers that do not have an alternate site to relocate may be relocated along this scheme as well.
- The scenarios above are examples only. Prior communication and coordination with providers must be done so everyone is aware of the course of action.

B. Response and Recovery Activities

1. **Disaster Communications Team**

ALL CNMI DCCA-CCDF/CCLP disaster teams shall:

- Assists with the communications function, following an impending emergency/disaster and/or emergency/disaster declaration.
- Activates the DCCA-CCDF/CCLP 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 Appendix 13*)
- 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/CCLP 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,
- Assists the Communication Team on collecting updates from affected providers
  - Prioritizes providers servicing infants and very young children, children with disabilities, and children with predetermined 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.
- Regulatory and assessment teams may expedite processing of emergency child care provider applicants to address shortage of providers.
- Or upon request from the subsidy team, visits residences of affected families applying for emergency child care services for verification purposes.
- For more information, see appendix 13.

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 appendix 13.
- Implements special child care licensing policies with the approval/concurrence of the DCCA Secretary
    - Immediately communicates with key regulatory partners like CHCC, PSS, DPW-BSO, CHCC, Department of Fire and Emergency Medical Services (DFEMS) Fire Division, Business Licensing office, the CNMI Zoning Board, etc. to activate emergency child care policies that may waive specific regulatory requirements on a case to case basis.
- Prioritizes **assistance activities to** providers servicing infants and very young children, children with disabilities, and children with predetermined 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 CHCC on preventing pandemic diseases ***(specifics will be provided after inter agency meeting).***
    - Relays information to CHCC 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.
- 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.
- Regulatory and assessment teams may expedite processing of emergency child care provider applicants to address shortage of providers.
- Regulatory team implements case by case exemptions to licensing policies (*See Appendix 10*):
    - 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.) 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.

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 Appendix 9*):
  - Payment invoice attachments policy except for the child/children 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.
  - For more information, see appendix 9.

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 Number 1344, 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,
  - Is situated farther inland, and on a significantly elevated location.
- Develops emergency policies, forms, and partnerships with public and private agencies (through the DCCA 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. (*See Appendix 8*)
- 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. (*See Appendix 7*)
- Maintains a stock of portable power generators intended to loan to child care facilities during emergencies.
- 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 (Back up the system on what? External Drive?).
- 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 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 the policy to contact each other in the aftermath of an emergency or disaster within 30 minutes after any emergency related situation or the first chance possible.
- 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 familiarize themselves with the notification procedure early on. (*See Appendices 15, 16, and 17*)
- 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 familiarize themselves with the Reunification procedure early on. (*See Appendices 15, 16, and 17*)
- CCDF provider upgrades the evacuation alarm system to include a centralized alarm device audible all around the facility.
- CCDF child care providers shall have a battery-operated radio in all centers available to be able to receive emergency updates/notification in case of loss of cellular/phone communication.

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:
  - Pursuant to the Child Care & Development Fund Rules and Regulations - Northern Mariana Islands Administrative Code (NMIAC) Subsection 55-60-201(d)(1)(iii)(E)(III)
  - Pursuant to the Child Care Standards Rule and Regulations - Northern Mariana Islands Administrative Code (NMIAC) Subsection 55-40.1-254 (a)(b); NMIAC 55-40.1-356 (a)(b); and NMIAC 55-40.1-458 (a)(b)
  - CCLP and CCDF create/maintain/review/update a territory-wide template to aid providers in developing their respective Emergency Preparedness, and Response Plan that includes a program recovery provision after a disaster. (See Appendices 15, 16, and 17)
  - This EPRR Plan must:
    - clearly specify how to execute various types of evacuation i.e.: on-site evacuation, shelter-in-place evacuation, lockdown, off-site evacuation, and vertical evacuation.
    - include program continuity provisions after a disaster, operated on current site or on a pre-certified alternate site.
    - include clear steps on how to reunify affected families,
    - describe special accommodations to the youngest children they serve, as well as the care of children with special needs and chronic medical conditions.
  - 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. (See Appendices 15, 16, and 17)
  - Prospective child care providers are required to submit an emergency preparedness, 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.

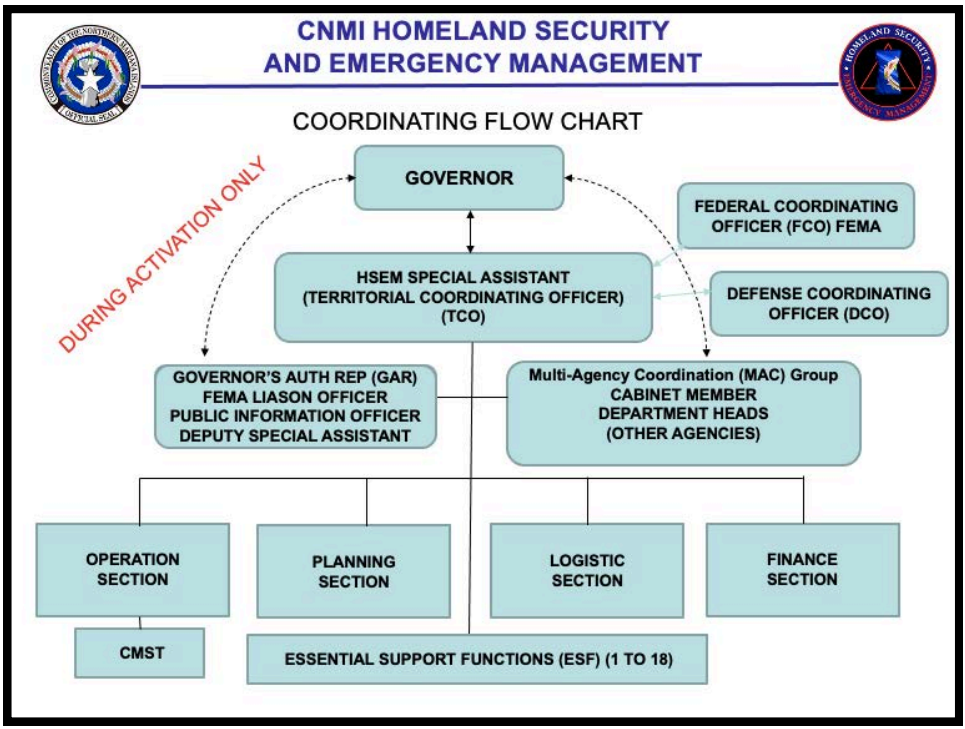
    - CCDF child care provider revises/updates the plan and resubmits as recommended.
    - Child care providers are required to periodically conduct, document, and submit proof of drills and exercises done at their facilities.
    - Child care providers serving CCDF families are required to participate 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
    - Requires child care providers to complete of at least seven (7) hours annually per staff of CCDF providers related to emergency disaster preparedness, response, and recovery matters.
    - Requires child care providers to participate in the "Safe Schools Month" Emergency drills each January of every year and any island-wide drill facilitated by Homeland Security and Emergency Management (HSEM)
    - Requires child care providers to participate in the Emergency Preparedness, Response and Recovery Training —in collaboration with HSEM conducted every September of each year.
    - Requires child care providers to participate in the annual Health and Safety Training offered by the CCDF Program and CCLP 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.
- CCDF/CCLP develops outreach programs that promote organizational and/or business resiliency.

VIII.

APPENDICES

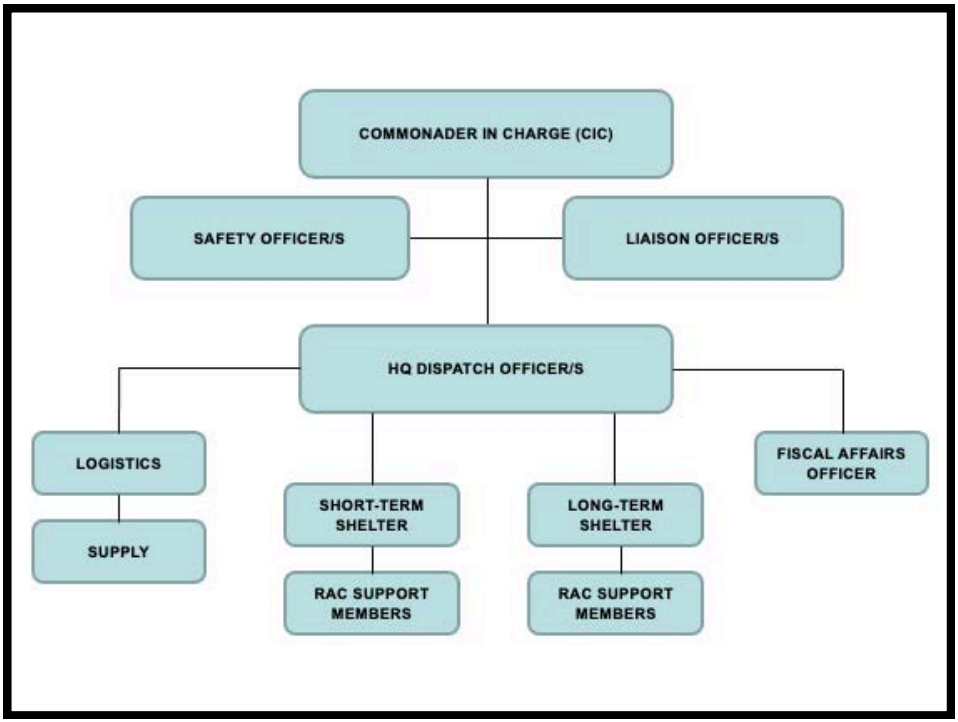
APPENDIX 1:

CNMI HSEM COORDINATING FLOW CHART



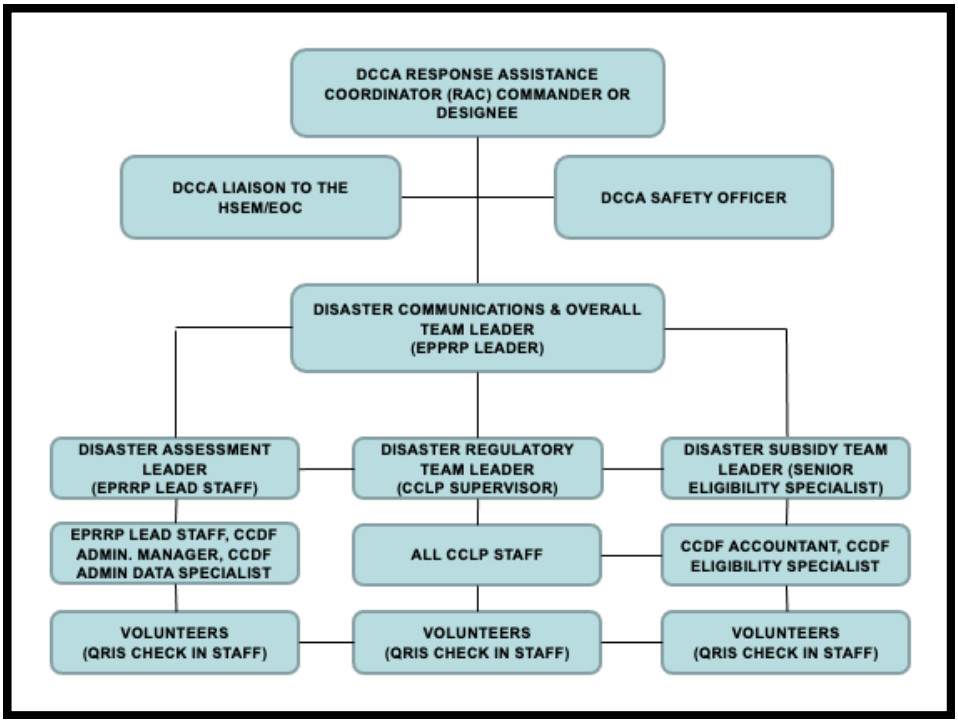
APPENDIX 2A:

DCCA RESPONSE ASSISTANCE COORDINATORS (RAC)



APPENDIX 2B:

CCDF & CCLP EMERGENCY, PREPAREDNESS, RESPONSE, & RECOVERY TEAM ORGANIZATIONAL CHART



APPENDIX 3A:

DISASTER COMMUNICATIONS TEAM

TITLE	CONTACT NO.	DISASTER FUNCTION
CCLP Supervisor	670-488-1343	Team Leader
CCDF Program Administrator	664-2591/670-287-3226	Co-Team Leader
CCDF/CCLP EPRR Planning Lead Person	664-2572/670-488-1343	Member
CCDF Co-Administrator /Accountant	664-2590	Member
CCDF Quality Activities Coordinator	664-2591/2593	Member
CCDF Eligibility Supervisor	664-2576	Member
CCDF Administrative Specialist	664-2593	Member
CCDF Eligibility Supervisor	664-2576	Member
CCDF Program Eligibility Specialist	664-2546	Member
CCDF Tinian-Admin Officer	670-989-2233	Member
CCDF Rota-Eligibility Supervisor	670-588-7682	Member
CCLP Safety Inspector	670-488-1343	Member
CCLP Secretary III	670-488-1343	Member
CCLP Eligibility Worker 1	670-488-1343	Member

APPENDIX 3B:

DISASTER COMMUNICATIONS TEAM- PARTNER AGENCIES

ORGANIZATION	PHONE	DISASTER FUNCTION
IT and E	670-682-4483	Communications Provider
Docomo Pacific	670-488-2273	Communications Provider
Department of Public Safety	670-664-9000/01	Referral Support/Transportation
Homeland Security and Emergency Management (HSEM)	670-237-8000/2216	Emergency Operations Commander
Child Care Licensing Program	670-664-2572	Regulatory
American Red Cross – CNMI	670-234-3459	Referral Support
Division Of Youth Services (DYS)	670-237-1000/01/02/03	Sheltering/Logistics

APPENDIX 4A:

DISASTER ASSESSMENT TEAM

TITLE	CONTACT NO.	DISASTER FUNCTION
CCDF/CCLP EPRR Planning Lead Person - CCLP/CCDF Leaders	664-2572/670-488-1343	Team Leader
TBD	TBD	Co-Team Leader
TBD	TBD	Member
TBD	TBD	Volunteer
TBD	TBD	Volunteer
TBD	TBD	Volunteer
TBD	TBD	Volunteer
TBD	TBD	Volunteer

APPENDIX 4B:

DISASTER ASSESSMENT TEAM-PARTNER AGENCIES

ORGANIZATION	PHONE	DISASTER FUNCTION
Child Care Licensing Program (CCLP)	670-664-2572	Regulatory
Division of Youth Services (DYS)	670-237-1000/01/02/03	Special Population
Department of Public Works-Building Safety Office (DPW-BSO)	235-5828	Building Structure Evaluation

APPENDIX 5A:

DISASTER REGULATORY TEAM

TITLE	CONTACT NO.	DISASTER FUNCTION
CCLP Supervisor/ CCDF Administrator	670-488-1343/ 670-664-2591, 670-287-3226	Team Leader
TBD	TBD	Co-Team Leader
TBD	TBD	Member
TBD	TBD	Member
TBD	TBD	Volunteer
TBD	TBD	Volunteer
TBD	TBD	Volunteer
TBD	TBD	Volunteer
TBD	TBD	Volunteer
TBD	TBD	Volunteer

APPENDIX 5B:

DISASTER REGULATORY TEAM-PARTNER AGENCIES

ORGANIZATION	PHONE	DISASTER FUNCTION
Department of Public Works-Building Safety Office (DPW-BSO)	670-235-2726/2296	Building Structure Certification
Commonwealth Healthcare Corporation (CHCC) Environmental Health Disease Prevention (EHDP)	670-664-4870	Sanitation
CNMI Zoning Board	670-234-9661/2/3	Land use/Emergency licensing
CNMI Department of Fire and Emergency Medical Services (DFEMS)	670-664-9004/9136	Hazard Assessment
Business Licensing Office	670-664-1000	Emergency licensing

APPENDIX 6A:

DISASTER SUBSIDY SERVICES TEAM

TITLE	CONTACT NO.	DISASTER FUNCTION
CCDF Co-Administrator /Accountant	670-664-2590	Team Leader
TBD	TBD	Co-Team Leader
CCDF Eligibility Supervisor	670-664-2576	Member
CCDF Eligibility Specialist	6670-664-2589	Member
CCDF Administrative Specialist	670-664-2593	Member
TBD	TBD	Volunteer
TBD	TBD	Volunteer
TBD	TBD	Volunteer
TBD	TBD	Volunteer
TBD	TBD	Volunteer

APPENDIX 6B:

DISASTER SUBSIDY SERVICES TEAM-PARTNER AGENCIES

ORGANIZATION	PHONE	DISASTER FUNCTION
Department of Finance	670-322-1419	Funds Certification
Division Of Procurement and Supply	670-664-1500	Materials/Equipment
Treasury Division	670-664-1311	Funds Disbursement
DCCA – Secretary's Office	670-664-2584/2576	Funds Authorization

APPENDIX 7:

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

This is a stand alone document. For more information on this appendix, contact the CNMI DCCA-CCDF Program at 670-664-2576/2589/2575 or go to www.childcare.gov.mp

APPENDIX 8:

- **8.A. — Maps of Saipan**
- **8.B. — Maps of Tinian**
- **8.C. — Maps of Rota**

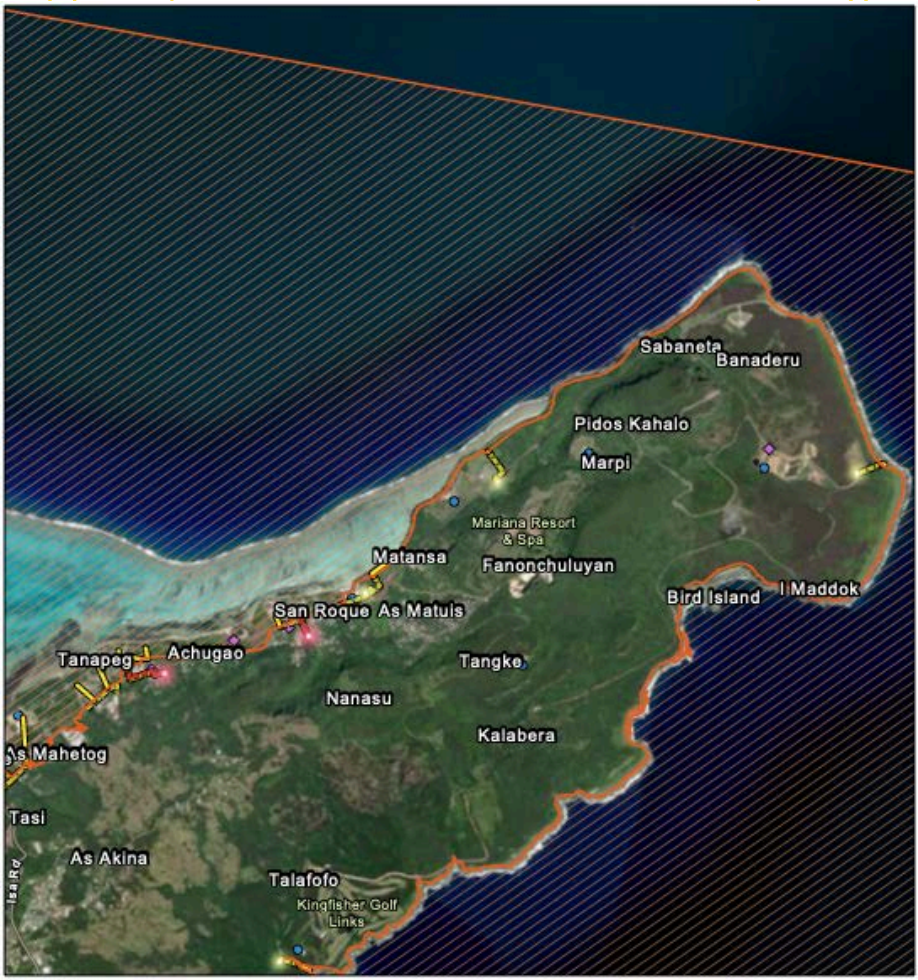
The maps in appendix 8 were generated from the CNMI Tsunami Hazard and Evacuation App, which is used by the CNMI Homeland Security and Emergency Management Office to guide tsunami hazard preparedness efforts, and to build awareness and evacuation planning capacity among CNMI communities.

To use the interactive map showing the primary evacuation routes and recommended assembly points for Saipan, Tinian, and Rota; click on the QR code on this page.

Tsunami evacuation zones were developed using NOAA Pacific Marine Environmental Laboratory modelling data (based on plausable earthquake scenarios around the Western Pacific and Marianas Trench), as well as the best available 3D elevation and bathymetry data for CNMI.

APPENDIX 8A:

MAPS OF SAIPAN



APPENDIX 8A:

MAPS OF SAIPAN

3/4/2024

1:52,864

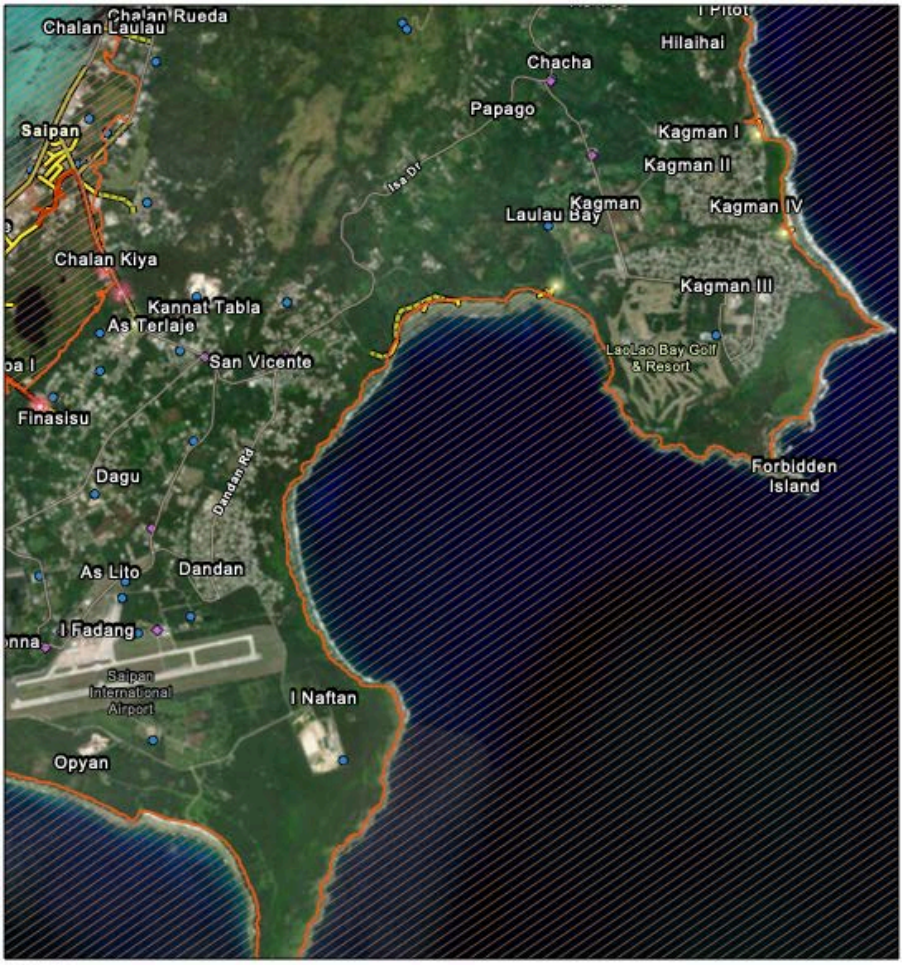
Tsunami Evacuation Zone (Maximum Inundation)
School Assembly Points
School Evacuation Routing
Evacuate
Safe
Community Assembly Points
Public Evacuation: Primary Routing
Evacuate
Safe
CNMI Underground Storage Tanks
CNMI Above Ground Storage Tanks
World Imagery
Low Resolution 15m Imagery
High Resolution 60cm Imagery
High Resolution 30cm Imagery
Citations
9.6m Resolution Metadata

0 0.5 1 2 mi
0 0.75 1.5 3 km

DECQ, Esri, © OpenStreetMap contributors, TomTom, Garmin, Foursquare, METI/NASA, USGS, USFWS, Maxar

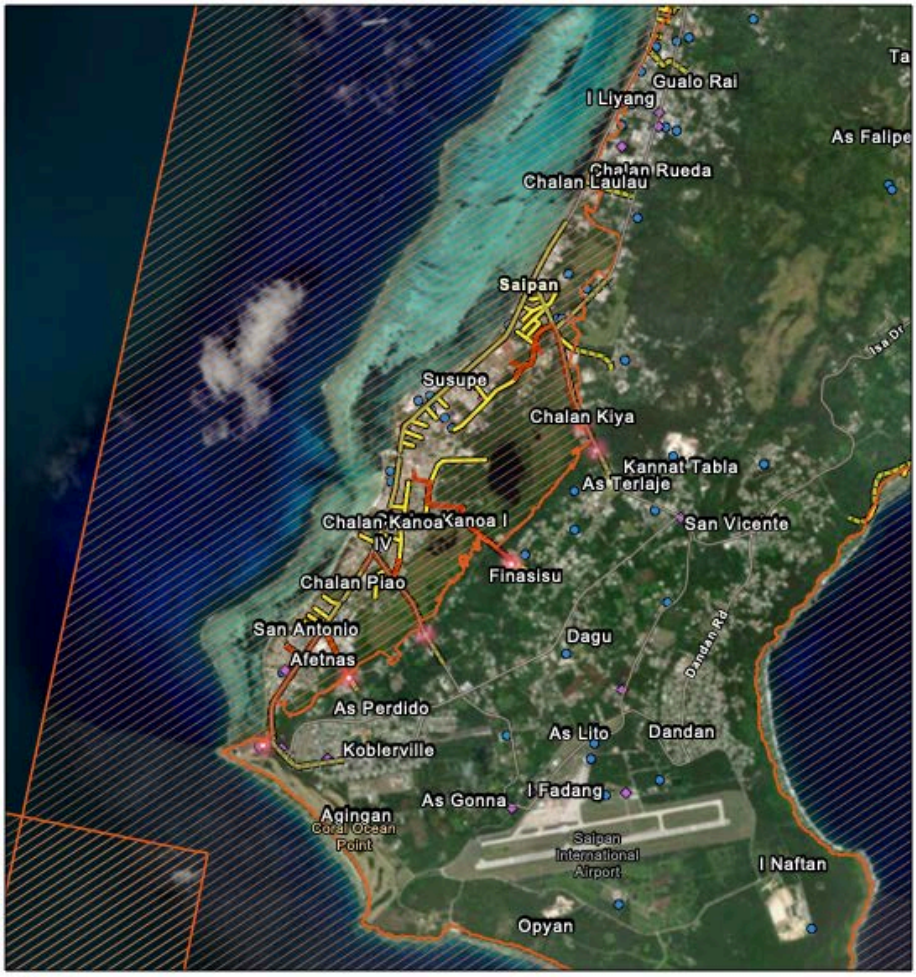
APPENDIX 8A:

MAPS OF SAIPAN



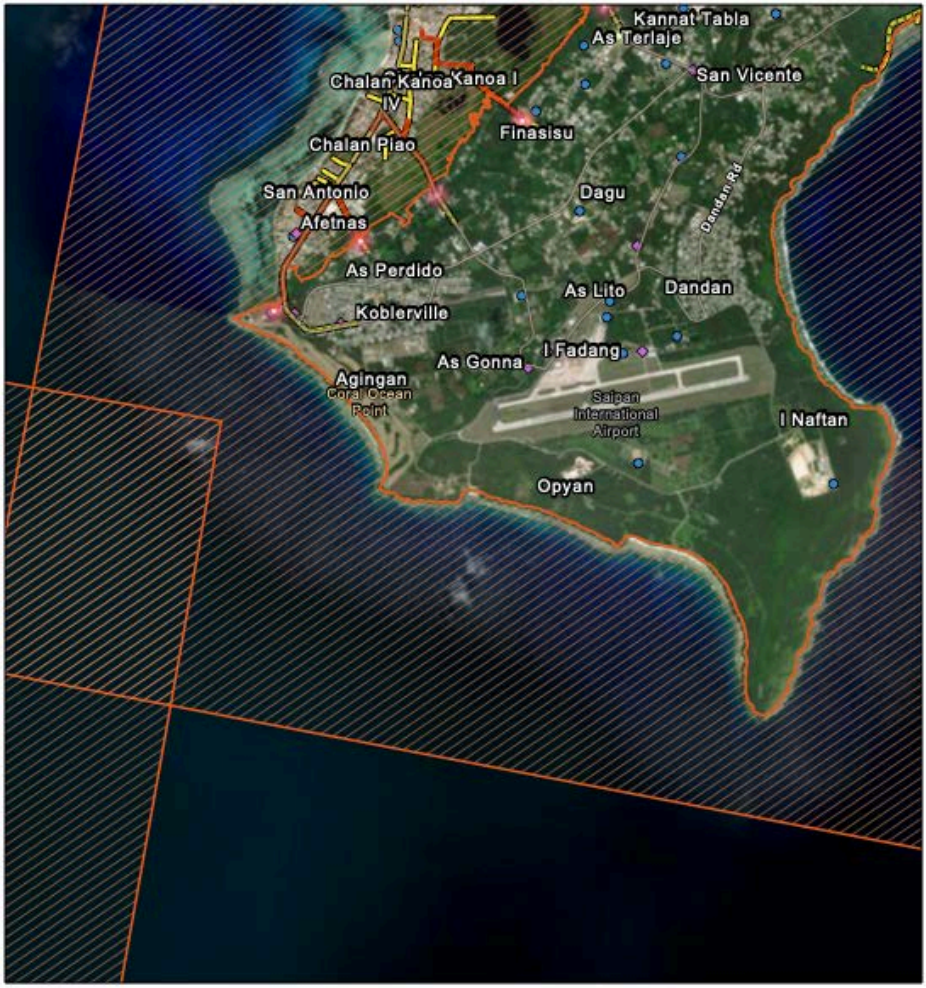
APPENDIX 8A:

MAPS OF SAIPAN



APPENDIX 8A:

MAPS OF SAIPAN



3/4/2024

Tsunami Evacuation Zone (Maximum Inundation)

School Assembly Points

School Evacuation Routing

Evacuate

Safe

Community Assembly Points

Public Evacuation: Primary Routing

Evacuate

Safe

CNMI Underground Storage Tanks

CNMI Above Ground Storage Tanks

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

9.6m Resolution Metadata

1:52,864

0 0.5 1 2 mi

0 0.75 1.5 3 km

BEOQ, Esri, © OpenStreetMap contributors, TomTom, Garmin, Foursquare, METI/NASA, USGS, USFWS, Maxar

APPENDIX 8B:

MAPS OF TINIAN

3/4/2024

1:105,728

0 1.25 2.5 5 mi

0 2 4 8 km

Tsunami Evacuation Zone (Maximum Inundation)

Community Assembly Points

Public Evacuation: Primary Routing

Evacuate

Safe

CNMI Underground Storage Tanks

CNMI Above Ground Storage Tanks

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

19m Resolution Metadata

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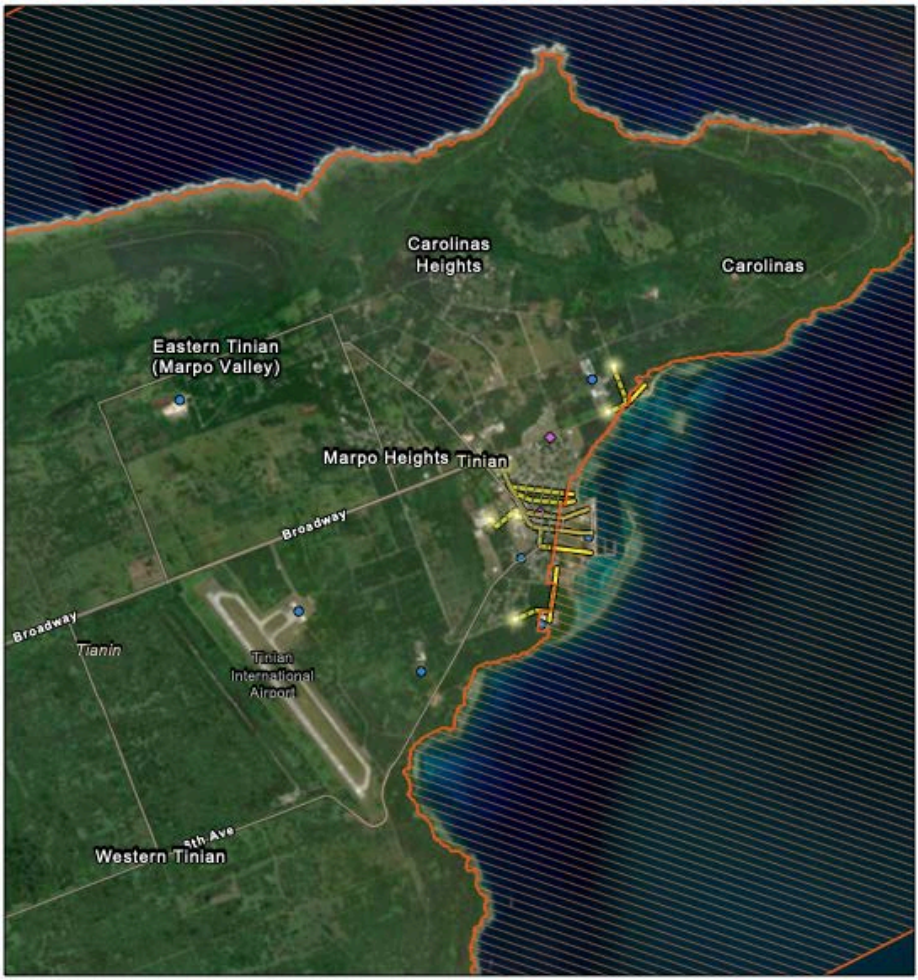
APPENDIX 8B:

MAPS OF TINIAN



3/4/2024

Tsunami Evacuation Zone (Maximum Inundation)

Community Assembly Points

Public Evacuation: Primary Routing

Evacuate

Safe

CNMI Underground Storage Tanks

CNMI Above Ground Storage Tanks

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

9.6m Resolution Metadata

1:52,864

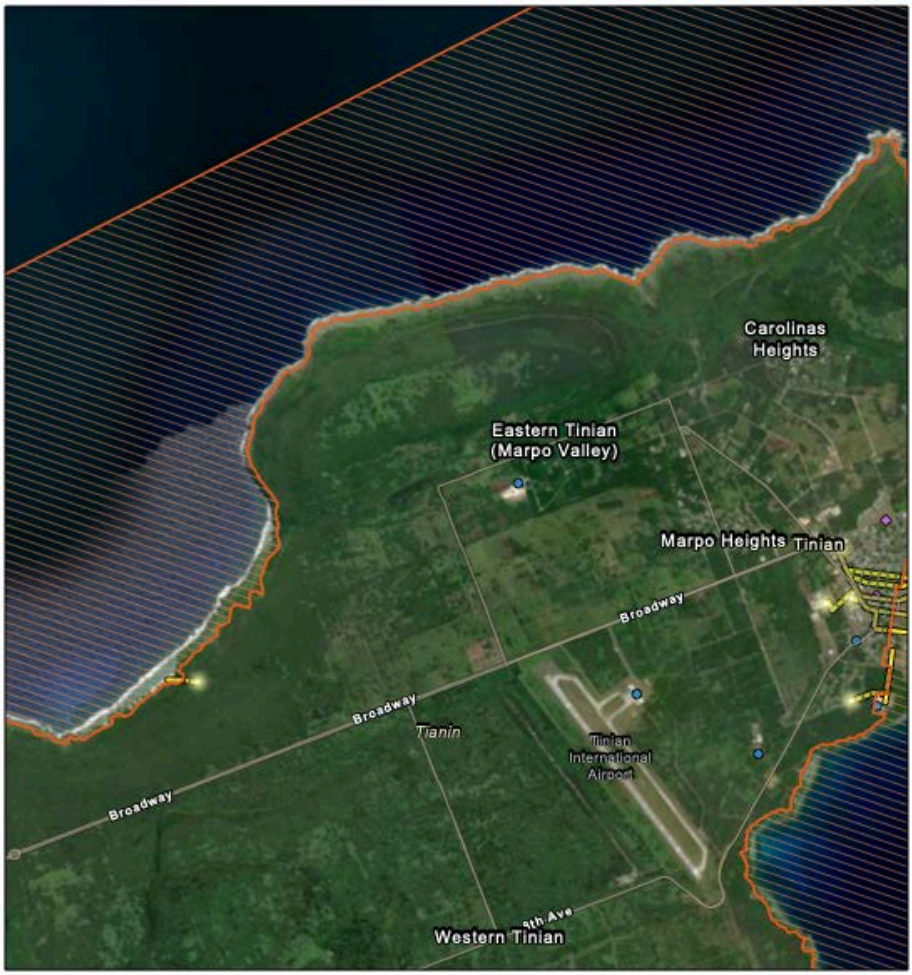
0 0.5 1 2 mi

0 1 2 4 km

Esri, © OpenStreetMap contributors, TomTom, Garmin, Foursquare, METI/NASA, USGS, USFWS, Maxar

APPENDIX 8B:

MAPS OF TINIAN



3/4/2024

Tsunami Evacuation Zone (Maximum Inundation)

Community Assembly Points

Public Evacuation: Primary Routing

Evacuate

Safe

CNMI Underground Storage Tanks

CNMI Above Ground Storage Tanks

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

9.6m Resolution Metadata

1:52,864

0 0.5 1 2 mi

0 1 2 4 km

Esri, © OpenStreetMap contributors, TomTom, Garmin, Foursquare, METI/NASA, USGS, USFWS, Maxar

APPENDIX 8B:

MAPS OF TINIAN

3/4/2024

Tsunami Evacuation Zone (Maximum Inundation)

Community Assembly Points

Public Evacuation: Primary Routing

Evacuate

Safe

CNMI Above Ground Storage Tanks

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

9.6m Resolution Metadata

1:52,864

0 0.5 1 2 mi

0 1 2 4 km

Esri, © OpenStreetMap contributors, TomTom, Garmin, Foursquare, METI/NASA, USGS, USFWS, Maxar

APPENDIX 8C:

MAPS OF ROTA

3/4/2024

Tsunami Evacuation Zone (Maximum Inundation)
School Assembly Points
School Evacuation Routing
Evacuate
Safe
Community Assembly Points
Public Evacuation: Primary Routing
Evacuate
Safe
CNMI Underground Storage Tanks
CNMI Above Ground Storage Tanks
World Imagery
Low Resolution 15m Imagery
High Resolution 60cm Imagery
High Resolution 30cm Imagery
Citations
10m Resolution Metadata

1:105,728

0 0.75 1.5 3 mi
0 1.25 2.5 5 km

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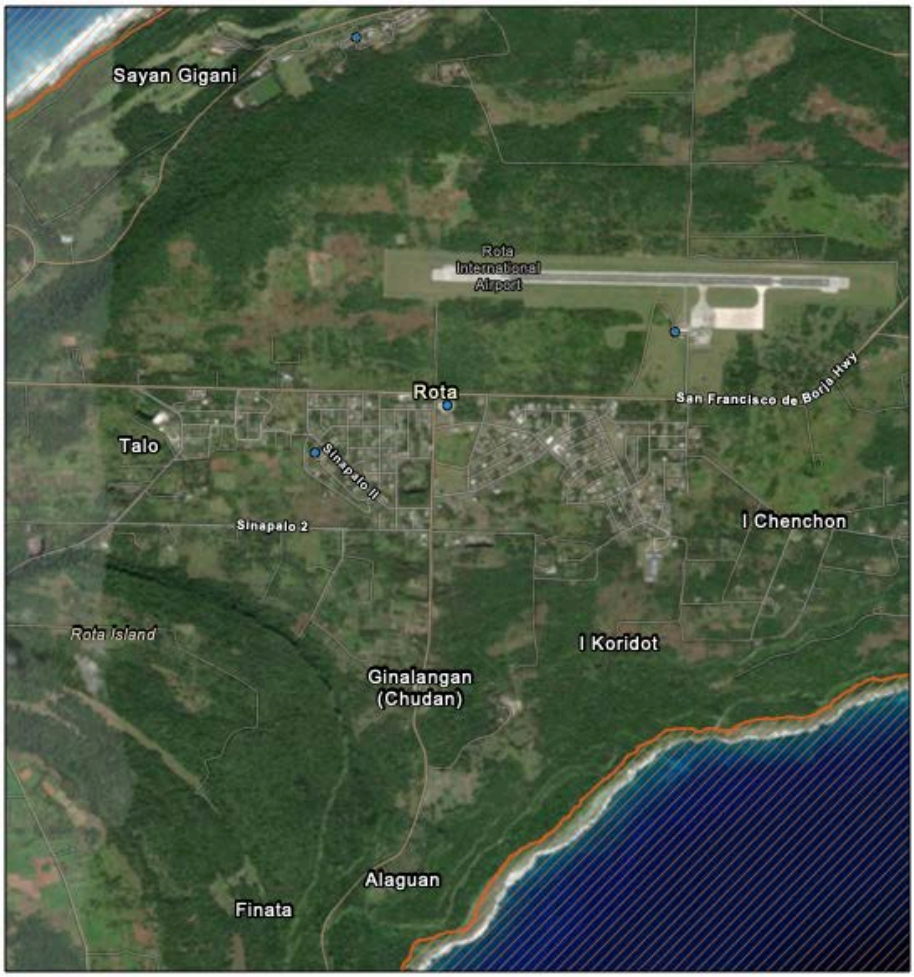
APPENDIX 8C:

MAPS OF ROTA



3/4/2024

Tsunami Evacuation Zone (Maximum Inundation)

CNMI Above Ground Storage Tanks

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

4.8m Resolution Metadata

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0 0.35 0.7 1.4 km

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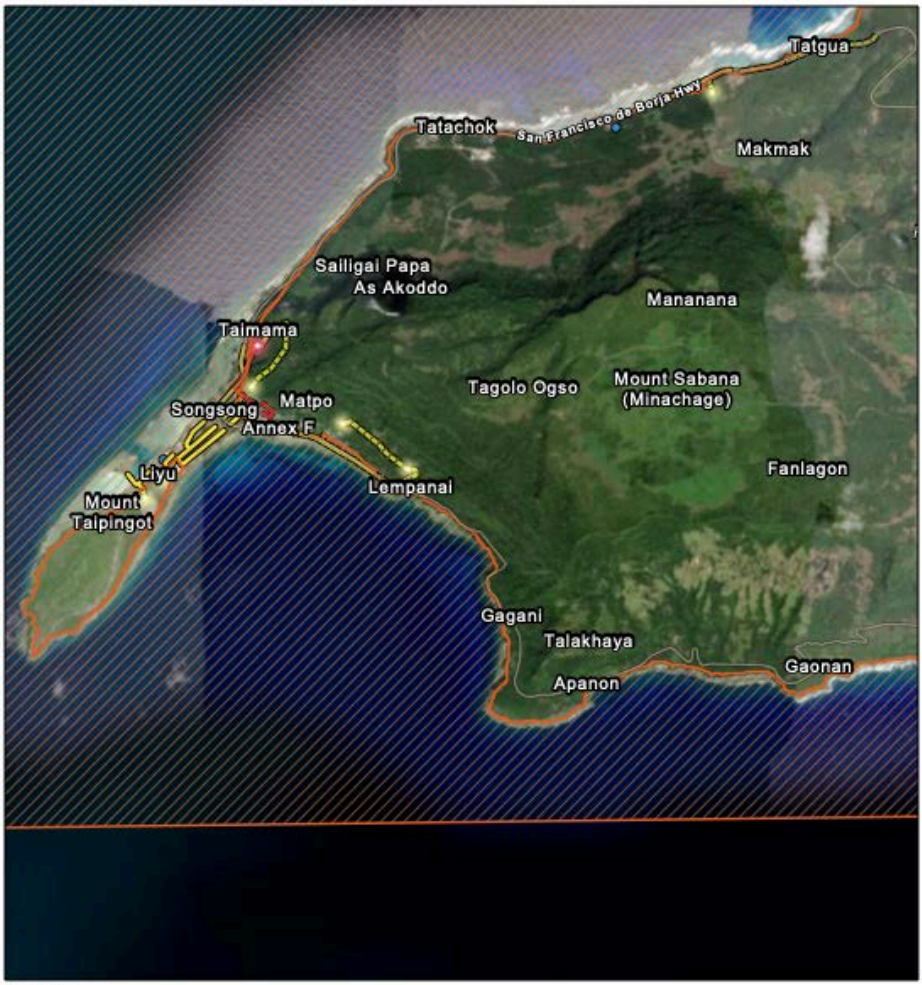
APPENDIX 8C:

MAPS OF ROTA



3/4/2024

Tsunami Evacuation Zone (Maximum Inundation)
School Assembly Points
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1:52,864

0 0.45 0.9 1.8 mi
0 0.5 1 2 km

Esri, © OpenStreetMap contributors, TomTom, Garmin, Foursquare, SafeGraph, METI/NASA, USGS, USPWS, Maxar

APPENDIX 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 Quality Activities Coordinator and health and safety inspector or other government agencies for further verification.

APPENDIX 9

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 six 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 in two days at 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 Capitol 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.

APPENDIX 9

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)
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;
    1. Name
    2. Contact Numbers
    3. Physical Location
    4. Mailing Address
    5. Tax ID Number
    6. Beginning Date of Service, and
    7. 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 the client's statement need further verifications.

APPENDIX 9

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 six (6) 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 Quality Activities Coordinator 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

APPENDIX 9

CHILD CARE PROVIDER PARTICIPATION

A. Licensed programs currently enrolled that are affected by a disaster and/or emergency

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 program 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 Family, Friend, Neighbor (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.

APPENDIX 9

CHILD CARE PROVIDER PARTICIPATION

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

APPENDIX 10:

TEMPLATES FOR STATUS ASSESSMENT OF CHILD CARE PROVIDERS

APPENDIX 10.A:

Telephone Survey Template (Assessment and Regulatory Team)

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 the child care licensing office. Do not provide an 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 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.

APPENDIX 10.A:

Telephone Survey Template (Assessment and Regulatory Team)

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? _____

APPENDIX 10.A:

Telephone Survey Template (Assessment and Regulatory Team)

----------**Section II**----------

{If the program is <u>operational</u>, please ask the following questions. If the program is <u>not operational</u>, 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 not, 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

(<u>Note:</u> 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 <u>not</u> 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 the program is <u>not</u> 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

APPENDIX 10.A:

Telephone Survey Template (Assessment and Regulatory Team)

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

{General questions to ask <u>all</u> 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? _____

APPENDIX 10.B:

Telephone Survey Template (Subsidy Team)

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 an 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: _____

APPENDIX 10.B:

Telephone Survey Template (Subsidy Team)

7. **What sort of daily activities do 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: _____

APPENDIX 10.C:

Physical Assessment Survey — Child Care Initial Rapid Damage Assessment Form (CCDF)

C. Physical Assessment Survey

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 the 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

☐ Daycare Center ☐ Group Home ☐ Licensed Exempt FF and N ☐ Home Care
☐ Other

Type of Insurance

☐ Property ☐ Fire ☐ Flood ☐ None
Is the building insured to cover the cost of repairs? ☐ Yes ☐ No

APPENDIX 10.C:

Physical Assessment Survey — Child Care Initial Rapid Damage Assessment Form (CCDF)

Damages

What is your assessment of the damage?

☐ Minor Damage ☐ Major Damage ☐ Destroyed

Were in-door materials damaged or lost? ☐ Yes ☐ No

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

Was out-door equipment damaged or 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		

APPENDIX 10.C:

Physical Assessment Survey — Child Care Initial Rapid Damage Assessment Form (CCDF)

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 not, what are the reasons? ☐ Structural damage ☐ No electricity ☐ No water ☐ Flooding

☐ Staff shortage ☐ Other _____

If not, when is the anticipated reopen 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)	Number of children (at the time of assessment)
_____ Infants	

APPENDIX 10.C:

Physical Assessment Survey — Child Care Initial Rapid Damage Assessment Form (CCDF)

_____ Toddlers _____ Preschoolers _____ School-age	_____ 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.

APPENDIX 10.C:

Physical Assessment Survey — Child Care Initial Rapid Damage Assessment Form (NON-CCDF)

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

☐ Daycare Center ☐ Group Home ☐ Licensed Exempt FF and N ☐ Home Care
☐ Other

Type of Insurance

☐ Property ☐ Fire ☐ Flood ☐ None
Is the building insured to cover the cost of repairs? ☐ Yes ☐ No

Damages

What is your assessment of the damage?

☐ Minor Damage ☐ Major Damage ☐ Destroyed

Were in-door materials damaged or lost? ☐ Yes ☐ No

Was out-door equipment damaged or lost? ☐ Yes ☐ No

Were appliances damaged or lost? ☐ Yes ☐ No

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		

APPENDIX 10.C:

Physical Assessment Survey — Child Care Initial Rapid Damage Assessment Form (NON-CCDF)

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								

APPENDIX 10.C:

Physical Assessment Survey — Child Care Initial Rapid Damage Assessment Form (NON-CCDF)

Operation/Program

Is the facility open? ☐ Yes ☐ No

If yes, what are the hours of operation? (_____A.M./P.M to _____A.M./P.M.)

If not, what are the reasons? ☐ Structural damage ☐ No electricity ☐ No water ☐ Flooding

☐ Staff shortage ☐ Other _____

If not, when is the anticipated reopen date and hours of operation?

Date:_____ (_____A.M./P.M to _____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)	Number of children (at the time of assessment)
_____ Infants	_____ Infants
_____ Toddlers	_____ Toddlers
_____ Preschoolers	_____ Preschoolers
_____ School-age	_____ 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

APPENDIX 10.C:

Physical Assessment Survey — Child Care Initial Rapid Damage Assessment Form (NON-CCDF)

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.

APPENDIX 11:

REQUIREMENTS FOR PROGRAMS OPERATING ON TEMPORARY LOCATIONS

Temporary Operation Parameters:

- Notification Requirement: Programs operating temporarily must contact the CCLP office before beginning any temporary operations.
- Supervision of Temporary or Emergency Staff: In the event that temporary or emergency staff are employed who do not meet the minimum licensing requirements, these staff members must be supervised at all times by a CCLP-approved staff member. This supervision ensures compliance with health and safety standards, and that the temporary staff do not engage in any unsupervised activities that are critical to child safety or program operations.

A. SITE REQUIREMENTS

- Emergency communication plan in place (e.g., cell phones).
- Fire extinguisher on-site.
- Toilets available; port-a-johns acceptable if approved by the health department.
- Safe drinking water (i.e. bottled water).
- Handwashing accommodations if no running water, including gloves, sanitized hand-washing gel, and paper towels.
- If no electricity, natural light must be available; screens in windows and adequate ventilation.
- Outdoor activities are optional.
- Use of generators is allowed if used safely and made inaccessible to children [refer to the guidelines from the U.S. Environmental Protection Agency (EPA)]
- Providers must offer developmentally appropriate activities for the children and establish a routine for the program. Maintaining a familiar routine is important for children who have experienced a major disruption in their lives.

APPENDIX 11

B. STAFFING REQUIREMENTS

- At least one person per age group at each site must be in compliance with minimum licensing requirements to care for children.
- Must maintain staff-to-child ratios for very young children (infants), but staff do not have to meet pre-service or in-service requirements. For more information, refer to Appendix 19: Qualifications and Training Requirements for Emergency Child Care Providers.
- Staff/volunteers must be at least 16 years old.
- Emergency information paperwork and Daily Health Check form must be completed by staff.

C. CHILDREN'S RECORDS

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

D. Compliance and Safety:

- **For the first 30 days:** CCLP with CCDF staff or authorized representative/s shall visit every other day. If major health/safety concerns are identified at the site, the provider will be given a week to rectify such concerns to avoid sanctions from CCLP or a closure determination. At least one staff member on-site must have First Aid/Pediatric CPR certification or complete training within the first 30 days.
- **If operating longer than 30 days:** The operator will need to obtain a permit or documentation of approval from building, fire, and sanitation officials confirming that there are no hazards and that the structure is substantially safe for temporary occupancy. Staff must complete a health certificate, food handler's certificate, and criminal background check (i.e. SORNA and police clearance).

APPENDIX 11

E. Licensing and Capacity:

- The program can operate with a letter from the licensing office granting 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 past 30 days of operation but up to a maximum of 90 days.
- **Exceeding Capacity:** To exceed capacity, CCLP and CCDF staff will visit, if possible, to determine the capability of rooms and supplies (e.g., enough cribs). CCLP and CCDF Staff will recommend the number of additional children the facility can enroll. An approval letter from the CCLP office will be issued specifying the time period the facility can exceed its licensed capacity and the number of children allowed for each age group. The initial approval would be for 30 days, reassessed, and extended as needed. The program must maintain staff-to-child ratios but may exceed group size. Additional staff hired do not need to meet pre-service requirements but must be supervised by a CCLP-approved staff member.

F. Documentation for Additional Staff:

- Staff must be at least 16 years old.
- Emergency information paperwork and Daily Health Check form must be completed by staff.
- If new/temporary staff continue to work after the approved timeframe of 30 days, all requirements will apply.
- For more information, refer to Appendix 19: Qualifications and Training Requirements for Emergency Child Care Providers.

APPENDIX 12:

MEMORANDUM OF AGREEMENT (MOA) WITH PARTNER AGENCIES

APPENDIX 12.A:

MOA with the Office of Homeland Security and Emergency Management

MEMORANDUM OF AGREEMENT
BETWEEN THE DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS (DCCA) AND THE OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT (HSEM)

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 (DCCA), whose address is Caller Box 10007, Capitol Hill, Saipan, MP 96950, and the Office of Homeland Security and Emergency Management (HSEM), whose address is Caller Box 10007 Capitol Hill, 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 and/or emergency declaration. 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 childcare 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 acknowledgment 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

APPENDIX 12.A

The Child Care Licensing Program (CCLP) 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 regulations, 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 will waive 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 of 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 and/or emergency declaration, 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 Emergency Operations Plan (EOP) the CCDF's responsibilities during and after a declared disaster and/or emergency declaration;
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; and
vi. Educates the child care community on matters pertaining to eligibility to Federal Emergency and Management Agency's (FEMA) 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

APPENDIX 12.A

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 by this, supersedes all prior negotiations, representations, and agreements, whether written or oral made before this 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

Francisco M. Rabauliman, Secretary — Date: 4/8/24

Gordon B. Salas, Child Care Licensing Supervisor — Date: 4/8/2024

Office of Homeland Security and Emergency Management

Franklin R. Babauta, CNMI Homeland Security & Emergency Management Special Assistant — Date: 4/10/2024

APPENDIX 12.B:

MOA with the Department of Public Works (DPW)

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

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 Code Division, whose address is 2nd Floor, Oleai Joeten Commercial Center, 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 Code Division

The Child Care Licensing Program under the umbrella of the Department of Community and Cultural Affairs was established in 1994 through Executive Order 94-3 (Second Reorganization Plan of 1994). Its authority is derived from Public Law 4-67, as amended by Public Law 4-69 and codified under Title 3 of the Commonwealth Code, Division 1, Chapter 4, Subsections 1401 et al. Chapter 4 is also known as the Child Care Standards Act of 1985 which took effect on September 10, 1985. Its function is to ensure the health, safety and well-being of children in Day Care Centers & Group Child Care Homes, Before and After School Programs,

Family Child Care Homes, and Infant and Toddler Child Care Centers throughout the CNMI by establishing appropriate rules, regulations, policies for licensing and operation of day care centers within the Commonwealth, monitoring compliance relative to the administrative code, offering 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 will 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, CCLP needs this Memorandum of Agreement with the Department of Public Works – Building Safety Code Division to affirm cooperation on the following:

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

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.

APPENDIX 12.B

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 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

Joseph P. Deleon Guerrero, Secretary — Date: Feb. 17, 2021

Gordon B. Salas, CCLP Supervisor — Date: 2/17/2021

Department of Public Works - Building Safety Code Division

James A. Ada, Secretary — Date: 2/12/21

Isagani C. Salazar, Actg. Bldg Safety Official — Date: 2/18/21

APPENDIX 12.C:

MOA with the Department of Finance (DOF)

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 Hill, Saipan, MP, 96950, and the Department of Finance, whose address is P.O. Box 5234 CHRB, Capitol Hill, 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 umbrella of the Department of Community and Cultural Affairs was established in 1994 through Executive Order 94-3 (Second Reorganization Plan of 1994). Its authority is derived from Public Law 4-67, as amended by Public Law 4-69 and codified under Title 3 of the Commonwealth Code, Division 1, Chapter 4, Subsections 1401 et al. Chapter 4 is also known as the Child Care Standards Act of 1985 which took effect on September 10, 1985.

Its function is to ensure the health, safety and well-being of children in Day Care Centers & Group Child Care Homes, Before and After School Programs, Family Child Care Homes, and Infant and Toddler Child Care Centers throughout the CNMI by establishing appropriate rules, regulations, policies for licensing and operation of day care centers within the Commonwealth, monitoring compliance relative to the administrative code, offering 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 will 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, CCLP needs this Memorandum of Agreement with the Department of Finance to affirm cooperation on the following:

i. Conducts business licensing, taxation, and procurement and supply related presentations and seminars for the child care community;
ii. Teams up with the CCLP and the CCDF programs to ensure child care operators possess all required documents to operate;
iii. Teams up with the CCLP and the CCDF programs in identifying prospective/emergency child care providers;
iv. Together with CCDF, conduct outreach programs to encourage eligible community members venture into individual child care service business;
v. Shares information related to habitual non-complying daycare operators;
vi. Ensures timely reimbursement of child care services checks before, during, and after a declared disaster;
vii. 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;
viii. Authorizes expedited process of acquiring a business license to applying and renewing child care providers after a declared disaster;
ix. Recognizes a payment receipt in the absence of the business license in relation to processing of child care service reimbursement checks; and
x. Authorizes issuance of child care service checks for existing, and emergency child care providers after a declared disaster.

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 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

Joseph P. Deleon Guerrero, Secretary — Date: 3/26/2021

Gordon B. Salas, Child Care Licensing Supervisor — Date: 3/26/2021

Department of Finance

David DLG. Atalig, Secretary of Finance — Date: 3/29/21

Tracy Norita, Director of Revenue and Taxation — Date: 4/8/21

APPENDIX 12.D:

MOA with the Department of Public Safety (DPS)

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 isCaller 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 by either of the agencies effected this MOA, after a 30-day written notice. 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 umbrella of the Department of Community and Cultural Affairs was established in 1994 through Executive Order 94-3 (Second Reorganization Plan of 1994). Its authority is derived from Public Law 4-67, as amended by Public Law 4-69 and codified under Title 3 of the Commonwealth Code, Division 1, Chapter 4,

APPENDIX 12.D

Subsections 1401 et al. Chapter 4 is also known as the Child Care Standards Act of 1985 which took effect on September 10, 1985.

Its function is to ensure the health, safety and well-being of children in Day Care Centers & Group Child Care Homes, Before and After School Programs, Family Child Care Homes, and Infant and Toddler Child Care Centers throughout the CNMI by establishing appropriate rules, regulations, policies for licensing and operation of day care centers within the Commonwealth, monitoring compliance relative to the administrative code, offering technical assistance and trainingto caregivers, and providing consumer education.

Also, although not specifically described or implied in Title 55 of the Administrative Code, the CCLP will 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, CCLP needs this Memorandum of Agreement with the Department of Public Safety to affirm cooperation on the following:

i. Conducts public safety related trainings, presentations, and seminars for the child care community;
ii. Provides vehicular and pedestrian traffic management assistance to the child care community as needed;
iii. Teams up with the CCDF and CCLP programs in conducting active shooter and bomb threat drills for the child care community;
iv. Ensures expedited response to inquiries related to nationwide personal background check;
v. Ensures expedited response to child care inquiries on pending local criminal charges;
vi. Ensures expedited response to child care inquiries related to the SORNA and other criminal convictions; and
vii. Provides a prioritized access to the child care community on all community emergency alert systems.

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.

APPENDIX 12.D

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 full force andeffect.

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

Joseph P. Deleon Guerrero, Secretary — Date: 2/23/21

Gordon B. Salas, Child Care Licensing Supervisor — Date: 2/22/2021

Department of Public Safety

Robert A. Guerrero, DPS Commissioner — Date: 2/25/2021

for:

APPENDIX 12.E:

MOA with the Department of Fire and Emergency Medical Services (DFEMS)

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 (DCCA), whose address is Caller Box 10007, Capitol Hills, Saipan, MP, 96950, and the Department of Fire and Emergency Medical Services (DFEMS), 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 streamline the permit process and ensure that the applicant or permittee is or will be in full compliance with the Fire Code. These actions will be in support of 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 (CCLP) under the umbrella of the Department of Community and Cultural Affairs was established in 1994 through Executive Order 94-3 (Second Reorganization Plan of 1994). Its authority is derived from Public Law 4-67, as amended by Public Law 4-69 and codified under Title 3 of the Commonwealth Code, Division 1, Chapter 4, Subsections 1401 et al. Chapter 4 is also known as the Child Care Standards Act of 1985 which took effect on September 10, 1985.

APPENDIX 12.E

Its function is to ensure the health, safety and well-being of children in Day Care Centers & Group Child Care Homes, Before and After School Programs, Family Child Care Homes, and Infant and Toddler Child Care Centers throughout the CNMI by establishing appropriate rules, regulations, policies for licensing and operation of day care centers within the Commonwealth, monitoring compliance relative to the administrative code, offering 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 will 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, CCLP needs this Memorandum of Agreement with the Department of Fire and Emergency Medical Services to affirm cooperation on the following:

i. Conducts presentations and seminars for the child care community related to fire hazard prevention and managing a comprehensive fire evacuation plan;
ii. Teams up with the CCLP program for review and certification of child care provider's Emergency Preparedness, Response, and Recovery Plan;
iii. 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;
iv. Streamline the permit process in new and renew of fire code permit for child care providers immediately after a declared disaster; and
v. Shares information related to non-complying daycare operators regarding DFEMS policies, rules, and regulation.

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.

APPENDIX 12.E

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

Joseph P. Deleon Guerrero, Secretary — Date: 2/19/2021

Gordon B. Salas, Child Care Licensing Supervisor — Date: 2/19/2021

Department of Fire and Emergency Medical Services

Dennis C. Mendiola, DFEMS Commissioner — Date: 3/02/2021

APPENDIX 12.F:

MOA with the Department of Labor (DOL)

MEMORANDUM OF AGREEMENT
BETWEEN THE DEPARTMENT OF COMMUNITY AND CULTURAL AFFAIRS (DCCA) AND THE DEPARTMENT OF LABOR (DOL)

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 (DCCA), whose address is Caller Box 10007, Capitol Hill, Saipan, MP 96950, and the Department of Labor (DOL), whose address is Caller Box 10007 Capitol Hill, 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 and/or emergency declaration. 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.

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 acknowledgment 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 (CCLP) 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

DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
RECEIVE
Date: 5/20/2024
Time: 15:10 By: YA

and regulations, 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 will waive 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, CCLP needs this Memorandum of Agreement with the Department of Labor to affirm cooperation on the following:

i. Conducts presentations related to the Fair Labor Standardization Act and other Department of Labor (DOL) related topics for the child care community;
ii. Collaborate with CCLP to promote child care jobs or careers through the job vacancy system;
iii. Teams up with CCLP and the CCDF programs in developing pre-service training sessions for community members interested in pursuing a child care-related job;
iv. Partners with the WIA Division WIOA programs to prepare and train individuals for child care related professions; and
v. Shares information related to unauthorized labor practices of daycare operators.

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 by this, supersedes all prior negotiations, representations, and agreements, whether written or oral made before this instant MOA.

Severability

APPENDIX 12.F

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

Francisco M. Rabauliman, Secretary — Date: 5/22/24

Gordon B. Salas, Child Care Licensing Supervisor — Date: 5/20/2024

Department of Labor

Leila F. Staffler, CNMI Secretary of Labor — Date: 5/20/24

APPENDIX 12.G:

MOA with the Commonwealth Healthcare Corporation (CHCC)

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 Healthcare 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 Healthcare Corporation

The Child Care Licensing Program under the umbrella of the Department of Community and Cultural Affairs was established in 1994 through Executive Order 94-3 (Second Reorganization Plan of 1994). Its authority is derived from Public Law 4-67, as amended by Public Law 4-69 and codified under Title 3 of the Commonwealth Code, Division 1, Chapter 4, Subsections 1401 et al. Chapter 4 is also known as the Child Care Standards Act of 1985 which took effect on September 10, 1985.

Its function is to ensure the health, safety and well-being of children in Day Care Centers & Group Child Care Homes, Before and After School Programs, Family Child Care Homes, and Infant and Toddler Child Care Centers throughout the CNMI by establishing appropriate rules, regulations, policies for licensing and operation of day care centers within the Commonwealth, monitoring compliance relative to the administrative code, offering 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 will 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 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 Healthcare Corporation to affirm cooperation on the following:

i. 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;
ii. Prioritizes and expedites health and sanitation clearance of emergency and existing child care providers after a declared disaster;
iii. Teams up with the CCLP and the CCDF programs to monitor children with chronic illnesses after a declared disaster;
iv. Teams up with the CCLP and the CCDF programs to avoid spread of pandemic diseases after a declared disaster;
v. Teams up with CCLP and CCDF, to conduct outreach programs promoting safe and appropriate use of chemicals and cleaning agents; and
vi. Shares information related to non-complying daycare operators regarding health and sanitation.

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.

APPENDIX 12.G

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 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

Joseph P. Deleon Guerrero, Secretary — Date: 8.12.2021

Gordon B. Salas, Child Care Licensing Supervisor — Date: 8/12/2021

Commonwealth Healthcare Corporation

John Tagabuel, Director, Environmental Health and Disease Prevention — Date: 8/18/21

Esther L. Muña, CHCC Chief Executive Officer — Date: 08/18/21

APPENDIX 12.H:

MOA with DCCA RAC Commander

MEMORANDUM

Date: March 8, 2024

To: DCCA Division Directors and 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 the continuity of child care services before and after a declared disaster and/or emergency declaration. 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 licensing process of new and current child care operators with a scope ranging from initiating disaster preparedness and mitigation measures before a disaster and/or emergency, to diminishing and/or waiving certain regulations to support the continuity of child care services after a disaster and/or emergency declaration.
- Merges the CCLP and 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 a disaster and/or emergency declaration.
- Secures an APPROVAL from the Governor's Special Assistant on Homeland Security and Emergency Management to relieve CCDF and CCLP staff in participating in the territory-wide response activities, ensuring that the CCDF and CCLP Disaster Team will be able to do their DCCA-RAC team duties which include but not limited to the following:
    - Facilitates inclusion of the CCDF/CCLP disaster functions to the CNMI Emergency Operations Plan (EOP)
    - Allows CCLP to waive licensing requirements to new and renewing child care providers including, but not limited to clearances from the Department of Fire and Emergency Medical Services (DFEMS), Department of Public Works (DPW), and Department of Finance (DOF).
    - In the absence of such clearances, CCLP and CCDF immediately conduct thorough inspections of prospective and current daycare facilities to ensure the minimum requirements on health and safety are met. This process is to expedite the opening or reopening of daycare facilities without compromising children's health and safety while in care in the facilities.

APPENDIX 12.H:

MEMORANDUM

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- Secures an APPROVAL from the Governor's Special Assistant on Homeland Security and Emergency Management to relieve CCDF and CCLP staff in participating in the territory-wide response activities, ensuring that the CCDF and CCLP Disaster Team will be able to do their DCCA-RAC team duties which include but not limited to the following:
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    - Allows CCLP to waive licensing requirements to new and renewing child care providers including, but not limited to clearances from the Department of Fire and Emergency Medical Services (DFEMS), Department of Public Works (DPW), and Department of Finance (DOF).
    - In the absence of such clearances, CCLP and CCDF immediately conduct thorough inspections of prospective and current daycare facilities to ensure the minimum requirements on health and safety are met. This process is to expedite the opening or reopening of daycare facilities without compromising children's health and safety while in care in the facilities.

APPENDIX 12.H:

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

_____ Date: _____

Francisco M. Rabauliman, Secretary

APPENDIX 13:

TIMELINE OF ACTIVITIES TO DISASTER RESPONSE AND RECOVERY

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

APPENDIX 13

- 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.

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5th day and onwards...

- 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.

APPENDIX 14:

POST DISASTER ASSESSMENT REPORT FORMS

POST DISASTER ASSESSMENT TEAM - SUMMARY REPORT

DISASTER NAME: _____ DATE OF REPORT: _____

NAME OF CENTER												
GANA												
GOLDEN HARVEST												
HOLY ANGEL												
LOVING HANDS												
NMLIS												
PURE LOVE 1												
PURE LOVE 2												
R and EQ												
SMART START 1												
SMART START 2												

UPDATED APRIL 23, 2018

APPENDIX 14

POST DISASTER SUBSIDY TEAM - SUMMARY REPORT

DISASTER NAME: _____ DATE OF REPORT: _____

NAME OF CENTER	# OF CHILDREN-FIT	# OF CHILDREN-FOST	# OF DISPLACED CHILDREN	# OF MOS RELATED CHILDREN	# OF FAID CHILDREN RECLAIM	# OF NO ACTIVITY PARENTS	# OF STOP WORK PARENTS	# OF STOP SCHOOL PARENTS	# OF STOP TRAINING PARENTS		[illegible]
GANA											
GOLDEN HARVEST											
HOLY ANGEL											
LOVING HANDS											
R.M.I.S											
PURE LOVE 1											
PURE LOVE 2											
R and EQ											
SMART START 1											
SMART START 2											
ROSITA GALVAN											
JANE LUANA											
JOSEPHINE FIALUR											
MARY MANGLONA											
JOAN SAN NICOLAS											

UPDATED APRIL 21, 2022

POST DISASTER REGULATORY TEAM – SUMMARY REPORT

DISASTER NAME: _____ **DATE OF REPORT:** _____

NAME OF CENTER													
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													

UPDATED APRIL 23, 2019

APPENDIX 14

APPENDIX 15:

PARENT HANDBOOK CHECKLIST

Met?	Page Number	CENTER NAME: DATE VERIFIED:
		CONTENT OF PARENT HANDBOOK OR POLICIES AND PROCEDURES
		1. Admission criteria, enrollment procedures, and daily sign in/out policies, including authorized individuals for pick up and allowing parent/guardian access whenever their child is in care
		2. Policy on pick up of children when adult is observed to be intoxicated
		3. Inclusion of children with special health care needs
		4. Non-discrimination statement
		5. Payment of fees, deposits, and refunds
		6. Termination of enrollment and parent/guardian notification of termination
		7. Active Supervision
		8. Staffing, including caregivers/teachers, the use of volunteers, helpers, or substitute caregivers/teachers, and deployment of staff for different activities.
		9. A written comprehensive and coordinated planned program based on a statement of principles.
		10. Positive and Developmentally Appropriate Discipline
		11. Methods and schedules of conference or other methods of communication between parent/guardians and staff
		12. Care of children and staff who are ill
		13. Temporary exclusion of children and staff who are ill and alternative care for children who are ill
		14. Daily Health assessments, immunizations, and use of annual developmental screenings
		15. Handling urgent medical or threatening incidents
		16. Medication administration
		17. Use of child care health consultants and education and mental health consultants, and referral process for children needing additional support
		18. Plan for health promotion and prevention
		19. Comprehensive emergency preparedness and response plan to include reunification of families and

		recovery and alternative shelter arrangements, including monthly evidenced evacuation drills
		20. Security
		21. Confidentiality of Records
		22. Transportation and field trips
		23. Physical activity, play areas, screen time, and outdoor play policy
		24. **(REFERENCCE SAFE SLEEP CHECKLIST FOR DETAILS TO INCLUDE)** Sleeping, safe sleep policy, areas used for sleeping/napping, sleep equipment, and bed linen.
		25. Prevention of shaken baby syndrome and abusive head trauma
		26. Sanitation and hygiene including Handling and storage of hazardous materials and the appropriate disposal of bio contaminants
		27. Presence and care of any animals on the premises
		28. Food and nutrition including food handling, human milk, feeding and food brought from home, as well as daily schedule of meals and snack
		29. Policy on Allergies
		30. Evening and night care plan (if applicable)
		31. Smoking, tobacco use, alcohol, prohibited substances, and firearms
		32. Human Resource Management
		33. Staff Health
		34. Maintenance of the facility and equipment
		35. Preventing and reporting child abuse and neglect
		36. Use of pesticides and other potentially toxic substances in or around the facility
		37. Policy on training and professional development of staff/teachers and caregivers
		38. Policy on Preventing expulsions, suspensions, and other limitation of Services
		39. Review and revision of policies, plans, and procedures
		40. **(REFERENCCE SAFE SLEEP CHECKLIST FOR DETAILS TO INCLUDE)** Policy and procedures on pacifiers

APPENDIX 16:

Child Care Emergency Preparedness and Response Plan Review Checklist

APPENDIX 16

Child Care Emergency Preparedness and Response Plan Review Checklist

	ELEMENT (follow when doing the pages)	COMMENTS
	1. Cover Page Complete with:	
	Name of Center	
	Physical & mailing address, contact person, contact information	
	Table of contents	
	Brief purpose of the plan	
	Emergency Contacts	
	Primary emergency phone numbers: CCLP, CCDF, DPS, EMS, HSEM, Fire Division, CHCC, Ambulance Services, etc.	
	Dates this plan was Reviewed	
	2. Staff Assignment During Emergency:	
	Primary Contact (Emergency Manager	
	Alternate Primary contact	
	First aid attendant	
	Infant/toddler and special needs attendant(s)	
	Transportation	
	Brief Description of each staff person's responsibilities	
	3. Secondary Emergency Contacts:	
	Health/ medical	
	Electrical company	
	Gas company	
	Plumbing company	
	Division of Youth Services	
	Red Cross	
	Others that a center feels are needed	
	4. Disasters Likely to Occur Around the Area:	
	i.e. Structural fire, wildfire, flooding, tsunami, etc.	
	5. Preparedness Plan:	
	a. Evacuation Plan Drawing to show	

APPENDIX 16

	i. At least 2 entrances/ exit ways	
	ii. Room to room access to exit point	
	iii. Holding area inside or outside the facility	
	iv. Name of streets to cross if any; and	
	v. Name and location of nearest shelter from your holding area	
	b. Narrative to Clearly Explain the Evacuation Procedures	
	i. Vertical, in- place, on- site, and off- site evacuations.	
	ii. Role of each staff inclusive of their names, designations, and duties	
	iii. List of equipment(s) available to use (for every very young children)	
	iv. Itemized steps for infants, toddlers, and non-ambulatory	
	v. Timeframe of competition (from audible to holding area if applicable)	
	vi. Evacuation checklist of emergency items to bring	
	vii. Documentation page to log drills done thus far	
	viii. Explain how staff will be trained for emergencies	
	c. Mitigation Plan	
	i. Emergency power and water source	
	ii. Narrative on how you plan to lessen the impact of disaster to your center	
	6. Response Plan	
	Communication procedures	
	Transport from the holding are to evacuation shelter/ hospital	
	Process of notifying parents	
	Alternate location to operate	
	Operating your daycare elsewhere (i.e. evacuation shelter)	
	Reunification of families	
	7. Recovery Plan	
	Alternate sites	
	Narratives	
	Time frame to normalcy of operations	
	8. Attachments	

APPENDIX 16

	Staff roster with contact numbers	
	Children roster with age information/parent contact numbers	
	Volunteer roster with contact numbers	
	List of available vehicles in case of off-site evacuation	
	Memorandum of Agreements	
	Parent notification procedures	
	Family reunification procedures	
	Guidelines on Responding to Emergencies/Disasters	
	Glossary	

APPENDIX 17:

Child Care Providers' Emergency Preparedness and Response Plan Resources/Guidelines

APPENDIX 17

What is Preparedness?

- When an early child care education program prepares for emergencies in advance, it can save the lives of children, staff, and families. Being prepared may allow you to reopen your early childcare education program sooner, meaning you and the families in your community can get back to work faster and children can return to a familiar routine, caregiver, and setting.
- CCDBG Regulations and HSPPS require early child care education programs to establish, follow, and practice, as appropriate, procedures for emergencies. They also require a disaster-preparedness plan, Caring for Our Children (CFOC) (http://nrckids.org/CFOC/) has best-practice standards for providers to incorporate into their programs, centers, or homes. See the graphic below for CFOC Standards relevant to emergency preparedness that are appropriate for your Head Start program or that align with your CCDF state plan (https://www.acf.hhs.gov/occ/resource/state-plans).

Reference: *What is Preparedness? | ECLKC. (2019, July 22). Eclkc.ohs.acf.hhs.gov. https://eclkc.ohs.acf.hhs.gov/safety-practices/emergency-preparedness-manual-early-childhood-programs/what-preparedness*

National Requirements and Recommendations for Child Care Emergency Preparedness

- **Requirements**
  - **CCDBG, Sec. 5 (b)(U)(iii)**
    - A disaster plan shall include:
      - Evacuation, relocation, shelter-in-place, and lockdown procedures, as well as procedures for communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.
      - Guidelines for continuing CCDF assistance and child care services after a disaster, which may include provision of temporary child care and temporary operating standards for child care after a disaster.
      - Procedures for staff and volunteer emergency preparedness training and practice drills.
  - **HSPPS §1302.47.b.7.**
    - Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:
      - Emergencies.
      - Fire prevention and response.
      - Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill and from an infectious disease outbreak, including appropriate notifications of any reportable illness.

Reference: National Requirements and Recommendations for Child Care Emergency Preparedness | ECLKC. (2019, July 23). Eclkc.ohs.acf.hhs.gov. https://eclkc.ohs.acf.hhs.gov/safety-practices/emergency-preparedness-manual-early-childhood-programs/national-requirements-recommendations-child-care-emergency-preparedness

APPENDIX 17

National Requirements and Recommendations for Child Care Emergency Preparedness

- The handling, storage, administration, and record of administration of medication.
- Maintaining procedures and systems to ensure children are released only to an authorized adult.
- Child-specific health care needs and food allergies that include accessible plans of action for emergencies. For food allergies, a program must also post individual child food allergies prominently where staff can view wherever food is served.

- **HSPPS §1302.47.4.i.G.**
  - All staff should receive training in emergency preparedness and response planning for emergencies.

- **HSPPS §1302.47.b.8.**
  - The program has all-hazards emergency management/disaster-preparedness response plans for more and less likely events including natural and man-made disasters and emergencies and violence in or near programs.

- **Recommendations**
  - **CFOC3 Standard 5.1.4.2**
    - Evacuation of Children with Special Health Care Needs
  - **CFOC3 Standard 9.2.4.6**
    - Use of Daily Roster During Evacuation Drills
  - **CFOC 3 Standard 9.2.4.5**
    - Evacuation Drills/Exercises Policy
  - **CFOC 3 Standard 5.6.0.1**
    - First Aid and Emergency Supplies
  - **CFOC3 Standard 5.4.5.2**
    - Cribs
  - **CFOC3 Standard 9.2.5**
    - Transportation Policies
  - **CFOC3 Standard 9.2.4.3**
    - Disaster Planning, Training, and Communication
  - **CFOC3 Standard 9.4.1.16**
    - Evacuation and Shelter-in-Place Drill Records

Reference: National Requirements and Recommendations for Child Care Emergency Preparedness | ECLKC. (2019, July 23). Eclkc.ohs.acf.hhs.gov. https://eclkc.ohs.acf.hhs.gov/safety-practices/emergency-preparedness-manual-early-childhood-programs/national-requirements-recommendations-child-care-emergency-preparedness

APPENDIX 17

Preparedness: Making Your Emergency Response Plan

- Working together and communicating what to do during an event is essential. Understanding everyone's role during an emergency before the emergency occurs helps make the response procedure quicker and more efficient. Establishing responsibilities can be addressed during training sessions and planning meetings before an emergency or drill, to ensure staff are comfortable with the procedures.
- Questions to consider:
  - Who will alert staff and children about an emergency?
  - Who is responsible for taking the emergency kit?
  - Who will count heads and take attendance?
  - Who will communicate with families?
  - Who will work with first responders?
- Answers to these questions will help define responsibilities around what needs to be done during an emergency, so children and adults can proceed safely.
- There are many types of emergencies. In some situations, you may need to safely evacuate (example: fire). However, there are other emergencies, when it's best to shelter in place (example: tornado or severe weather) or lockdown (example: danger in your neighborhood).
- The key to remember is that each is a method to put effective barriers between you and a threat. The difference is in the types of threat and what kind of barrier is called for.
- **Evacuating** is a means to leave a dangerous situation or area (e.g., because of a fire).
- **Sheltering in place** is the use of a structure and its indoor atmosphere to temporarily separate you from a hazardous outdoor atmosphere (e.g., tornadoes, earthquakes, severe weather, landslides, or debris flow). It entails closing all doors, windows, and vents and taking immediate shelter in a readily accessible location.
- A **lockdown** is a shelter-in-place procedure that is used in situations with intruders or emergencies that involve potential violence. Lockdown requires children and adults to shelter in a safe room, lock doors, and remain quiet until the event is over.
- If you are in a child care center, use the worksheets, **Evacuation Response in Centers**, **Shelter-in-Place Response in Centers**, and **Lockdown in Centers** to help answer those questions and formulate your emergency response plan. Follow the steps and assign roles to staff for each type of emergency response that your program may experience.
- If there is only one adult in a family child care home, use the worksheets, **Evacuation Response in a Family Child Care Home**, **Shelter-in-Place Response in a Family Child Care Home**, and **Lockdown in a Family Child Care Home**, to help formulate your emergency response plan. If there are multiple adults in a family child care home, use the worksheets for Center-Based Programs to define roles of adults in the program during an emergency.

Reference: Preparedness: Making Your Emergency Response Plan | ECLKC. (2019, July 23). Eclkc.ohs.acf.hhs.gov. https://eclkc.ohs.acf.hhs.gov/safety-practices/emergency-preparedness-manual-early-childhood-programs/preparedness-making-your-emergency-response-plan

APPENDIX 17

Whom to Consult in Your Community When Making Your Plan

- Your emergency plan should address all aspects of your early childcare education program, including the number and ages of enrolled children and any special health care needs or concerns of children and staff.
- While developing your emergency plan, use community resources for different perspectives and recommendations on preparedness, response, and recovery efforts. These resources can include but are not limited to:
  - First responders, such as fire, law enforcement, and emergency medical personnel
  - State/territory child care licensing agency
  - Head Start manager
  - Emergency management agency
  - Transportation partners (e.g., bus companies)
  - Public health departments
  - School district personnel, if your child care center or Head Start program is located within a school
  - Community physicians who are disaster experts
- Remember, your community is here to help you!

- Links you might find useful:
- www.fema.gov/emergencymanagement-agencies
- www.childcare.gov.mp

Know Your Communication Equipment Needs

- Communication is an extremely important part of your emergency plan, and it is often overlooked in the preparedness phase. Use the Establishing Your Communication Procedures (Worksheet) to plan how you and your staff will interact with each other, first responders, children, and families during an emergency.
- Consider whether you need the following:
- Signaling devices such as whistles that can be used to alert staff about an emergency or to give an all clear that the event is over.
- Battery-powered megaphone/bullhorn to communicate with children and staff.
- Battery- or hand-powered weather radio to receive information from emergency officials.
- Battery-powered walkie-talkies to communicate with staff (if applicable) and search-and-rescue teams, especially if cell phone service is down because of the emergency.
- Cell phones fail! Plan for multiple forms of communication

Reference: Know Your Communication Equipment Needs | ECLKC. (2019, July 23). Eclkc.ohs.acf.hhs.gov. https://eclkc.ohs.acf.hhs.gov/safety-practices/emergency-preparedness-manual-early-childhood-programs/know-your-communication-equipment-needs

APPENDIX 17

Whom to Contact in Your Community During an Emergency (Worksheet)

Use this worksheet to help you find people in your community who can help you make your emergency plan. You can also post it in your ECE program, center, or home.

	Contact Name (If Applicable)	Phone of Local Agency	Email
Medical Emergency (911)			
Police (911)			
Fire (911)			
Rescue (911)			
Hospital or Clinic			
Poison Control (800) 222-1222			
Local Emergency Management Agency			
Electric Company			
Gas Company			
Water Company			
Waste Disposal			
Insurance Provider			
Off-site Evacuation Location			

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Reference: Whom to Contact in Your Community During an Emergency (Worksheet). (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/whom%20to%20contact%20in%20your%20community%20worksheet.pdf

APPENDIX 17

Establishing Your Communication Procedures (Worksheet)

Use this worksheet to plan how you and your staff will interact with each other, first responders, children, and families during an emergency.

Who will alert children and staff about an emergency?

How will staff be alerted?

Who will call emergency services?

Using what device?

If cell service, phone lines, and/or power is out, how will you contact emergency services?

Who will communicate necessary information to parents/guardians?

How will parents/guardians be contacted and/or updated?

☐ Text message ☐ Social media ☐ Email

What device will you use to receive information from emergency officials?

☐ Battery-powered weather radio ☐ Mobile emergency alerts ☐ Television in office

How will you communicate with and provide updates to staff during an emergency?

What is your back-up communication plan if the power is out?

Once the all clear is received from first responders, who will alert staff about resuming normal activities?

How will the all clear message be communicated to families?

Reference: Establishing Your Communication Procedures (Worksheet). (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/emergency-prep-manual-pg-12-r.pdf

APPENDIX 17

Preparedness: Making Your Emergency Response Plan

- Working together and communicating what to do during an event is essential. Understanding everyone's role during an emergency before the emergency occurs helps make the response procedure quicker and more efficient. Establishing responsibilities can be addressed during training sessions and planning meetings before an emergency or drill, to ensure staff are comfortable with the procedures.
- Questions to consider:
  - Who will alert staff and children about an emergency?
  - Who is responsible for taking the emergency kit?
  - Who will count heads and take attendance?
  - Who will communicate with families?
  - Who will work with first responders?
- Answers to these questions will help define responsibilities around what needs to be done during an emergency, so children and adults can proceed safely.
- There are many types of emergencies. In some situations, you may need to safely evacuate (example: fire). However, there are other emergencies, when it's best to shelter in place (example: tornado or severe weather) or lockdown (example: danger in your neighborhood).
- The key to remember is that each is a method to put effective barriers between you and a threat. The difference is in the types of threat and what kind of barrier is called for.
- **Evacuating** is a means to leave a dangerous situation or area (e.g., because of a fire).
- **Sheltering in place** is the use of a structure and its indoor atmosphere to temporarily separate you from a hazardous outdoor atmosphere (e.g., tornadoes, earthquakes, severe weather, landslides, or debris flow). It entails closing all doors, windows, and vents and taking immediate shelter in a readily accessible location.
- A **lockdown** is a shelter-in-place procedure that is used in situations with intruders or emergencies that involve potential violence. Lockdown requires children and adults to shelter in a safe room, lock doors, and remain quiet until the event is over.
- If you are in a child care center, use the worksheets, **Evacuation Response in Centers**, **Shelter-in-Place Response in Centers**, and **Lockdown in Centers** to help answer those questions and formulate your emergency response plan. Follow the steps and assign roles to staff for each type of emergency response that your program may experience.
- If there is only one adult in a family child care home, use the worksheets, **Evacuation Response in a Family Child Care Home**, **Shelter-in-Place Response in a Family Child Care Home**, and **Lockdown in a Family Child Care Home**, to help formulate your emergency response plan. If there are multiple adults in a family child care home, use the worksheets for Center-Based Programs to define roles of adults in the program during an emergency.

Reference: Preparedness: Making Your Emergency Response Plan | ECLKC. (2019, July 23). Eclkc.ohs.acf.hhs.gov. https://eclkc.ohs.acf.hhs.gov/safety-practices/emergency-preparedness-manual-early-childhood-programs/preparedness-making-your-emergency-response-plan

APPENDIX 17

Evacuation Response in Centers and (Worksheet)

Use this sheet to determine what each person in the center is responsible for during an evacuation response.

TYPE OF EMERGENCY:

Declares emergency:

Selects plan of action as evacuation:

Alerts staff about emergency and to evacuate:

Evacuation site:

Calls emergency services (911):

Grabs emergency kit including medications:

Provides first aid; gives medication as needed:

Assists with first aid; operates medical devices and equipment:

Communicates necessary information to parents:

Using:

Communicates all clear to staff, children, and parents/guardians:

Using:

Begins evacuation procedures as practiced:

Children who can walk hold walking rope and follow teacher to evacuation spot.

Infants and toddlers moved in evacuation cribs.

Cribs can also be used to evacuate children with special health care needs or disabilities, as needed.

Calms the children:

Accounts for all children/ staff present today:

Takes attendance periodically:

Reference: Chapter 2: Preparedness Evacuation Response in Centers (Example) TYPE OF EMERGENCY: Fire Declares emergency. (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/emergency-prep-manual-pg-14-r.pdf

APPENDIX 17

Evacuation Response in Centers (Example)

Use this sheet to determine what each person in the center is responsible for during an evacuation response.

TYPE OF EMERGENCY: Fire

Declares emergency:
Center Director
Selects plan of action as evacuation:
Center Director

Alerts staff about emergency and to evacuate:
Center Director or 2nd in command
Evacuation site:
Library across the street

Calls emergency services (911):
Center Director or 2nd in command
Grabs emergency kit, including medications:
Staff member from each classroom grabs classroom emergency kit

Provides first aid; gives medication as needed:
Nurse
Assists with first aid; operates medical devices and equipment:
Staff member A

Communicates necessary information to parents:
Center Director
Using:
Cell phone

Communicates all clear to staff, children, and parents/guardians:
Center Director
Using:
Cell phone

Begins evacuation procedures as practiced:
Teacher A in each classroom

Children who can walk hold a walking rope and follow teacher to evacuation spot.

Infants and toddlers moved in evacuation cribs.

Cribs can also be used to evacuate children with special health care needs or disabilities, as needed.

Calms the children:
Teacher B
Accounts for all children/staff present today:
Teacher A

Takes attendance periodically:
Teacher A

Reference: Chapter 2: Preparedness Evacuation Response in Centers (Example) TYPE OF EMERGENCY: Fire Declares emergency. (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/emergency-prep-manual-pg-14-r.pdf

APPENDIX 17

Shelter-in-Place Response in Centers

Use this sheet to determine what each person in the center is responsible for during a sheltering response.

TYPE OF EMERGENCY: _____

Declares emergency:

Selects shelter-in-place as plan of action:

Alerts staff about emergency and to shelter-in-place:

Calls emergency services (911):

Secures classroom emergency kit, including medications:

Provides first aid; gives medication as needed

Assists with first aid; operates medical devices and equipment:

Communicates necessary information to parents:

Using:

Communicates all clear to staff, children, and parents/guardians:

Using:

Begins shelter-in-place procedures as practiced:

Calms the children:

Accounts for all children/ staff present today:

Instructs children to assume safe position for the event, such as tornado-safe position (sit on floor and protect head) or earthquake-safe position (drop, cover, and hold on)

Takes attendance periodically:

Reference: Shelter-in-Place Response in Centers. (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/shelter-in-place-response-centers.pdf

APPENDIX 17

Lockdown Response in Centers

Use this sheet to determine what each person in the center is responsible for during a lockdown response.

TYPE OF EMERGENCY: _____

Declares emergency:

Selects lockdown as plan of action:

Alerts staff about emergency and to lock down in the classroom if unable to evacuate:

Calls emergency services (911):

Begins lockdown procedures:

Secures classroom emergency kit, including medications:

Locks classroom door:

*If in a room that does not lock, stay in the room and out of sight

Provides first aid; gives medication as needed

Assists with first aid; operates medical devices and equipment:

Calms the children:

Accounts for all children/ staff present today:

Communicates necessary information to parents:

Using:

Communicates all clear to staff, children, and parents/guardians:

Using:

Takes attendance periodically:

Reference: Chapter 2: Preparedness Lockdown Response in Centers. (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/lockdown-response-centers.pdf

APPENDIX 17

Evacuation Response in Family Child Care Homes

Use this sheet to establish your emergency response in your family child care home by filling in the blanks.

TYPE OF EMERGENCY: _____

Emergency is declared.
Emergency services (911) called.
Begin evacuation procedures.

Gather children to evacuate; count heads.
Grab emergency-preparedness kit.

Evacuate as practiced using planned route. If blocked, use secondary evacuation route.

Children who can walk hold walking rope and follow teacher to evacuation spot.

Infants and Toddlers moved in evacuation cribs.

Cribs can also be used to evacuate children with special health care needs or disabilities, as needed.

Gather children at designated meeting place: _____

Take attendance to ensure all children are safely evacuated. If a child is missing, alert first responders.

Calm the children. Communicate necessary information to parents using: _____

Ensure children are drinking water and eating.

Wait for all clear before returning to building.

Reference: Chapter 2: Preparedness Evacuation Response in Family Child Care Homes. (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/emergency-prep-manual-pg-18-r.pdf

APPENDIX 17

Shelter-in-Place Response in Family Child Care Homes

Use this sheet to establish your emergency response in your family child care home by filling in the blanks.

TYPE OF EMERGENCY: _____

Emergency is declared.
Begin shelter-in-place procedures.

Count heads, grab emergency preparedness kit, and guide children to shelter:

_____

Implement shelter-in-place procedures as practiced, depending on the emergency.

Instruct children to assume safe position for the event, such as tornado safe position (sit on floor and protect head) or earthquake safe position (drop, cover, and hold on).

Take attendance to ensure all children are safely sheltered. If a child is missing, alert first responders using:

_____

Calm the children. Communicate necessary information to parents using:

_____

Ensure children are drinking water and eating.

Wait for all clear before leaving shelter and resuming daily activities, or begin evacuation procedures if the building is no longer structurally safe.

Reference: Shelter-in-Place Response in Family Child Care Homes. (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/shelter-in-place-response-in-family-child-care-homes-worksheet.pdf

APPENDIX 17

Lockdown Response in Family Child Care Homes

Use this sheet to establish your emergency response in your family child care home by filling in the blanks.

TYPE OF EMERGENCY: _____

Emergency is declared.
Begin lockdown procedure if unable to evacuate. Call 911.

Close and lock door from inside room. Direct children to sit in designated safest area:

Count heads.

Calm the children and help them stay quiet.

Communicate with first responders to ensure all children are in safe locations. Communicate necessary information to parents using:

_____

Wait for all clear from first responders before resuming daily activities.

If in a room that does not lock when alert occurs, stay in the room and out of sight.

Reference: Chapter 2: Preparedness Lockdown Response in Family Child Care Homes TYPE OF EMERGENCY. (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/lockdown-response-family-child-care-homes.pdf

APPENDIX 17

How to Build an Emergency Kit

- Building an emergency supply kit is an important part of preparedness. This kit ensures that your program has sufficient supplies and food if you and the children need to shelter in place or evacuate in an emergency. Ready.gov/kits recommends having enough supplies and food to last at least 72 hours.
- Make sure that all items are up to date and not expired. If you are in a center, consider appointing someone to be responsible for routinely checking expiration dates of the food in your kit. If you are a family child care provider, make a note of the expiration dates and keep them in a visible place in your home. If snacks are about to expire, consider serving them to the children a month before the expiration date and replacing them with new snacks.

Reference: How to Build an Emergency Kit | ECLKC. (2019, July 23). Eclkc.ohs.acf.hhs.gov. https://eclkc.ohs.acf.hhs.gov/safety-practices/emergency-preparedness-manual-early-childhood-programs/how-build-emergency-kit

Practice Your Plan

- Practicing your emergency plan in advance helps everyone respond quickly and appropriately when an emergency situation arises. You won't know if the plan works unless you try it out, so practice with all children and adults, including community partners. If you have enrolled children or staff with special health care needs or disabilities, address these specific needs with community partners during practice.
- Regular emergency drills, both announced and unannounced, help everyone become familiar with emergency procedures and activities. This can reduce panic and fear during an actual emergency, freeing participants to focus on how to evacuate, shelter in place, or lockdown.
- Emergency drills should be planned to include community partners, including first responders, and to ensure that procedures are accomplished in accordance with local regulations.

Reference: Practice Your Plan | ECLKC. (2019, July 23). Eclkc.ohs.acf.hhs.gov. https://eclkc.ohs.acf.hhs.gov/safety-practices/emergency-preparedness-manual-early-childhood-programs/practice-your-plan

APPENDIX 17

How to Build an Emergency Kit

Building an emergency supply kit is an important part of preparedness. This kit ensures that your program has sufficient supplies and food if you and the children need to shelter in place or evacuate in an emergency. **Build A Kit | Ready.gov** recommends having enough supplies and food to last at least 72 hours.

Make sure that all items are up to date and not expired. If you are in a center, consider appointing someone to be responsible for routinely checking expiration dates of the food in your kit. If you are a family child care provider, make a note of the expiration dates and keep them in a visible place in your home. If snacks are about to expire, consider serving them to the children a month before the expiration date and replacing them with new snacks.

Here are some items you might consider including in your kit:[2]

Information Sheets		Other	
Emergency contact information for children and staff		Medications[4]	
Attendance sheet (daily)		Fully charged, portable cell phone charger and charging cord	
Facility floor plan with evacuation route outlined		Flashlight and batteries	
Printed directions to safe evacuation site		Winter and/or work gloves	
Medication list with dosing instructions for each child who takes medication		Paper towels	
Hygiene/Sanitary Needs		Blankets	
First aid kit[3]		Alternative power sources for electric medical devices	
Diapers, toilet paper, diaper wipes		Whistle	
Sanitary wipes and hand sanitizer		Wrench or pliers to turn off utilities (program director only)	
Non-latex medical gloves		Non-electric can opener (if formula or canned food requires it)	
Food		Matches in waterproof container	
Dry or canned infant formula (ideally with easy-open tabs)		Games or activities to entertain children	
Bottled water			
Snacks			

Additional items to include can be found at: www.healthychildren.org/english/safety-prevention/at-home/Pages/Family-Disaster-Supplies-List.aspx

2 Disaster supplies kit accessed from www.ready.gov/kit

3 A first aid kit should differ from your emergency kit. Recommendations for the contents of your first aid kit can be found here: nrckids.org/CFOC/Database/5.6.0.1

4 Supply list for children with special health care needs (pg. 4): childcareta.acf.hhs.gov/sites/default/files/public/considerations_for_special_populations.pdf

Reference: Chapter 2: Preparedness How to Build an Emergency Kit. (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/how-to-build-an-emergency-kit-worksheet.pdf

APPENDIX 17

Reunification Procedures

- An effective method of reuniting children with their parents and guardians after an emergency is an often-overlooked component of an emergency plan, but it is very important. Including up-to-date emergency contact information for each child in your emergency kit can help provide structure around this process.

- Reunification procedures that should be communicated to parents/guardians:
  - Evacuation or shelter-in-place locations
  - What the program will do during a lockdown response
  - What parents should do during a lockdown response
  - Who will contact parents/guardians before, during, and after an emergency
  - How parents/guardians will be contacted (e.g., text, email, phone call)
  - Procedures if a child needs to be transported for medical care (e.g., who will accompany the child, where they will go)5
  - Consider saving valuable, important information for families and staff in digital/electronic as well as print formats.

- It is important for programs to have procedures in place if children cannot be reunited with their parents/guardians immediately. Roads close, care gets delayed, and work shifts go into overtime during emergencies for parents/guardians working in hospitals or as first responders. Having a plan in case you need to take care of a child overnight is a critical part of your reunification procedures.

Reference: Reunification Procedures | ECLKC. (2019, July 23). Eclkc.ohs.acf.hhs.gov. https://eclkc.ohs.acf.hhs.gov/safety-practices/emergency-preparedness-manual-early-childhood-programs/reunification-procedures

APPENDIX 17

Reunification Procedures (Worksheet)

If our emergency response requires an evacuation, we will go to: _____
Evacuation site

Our back-up site will be: _____
Secondary evacuation site

If our emergency response requires us to shelter-in-place, we will shelter in: _____
Location in building

If an emergency occurs, _____ will contact you about how we responded and
Staff member
give you any information you might need.

If your child needs to be transported for medical care:

- The child will be accompanied by _____.
  Staff member
- The child will be taken to _____, if possible.
  Hospital name

If you and/or your emergency contacts are unable to pick up your child after the all-clear is announced, the following staff member, _____, will stay with your child until they can be picked up (but no longer than _____).
Time frame

Remember:

Different emergencies require different response. How will you communicate with parents and guardians during an evacuation? What about during shelter-in-place or lockdown response? Will you send an "all-clear" message?

Communication is key! Be sure your plan includes steps and guidance to keep parents and guardians informed during your response.

Reference: Chapter 2: Preparedness Reunification Procedures (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/reunification-procedures.pdf

APPENDIX 17

What is Mitigation?

Mitigation is similar to preparedness and involves reducing the seriousness or severity of disasters or emergencies. It is also a way of preventing future emergencies or disasters. Use the following checklist to ensure you are mitigating your program's risks.

Mitigation Checklist

Program name:_____ Date:_____

This checklist identifies common structural and nonstructural hazards for early care and education programs. Use this list to prepare a work order for your program. After review, consider what changes can be made in your program that can reduce damage or injury in the event of an emergency.

	Issue	Yes	No	Steps to Mitigate Risk
	Large appliances (refrigerators): braced to wall?			Large appliances should be anchored to wall studs or masonry, not drywall.
	Cabinets: braced to wall?			Cabinets should be anchored to the wall studs or masonry, not drywall.
	Shelves/bookshelves: braced to wall?			Shelves/bookshelves should be anchored to wall studs or masonry, not drywall.
	Dressers: braced to wall?			Dressers should be anchored to wall studs or masonry, not drywall.
	Changing tables: braced to wall?			Changing tables should be anchored to wall studs or masonry, not drywall
	Blackboards/projection screens/ televisions: safely hung on a stud?			Make sure that blackboards/ projection screens/televisions are secured safely to a stud.
	Fish bowls/animal habitats: safely secured so they do not slide off shelves?			If you have fish bowls/animal habitats, ensure that the shelve has a lip to prevent the bowls/ habitats from slide off and injuring the animal and/or children.
	Fire extinguishers: mounted to wall?			Make sure that fire extinguishers are mounted to the wall using clips that make them easy to take down and use in case of a fire.

Reference: Chapter 2: Preparedness What is Mitigation? (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/what-is-mitigation.pdf

APPENDIX 17

Mitigation Checklist continued...

	Issue	Yes	No	Steps to Mitigate Risk
	Lamps: safely secured so they do not slide off shelves?			Secure lamps with hooks or earthquake putty.
	Pictures: braced to wall or safely secured so they do not slide off shelves?			Use closed hooks or earthquake putty to secure pictures to walls. Move heavier items to lower shelves.
	Lightweight or tall room dividers: braced by interconnecting them?			Lightweight room dividers are safer in case of emergency. Interconnecting them will help brace them.
	Exit signs and emergency lights: safely secured and functioning?			For Centers, check that exit signs and emergency lights are working and can be seen from the hallway. For Child Care Homes, check that exit signs and emergency lights are working and are placed above the exits where it can easily be seen.
	Chemicals and/or cleaning products: secured in cabinet?			Use baby-proof cabinet locks to secure cabinet doors to prevent chemicals and/or cleaning products from falling out. Alternatively, use latching cleaning cabinets to hold chemicals and/or cleaning products. Remember to brace all cabinets on wall!
	Blocks and heavy objects: stored on lowest shelves?			Store blocks and other heavy objects on the lowest shelves to prevent injuries.
	Heavy or sharp items (such as metal trucks or dollhouses): stored on shelves with ledge barriers?			Store heavy or sharp items on shelves with ledge barriers to prevent injuries from falling objects.

Reference: Chapter 2: Preparedness What is Mitigation? (n.d.). Retrieved March 7, 2024, from https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/what-is-mitigation.pdf

APPENDIX 17

Volunteers

- Your emergency plan for your home or center should include policies and procedures for volunteers.
- Child care providers should have in place procedures for staff and volunteer emergency preparedness training and practice drills.
- Each child care center shall prepare and train staff members and volunteers to protect children's health and safety during an emergency.
- Each family child care provider shall prepare and train assistants, substitutes and volunteers to protect children's health and safety during an emergency. Family members over age 12 should be prepared to assist during an emergency
- Each staff member and regular volunteer shall receive pre-service training on emergency procedures including a review of the program's written policies and procedures.
- Each staff member and regular volunteer shall receive training every six months, which includes a review of the center's emergency procedures and monthly drills.
    - The center shall maintain training records documenting the training.
    - Additional training may be required to ensure the safety of children and staff with special needs.
    - Child care providers shall include disability issues in the orientation for preschool teachers, caregivers and volunteers.
    - Child care providers shall provide training to volunteers, facilitators and preschool teachers on elements such as the code of conduct, principles of Early Childhood Care and Development in emergencies, planning activities and making toys from local materials.
- All volunteers present in the center for more than six hours per week shall receive orientation training on the center's emergency procedures.
- Child care center directors and/or Home-based owners shall verify the background of volunteer caregivers to make sure they are suitable for working with young children.
- In collaboration with local stakeholders and partner agencies, the CCDF/CCLP offer professional development on emergency/disaster preparedness, response, and recovery on a yearly and/or quarterly basis. Customized training may be available upon request.
- The Federal Emergency Management Agency (FEMA) offers free online training for the public and volunteers in early childhood settings. For example, IS-366.A: Planning for the Needs of Children in Disasters is a free training that any volunteer or child care staff can take online. (Link: https://training.fema.gov/is/courseoverview.aspx?code=IS-366.a&lang=en)

APPENDIX 18:

CCLP and CCDF COVID-19 Prevention and Response Guidance

APPENDIX 18

Child Care Licensing Program & Child Care and Development Fund's COVID -19 Prevention and Response Guidance for Reopening Child Care Programs and Child Care Services in the Commonwealth of the Northern Mariana Islands

June 6, 2020

This guidance was last updated on October 27, 2020 by the Child Care Licensing Program.

APPENDIX 18

OVERVIEW

As you recall, on March 15, 2020, we all caught wind that Guam recorded its first three confirmed cases of the Novel Coronavirus Disease now commonly referred to as Covid-19. Shortly thereafter, CNMI Governor Ralph DLG. Torres issued Executive Order No. 2020-04. The executive order was a Declaration of State of Public Health Emergency and continued Declaration of State of Significant Emergency establishing response, quarantine, and preventive containment measures relative to Covid-19. As a result, the Child Care Licensing Program issued a Memorandum dated March 17, 2020 directing all centers and family child care homes to shut down all operational activities until March 31, 2020.

However, Governor Ralph DLG. Torres issued multiple subsequent amended executive orders thereafter. As a result, the Child Care Licensing Program issued a Memorandum dated March 29, 2020 directing all centers and family child care homes to continue the shutdown of all child care services until further notice.

Now that the restrictions are beginning to be lifted for a multitude of industries in the CNMI and both public and private employees have begun reporting back to work, the need for child care services for working parents will once again increase. Every child care service provider must have a plan in place to minimize the spread of Covid-19 and to ensure the health, safety, and well-being of all children in care inclusive of staff members.

The Child Care Licensing Program along with the Child Care and Development Fund recognizes that this public health pandemic continues to affect our daily lives. Therefore, the program has coordinated a joint effort with both certified providers and private providers to come up with a protocol to address the prevention and response to Covid-19 in the child care setting.

Therefore, the following guidelines are based on the collaboration between the Child Care Licensing Program/Child Care and Development Fund and that of the Child Care Association as well as the Private Providers, but more importantly a bulk of the Centers for Disease Control and Prevention's guideline have been integrated to make the following guideline unique to the CNMI.

Gordon B. Salas
Department of Community and Cultural Affairs
Child Care Licensing Program Supervisor

This guidance was last updated on October 27, 2020 by the Child Care Licensing Program.

APPENDIX 18

CNMI COMMUNITY VULNERABILITY LEVEL ("CVL") COLOR CLASSIFICATION

Corresponding CVL	Action	Activity	Max Occupancy Permitted
Red	*Complete Shutdown*	*Child Care Programs and Child Care Services will be closed*	*0*
Orange	*Complete Shutdown*	*Child Care Programs and Child Care Services will be closed*	*0*
Yellow	*Complete Shutdown*	*Child Care Programs and Child Care Services will be closed*	*0*
Blue	*Partial Opening*	*Child Care Programs and Child Care Services may open subject to strict COVID-19 guidelines*	*50%*
Green	*Regular Opening*	*Child Care Programs and Child Care Services may open subject to strict COVID-19 guidelines*	*75%*
All clear	*Regular Opening*	*Child Care Programs and Child Care Services are allowed to open with Pre-Covid-19 conditions*	*100%*

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This guidance was last updated on October 27, 2020 by the Child Care Licensing Program.

APPENDIX 18

DCCA/CCLP/CCDF

COVID-19 GUIDANCE FOR REOPENING CHILD CARE PROGRAMS AND CHILD CARE SERVICES IN THE CNMI IN RESPONSE TO COMMUNITY VULNERABILITY LEVEL BLUE AND GREEN

Activity	Area of Concern	Guidelines
Prior to Opening Child Care Programs and Child Care Services	Facility	• Centers must be thoroughly cleaned, sanitized, and disinfected. • Plumbing fixtures must be in good repair – all water lines or pipes in the facility must be thoroughly purged to remove any stagnated water for at least a few minutes. For more information, please see CDC's recommendation at https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html. • Water dispensers must be thoroughly drained, cleaned and sanitized before use. • Electrical fixtures, outlets, etc. must be in good repair. • Centers must have an adequate disinfecting and hygiene supplies. • An isolation Room must be identified in case of a possible case of COVID-19 infection or a suspicion of COVID-19 infection.
	Personnel	• Director/Staff must have taken the Covid-19 test with a negative result. Such result must be provided by the CNMI Governor's Covid-19 Task Force Community Testing Initiative group.[1] • A copy of the results must be emailed to the Child Care Licensing Program and a hard copy must be available at the center upon request. • No staff is allowed to work unless given clearance from the Child Care Licensing Program. • The Director must ensure that all Personnel receive training and information on the following areas: * Entering/existing the center; * The implementation of cleaning, sanitizing, and disinfecting practices; * The implementation of hand hygiene;

[1] We have yet to address the frequency of testing pending the recommendation from the Governor's COVID-19 Task Force.

This guidance was last updated on October 27, 2020 by the Child Care Licensing Program.

APPENDIX 18

		* The implementation of physical distancing guidelines; * The implementation of face covering for all adults; * The implementation of the center's screening practices; and * The implementation of all other relatable safety measures and protocols set in place as a result of the COVID-19 Virus.
	Families/Parents/Clients	• The Director must ensure that all Families/Parents/Clients receive and acknowledge receiving information on the following areas: * Entering/existing the center; * The implementation of cleaning and disinfecting practices; * The implementation of hand hygiene; * The implementation of physical distancing guidelines; * The implementation of face covering for all adults; and * The implementation of the center's screening practices. * Information on the COVID-19 Virus and the current status of the CNMI's Child Care Programs and Child Care Services.
Opening of Centers – Child Care Programs and Child Care Services	Roles of Directors/Staff	• A designated person must take each and every staff/child's temperature. This must be recorded and performed at the beginning (upon arrival) and at the end of each and every day. A non-contact (temporal) digital thermometer must be used for this purpose. • Anyone registering a temperature of 100.4 degrees Fahrenheit or (38.0 degrees Celsius) must not be permitted to enter the center. • Implement a monitoring log of children and staff that have been denied entry into the center. • Any staff or child exhibiting Covid-19 symptoms must not be allowed to enter the center.[2] For more

[2] Coronavirus Symptoms
- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain

This guidance was last updated on October 27, 2020 by the Child Care Licensing Program.

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		information on Covid-19 symptom, please see https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html. • The designated person must take precaution when conducting the screening. This means that the designated person must maintain a minimum distance of 6 feet from those being screened. If this is a challenge, the staff must be wearing personal protective equipment such as latex gloves, face mask, etc., when conducting the screening procedures. • Staff must continue to monitor themselves throughout the day in the event they develop symptoms. • Staff must also monitor the children throughout the day in the event they develop symptoms. • Staff must wear face mask/face shields at all times. If for some reason a medical purpose prevents a staff from wearing a face mask, the staff must submit from his or her primary medical provider a note indicating so. • If available, staff must wear protective gowns at all times within the center.
	Occupancy Guidelines	In compliance with the Governor's Directive and in the interim, centers are only allowed 50% of their maximum occupancy permit for each corresponding rooms as issued by the Department of Public Works. This requirement is subject to change based on the Community Vulnerability Level Classification.
	Cleaning, Sanitizing, and Disinfecting of Centers	• Staff must clean, sanitize, and disinfect high touched items and surfaces throughout the day such as tables, chairs, toys, doorknobs, sink knobs, toilet handles, light switches, etc. It must be disinfected as frequently as it is being handled. For more information, please see CDC's guidance for safe and correct application of disinfectants at https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html.

- Headache
- Sore throat
- New loss of taste or smell

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		• See also Caring for our Children (CFOC) Chapter 3: Health Promotion and Protection – Chapter 3: Cleaning, Sanitizing, and Disinfecting at https://nrckids.org/CFOC/Database/3.3 • Hand sanitizers must be readily available throughout the center for staff use. Hand sanitizers and all other cleaning and sanitizing items must be stored out of the children's reach. • Diaper change table must be cleaned and disinfected before and after every use. • Prior to the use of disposable gloves, staff must thoroughly wash their hands. • Centers must have adequate ventilation due to all the cleaning and disinfecting activities. • Cleaning shall be in accordance with CDC's Guidance for Cleaning & Disinfecting Public Spaces, Workplace, Businesses, Schools, and Homes at https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html. All disinfecting methods shall utilize Environmental Protection Agency's approved disinfectant for use against Covid-19. See https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19.
	Physical Distancing	• The maximum occupancy percentage must be followed based on the CNMI Community Vulnerability Level Color Classification (CVLCC). • There shall be no group larger than what is allowed based on the percentage of the CVLCC. • The group of children plus their teacher must be the same each day. As much as possible, limit cross-deployment of staff to different section of the center. • When determining the approximate space for each group of children, ensure that all children in a group have at the very least 35 square feet each of personal space to allow physical distancing. • It is advisable that children remain in groups as small as possible. Should these guidelines differ from the Child Care Licensing Program's Administrative Code, follow the stricter guidelines.

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	Entering and Exiting the Center	• Directors must provide a designated drop off and pick-up zone at their centers that supports physical distancing. If necessary, stagger the arrival and/or dismissal time. This must be visible (post visible signs for all to see) to all families. • Directors/Staff must keep a daily log of anyone arriving or entering the center. This is done so that the records become readily accessible to the Governor's Covid-19 Task Force Contact Tracers should the seed arises. • Daily staff/children attendance must be maintained and monitored. • Daily health screening must be conducted upon arrival of both staff and children. (A checklist form documenting screening is required) • Alcohol based hand sanitizers with at least 60% alcohol content must be placed in all entrances and exits of the center. When necessary, shoe covering must be worn before entering the center. Otherwise, all shoe and other footwears must be taken off.
	Caring for Infants and Toddlers	• Staff must use blankets/coverings over their person when carrying an infant or a toddler or when comforting a crying child. • Blankets must be changed between children. Sharing of blankets among the children is not allowed. • Staff must avoid getting close to the infant's/toddler's face if possible. • Staff must wear disposable gloves when preparing bottle. • Disposable gloves must be changed between bottle feedings. • Staff must wash their hands before handling infant bottles prepared at the center. • Bottles, bottle caps, nipples, and any other equipment used for bottle-feeding must be thoroughly cleaned after each use by washing with bottlebrush, soap, and water. • Staff must wash their hands, neck, and anywhere touched by a child's bodily secretions. • Infants, toddlers, and staff must have multiple changes of clothes readily available on a daily basis.

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		• Follow safe diaper changing procedures at https://www.cdc.gov/healthywater/hygiene/diapering/childcare.html A downloadable poster with diaper changing procedure is also available for print-out on this same site.
	Hand Washing Guidelines	• Hand washing must be practiced frequently – staff must also assist the children with their hand hygiene. • Use of hand sanitizers for the children is highly discouraged. However, use of hand sanitizer is acceptable if there is no access to running water. If that is the case, a staff member must monitor the use to ensure that the children do not swallow the contents. • The use of hand sanitizer is not recommended for children under 2 years of age. • Everyone must wash their hands with soap under running water for at least 20 seconds upon arrival and frequently thereafter when necessary. See CDC's hand washing guidelines at https://www.cdc.gov/handwashing/when-how-handwashing.html.
	Serving of Meals	• Meals must be prepacked from a food vendor. • Meals must be prepared for each child. • There shall be no meal/snack sharing among the children. • In the interim, food/meal prepared from home shall not be allowed into the center unless it is for medical purposes. • Children must observe social distancing by spreading out or in the alternate, stagger lunchtime to accommodate the number of children present. • If possible, allow the children to eat their meals in their classroom rather than mixing in the eating area. Staff that are distributing the meals must always wear disposable gloves and face mask. • Staff members who handles diapering should not be allowed to prepare or serve food to the children.
	Nap Time	• Space the children apart more than 3 feet; preferably 6 feet. If space is an issue, have the children nap head-to-toe or toe-to-toe.

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		Cribs must be cleaned, sanitized, and disinfected after each use.
	Outdoor Activities	• Encourage outdoor playtime but only in small groups as allowed by the maximum capacity based on the Community Vulnerability Level Color Classification. • Create a staggered schedule for outdoor time to reduce exposure from a different group of children. • Outdoor play equipment must be cleaned and disinfected between use by different groups of children.
	Field Trips	• Field trips and other off-site activities are strictly prohibited until further notice.
	Visitors	• Visitors shall not be permitted to enter the center during regular operational hours. The only exceptions are emergency or law enforcement personnel acting under color of their office, DCCA's Child Care Licensing Program personnel, Child Care and Development Fund personnel, and Quality Rating Improvement System personnel. All others shall be required to visit the center after its regular operational hours. As much as possible, a teleconference/video conference or some other online platform is highly encouraged over actual meeting visits to the center.
	Response to a Possible COVID-19 Infection	• If any of the children of staff members develops symptoms of Covid-19 while at the center, immediately separate the child or staff from the rest of the center's occupant until the child or staff leave the center. Place possible infected person in the designated isolation room. • When confirmed or suspected exposure to Covid-19 occurs in the center, it must be immediately reported to the Covid-19 Task Force info line at 285-1672/1352 as well as to the Child Care Licensing Program at 783-8599. • Dismiss all the students and staff for a period of 5 working days. This time will allow the CNMI Covid-19 Taskforce and health officials to determine appropriate next steps.

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		• All rooms and equipment used by the suspected child or staff must be cleaned and disinfected after 24 hours have lapsed to minimize potential exposure to respiratory droplets. • For additional guidance on cleaning and disinfecting rooms or areas that those with suspected or confirmed Covid-19 have visited please see Centers for Disease Control and Prevention's Coronavirus Disease 2019 Environmental Cleaning and Disinfection Recommendations at https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

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12) Centers for Disease Control and Prevention, Diaper-Changing Steps for Childcare Setting. Retrieved from https://www.cdc.gov/healthywater/hygiene/diapering/childcare.html

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APPENDIX 19:

Qualifications and Training Requirements for Emergency Child Care Providers

APPENDIX 19

Purpose

This appendix outlines the qualifications and training requirements to establish a pool of emergency child care providers during disaster or emergency situations. It ensures the safety, well-being, and development of children under care.

Minimum Qualifications

1. **Licensed Staff Requirement:**
   - Each emergency care site must have at least one CCLP-approved staff member per age group who meets minimum licensing requirements as defined by the Child Care Licensing Program (CCLP). This includes:
     - Basic child care training.
     - Health and safety training.
     - First Aid and Pediatric CPR certification.

2. **Support Staff and Volunteers:**
   - Additional staff or volunteers who do not meet the licensing requirements may assist but must:
     - Be directly supervised by CCLP-approved personnel.
     - Restrict activities to non-critical roles and avoid unsupervised interaction with children.

3. **Eligibility Criteria:**
   - Staff and volunteers must be at least 16 years old. (16 year-old volunteers do not need SORNA clearance but must have police clearance)
   - Pass emergency background checks (e.g., SORNA, police clearance) before deployment.

Training Requirements

1. **Expedited Training Program:**
   - Providers must complete a rapid training curriculum developed by the CCLP and CCDF that includes a minimum of 1 hour for each of the following topic:
     - Emergency preparedness and response protocols.
     - Health and safety procedures tailored to disaster scenarios.
     - Child supervision and strategies for managing children with special needs or chronic conditions.
     - Psychological first aid and trauma-informed care techniques.
2. **Ongoing Compliance:**
   - Training must be completed before service begins, and documentation verified by CCLP or CCDF representatives.
   - Refresher training may be required for providers operating beyond 30 days of initial deployment but before the end of 90 days.

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Supervision and Monitoring

1. **Operational Oversight:**
   - The CCLP and CCDF will perform routine inspections of emergency child care sites to verify compliance. CCLP performs the routine inspections relative to health and safety. CCDF conducts check-in for quality purposes only.
   - Supervisory checks will be conducted at least weekly during the first 30 days, then bi-weekly as operations stabilize.
2. **Non-Compliance Protocols:**
   - Non-compliant providers must address issues within 5 business days or face temporary suspension or operational closure.

Provider Disaster Plan

1. **Annual Submission and Updates:**
   - Emergency providers must submit a Provider Disaster Plan outlining:
     - Emergency response protocols.
     - Supervision arrangements for temporary staff.
     - Procedures for accommodating vulnerable children, including those with disabilities or medical needs.
   - The plan must be reviewed annually (every September) or updated with any major operational or staffing changes.
2. **Plan Components:**
   - Risk assessment and mitigation measures.
   - Communication strategies for families and emergency responders.
   - Evacuation and shelter-in-place procedures.

Enhancements for the Pool of Providers

- **Capacity Building:**
  - Develop a reserve pool of pre-trained emergency providers.
  - Maintain a database of qualified individuals to mobilize during emergencies.

- **Support Resources:**
  - Establish a hotline for technical assistance and training inquiries.
  - Provide templates and tools for disaster plans and compliance documentation.

This appendix aligns with federal requirements and emphasizes high-quality, safe, and supportive services for children under emergency care. For additional guidance, refer to *Appendix 17*: *Child Care Providers' Emergency Preparedness and Response Plan Resources/Guideline.*

APPENDIX 20:

Disaster Response Feedback Survey Forms

APPENDIX 20.A

CNMI DCCA CCDF-CCLP Disaster Response Feedback Survey

CNMI DCCA CCDF-CCLP Disaster Response Feedback Survey

The **CNMI DCCA Child Care Development Fund (CCDF) and Child Care Licensing Program (CCLP)** is committed to supporting child care providers in disaster preparedness, response, and recovery. This survey is designed to gather your feedback on the support and resources provided by the CCDF-CCLP during recent emergencies. Your input will help us improve our disaster planning and response efforts.

* Indicates required question

Section 1: Participant Information

Name *

Your answer

Role

- ◯ Child Care Provider (administrator, teacher, aide, etc.)
- ◯ Partner Organization/Agency
- ◯ Other:

Take a photo of this QR code to access the survey online:

APPENDIX 20.B

CNMI Child Care Providers Disaster Response Feedback Survey

CNMI Child Care Providers Disaster Response Feedback Survey

Thank you for participating in this survey. Your feedback is vital in improving our disaster preparedness, response, and recovery efforts. Please take a few minutes to share your experiences and suggestions.

* Indicates required question

Section 1: Participant Information

Name *

Your answer

Role *

- ◯ Child Care Provider (administrator, teacher, aide, etc.)
- ◯ Partner Organization/Agency
- ◯ Other:

Name of Organization/Child Care Center *

Take a photo of this QR code to access the survey online:

IX. GLOSSARY

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

Thank You

Assistance in preparation of this emergency plan provided by:
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