



*State of Nevada*

# Disaster Preparedness and Response Plan

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**The Child Care and Development Program**

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## DPRP Workgroup Members

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## Chapter 1: Approval and Implementation

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With the approval of the Child Care State Plan, the DWSS puts into effect the 2018 Nevada Child Care and Development Program’s Disaster Preparedness and Response Plan herein referred to as DPRP. DPRP provides the framework for preparedness, response, and recovery activities for child care licensing and child care subsidy in the event of an emergency or disaster that significantly disrupts the child care service system in the state of Nevada. The plan provides a structure for the Child Care and Development Program (CCDP), OELD, Licensing, and early childhood sub-grantees to work in a coordinated effort for disaster preparedness, response and recovery. Additionally, the DPRP provides guidance to licensed child care providers (hereafter, “providers”), parents, and stakeholders about what they can expect from CCDP, OELD, Licensing and partner agencies.

This plan is complementary to the DPBH licensing requirements and Washoe County’s licensing requirements, and works with the overall statewide mitigation, preparedness, response, and recovery activities provided by the Nevada DEM - Homeland Security. By coordinating between the departments, the plan assists the state of Nevada in minimizing the impact of disasters and emergencies on children, families, and providers.

The plan was developed by CCDP, OELD, DPBH, the LVUL and The Children’s Cabinet with assistance from the Administration for Children and Families, and the Nevada DEM - Homeland Security.



## Chapter 2: Background and Overview

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### Purpose

The purpose of this document is to provide guidance and procedures for the DWSS Child Care Development Program (CCDP), OELD, DPBH, WCHS, and all child care sub-grantees and providers to respond to a disaster that significantly affects a community's child care infrastructure. The plan outlines the roles and responsibilities of CCDP, OELD, Licensing and partner organizations in providing support to providers and families affected by a disaster.

The key emergency response functions relating to child care are:

- Support the safety and well-being of children in licensed child care through continued licensing efforts
- Provide technical assistance as requested to providers, licensors, staff, etc. for the provision of temporary or emergency child care
- Continue child care subsidy payments to providers
- Continue eligibility determinations and subsidy authorizations for parents
- Continue the approval of in-home/relative child care providers friend and neighbor (FFN) providers
- Disseminate information to providers and families regarding disaster assistance and recovery
- Participate in the disaster response as an Emergency Support Function (ESF) 6 supporting agency at the Nevada DEM - Homeland Security, other location or virtually coordinate with partner organizations, including LVUL, The Children's Cabinet, and other non-governmental organizations that support the needs of children during disasters.

### Scope

This document is prepared by CCDP as the lead agency in collaboration with the OELD, DPBH, WCHS, and all child care sub-grantees. The document outlines the roles and responsibilities of CCDP, OELD, Licensing, WCHS, and other key supporting agencies, to respond to and recover from a disaster that significantly affects a community's child care infrastructure. While it includes suggested actions for partner organizations and nonprofit organizations often involved in disasters, these are only recommendations and are not compulsory for any of these agencies or organizations.

The plan focuses on:

- licensed child care providers that serve families receiving CCDP subsidies;
- licensed-exempt FFN providers that serve families receiving CCDP subsidies;
- licensed-exempt Out of School Recreation providers that serve families receiving CCDP subsidies;
- licensed-exempt Out of School Time providers that serve families receiving CCDP subsidies;
- the children in care in these programs; and
- families who receive child care subsidies.

This document only addresses CCDP, OELD, and Licensing functions related to the groups above.

Nevada Division of Public and Behavioral Health, Child Care Licensing (State Licensing) has statutory authority over the regulation of licensed child care homes, centers, and school-age programs. Washoe County Human Services (WCHS) is responsible for licensed providers in Washoe County and is overseen by State Licensing. The CCDP provides policy and oversight of eligibility determination, and payment for subsidy services. The CCDP contracts with local agencies for the authorization and payment of subsidy services. The CCDP, OELD, Licensing, WCHS, and sub-grantees (LVUL and The Children's Cabinet) do not have statutory authority to take custody of children and cannot provide child care for children. These agencies can provide resources and services to potential providers, but not the actual care of children.

This document takes a “worst most likely scenario” approach to planning and is not intended to address catastrophic incidents. An example of a “worst most likely scenarios” in Nevada is severe flooding such as that experienced along the Truckee River Basin in January 1997.

## Assumptions

This plan was created using the following assumptions:

- Child care is an integral and essential part of a community’s economic viability and should be restored as soon as possible following an emergency event.
- Licensed providers that serve families receiving CCDP subsidies have their own emergency and disaster plans, train on and implement them, and disseminate them to parents. Providers have enough food, water and supplies to take care of children for up to 72 hours.
- FFN providers have an Emergency & Disaster Response Toolkit which is maintained by CCDP.
- Nevada’s child care resource and referral agencies, LVUL and The Children’s Cabinet, play an integral role in providing timely information to providers, parents, and communities.
- This document is consistent with other disaster planning documents prepared by the DEM - Homeland Security.
- CCDP, OELD, WCHS, and Licensing will adhere to the principles of the National Incident Management System and the structures of the Incident Command System in response operations.
- The disaster is not catastrophic, but “manageable,” defined as basic communication services such as phone and internet are operational or will be operational within 3-7 days.
- A separate annex may be developed at a later date to address a catastrophic scenario where these services are non-operational.
- Time frames in this plan are approximate and may vary depending on the extent of the damage.

## Overview of Child Care in Nevada

CCDP is responsible for the management and administration of the Child Care Development Fund subsidy program which includes the promulgation of policy for child care subsidy programs in addition to the policy, oversight and subawards for the administration of the child care subsidy program at the local level.

OELD is responsible for the management and administration of the portion of CCDP funding to improve the quality of child care, which includes the administration of the state’s Quality Rating and Improvement System (QRIS).

Licensing is responsible for monitoring licensed facility compliance with state laws and regulations. Licensing also offers technical assistance and training to caregivers and provides consumer education.

CCDP maintains an agreement with the Las Vegas Urban League in southern Nevada and The Children’s Cabinet in northern Nevada to provide subsidy, child care resource and referral, and fiscal services to:

- determine eligibility for subsidized child care;
- authorize child care subsidies;
- ensure license-exempt family, friend and neighbor providers meet the requirements to become eligible and maintain eligibility to care for subsidized children;
- make subsidy payments to providers;
- provide child care consumers with referrals and information regarding licensed providers in their community, including rating status of providers participating in QRIS, and options for child care affordability;
- work with child care stakeholders to expand the availability of high-quality child care; and
- collect, analyze, and disseminate child care data to policymakers and advocate for effective policies.

(LVUL and The Children’s Cabinet offices are listed in Appendix 7).



## Licensed Child Care

The State of Nevada requires facilities (with some exceptions) and individuals to be licensed pursuant to NRS 432A.

There are three types of licensed child care:

- Child Care Center: child care in a commercial facility (not a home)
- Family Child Care: child care for six or fewer children in a provider's home (providers can be licensed to care for three additional school-age children, for a total of nine children)
- Group Family Child Care: child care for up to 12 children

Out of School Recreation and Out of School Time facilities are license-exempt. This type of care is provided in a commercial facility (not a home) for children five years of age and older.

Applicants interested in becoming licensed child care providers contact State of Nevada Child Care Licensing, complete an orientation and apply for a license. Washoe County Human Services is responsible for licensing providers in Washoe County. A Licensing surveyor verifies licensing requirements are met and inspects the facility/home before issuing a license. There are four licensing offices throughout Nevada to conduct inspections, respond to complaints, and disseminate information to providers, and provide technical assistance (see Appendix 9). Licensed providers are required to register in the state's professional development system and career ladder: The Nevada Registry.

## Military and Tribal Child Care

Tribes and the military can choose to manage their own licensing functions for child care centers and family home child cares located on their reservation or base (respectively). These programs are referred to as tribally or military licensed; they can participate in the state's child care subsidy program if they complete the necessary paperwork. Once they complete the process, they are considered active for subsidy payment by the state.

## Family, Friend and Neighbor Care

The State of Nevada pays child care subsidies to qualified providers who are not licensed. FFN providers may care for up to four children without being licensed. In Washoe County, un-related providers can care for only one child who is not related to the provider. FFN providers must pass a background check and must meet certain health and safety requirements as validated by LVUL or The Children's Cabinet.

## Head Start

There are 9 Head Start and Early Head Start grantees with multiple locations in Nevada that receive funding from the Region IX Office of Head Start. The Region IX Head Start Office works with Head Start grantees located in Nevada, California, Hawaii, Guam, Northern Mariana Islands, American Samoa, and The Region IX Head Start Office works with programs run by Tribal organizations located anywhere in the country. Head Start provides a preschool program with comprehensive family and health services to low income families.

## Child Care Subsidies

CCDP subsidies are available to help families pay for child care, allowing them to work, attend training, or enroll in educational programs. The CCDP's subsidy eligibility activities are implemented by LVUL in southern Nevada and The

Children’s Cabinet in northern Nevada. These agencies determine eligibility, authorize child care, and pay child care providers.

Families can apply for assistance by paper application or via Access Nevada. Scanned or faxed completed applications are accepted. Child care is authorized for eligible children, so the family can engage in work or other approved activities. Families are authorized for 12 months of child care. During this time, families are required to report changes in providers, work status, income, and contact information to LVUL or The Children’s Cabinet in writing or by a phone call.

CCDP subsidies can be used for licensed child care, legally-operating FFN care, out-of-school time, and out-of-school recreation programs. Subsidies are paid on a monthly basis upon receipt of completed child timesheets.

### Disaster Proclamation and Response Process • Figure 1



\*If additional assistance is needed, the request is made to the larger jurisdiction.

All disasters and all responses begin and end at the local level. When a local jurisdiction experiences an incident that exceeds its capacity to respond, the jurisdiction may request assistance from its county emergency management office. Counties will request mutual aid assistance from other counties and will use available resources and automatic mutual aid. If the need is still not met the counties will ask for assistance from the state.

The Governor may proclaim a “State of Emergency” for a portion of the state or the entire state and invoke response and recovery actions. The Governor’s proclamation allows expeditious resource procurement and directs maximum use of state assets and capabilities.

## Coordination with Emergency Support Function 6 (ESF 6)

In the State of Nevada, DEM is the agency for state level emergency management housed within the Department of Public Safety. Their mission is to “minimize the impact of emergencies and disasters on the people, property, environment, and economy of the State of Nevada.” DEM convenes state agencies to coordinate the state level emergency response at the State Emergency Operating Center (SEOC).

The SEOC provides a central location for authority and the dissemination of official information and allows for face-to-face coordination among personnel who must direct local support operations. The State of Nevada response functions are conducted in the State Emergency Operations Center (SEOC). In the SEOC, representatives from various agencies coordinate response activities such as public alert and warnings, mobilization of response personnel and the coordination and application of resources. Direction and control of resources are coordinated by the NDEM chief and the operations chief.

In keeping with federal guidance in the National Response Framework, state level emergency response is structured into ESFs which provide a framework for activating capabilities best able to address the needs of a disaster impacted jurisdiction. There are 17 State ESF annexes (Appendix 8). ESFs are activated as needed and on the basis of the size and complexity of the incident.

At the state EOC there are assigned desks based on the ESFs where the jurisdictional requests are coordinated. The ESF 6 desk is responsible for the coordination of the mass care, emergency assistance, short term housing, and human services response. The ESF 6 desk receives support requests from jurisdictions, tribes, or other state agencies and determines whether the state has capabilities or resources to fulfill that request.

Responding to the unique needs of children during disasters, including child care, is an ESF 6 coordination responsibility. CCDP, OELD, Licensing, and partner agencies are key response partners under the state level ESF 6 plan.

## The Emergency Management Preparedness, Response, and Recovery Cycle

Emergency management is best conceptualized as a cycle of planning and preparedness activities, response, and recovery. The more complete the preparedness, the shorter the response and recovery time for any emergency.

- Preparedness - Preparedness includes activities and planning that allows agencies to prepare for emergency and disaster situations during times of non-emergencies or disasters. The preparedness phase also involves training staff on emergency preparedness plans and developing relationships between agencies and people who are likely to be involved in response activities. Testing plans and exercises are also a critical part of being prepared. Preparedness activities to be completed by all of the agencies involved in this plan are included in the Preparedness Table (Page 17).
- Response -The response is initiated immediately after the disaster incident occurs and sometimes may be initiated while the disaster is still occurring. During this phase the agencies implement the plans that have been created during the preparedness phase. The response requires agencies to participate in activities to assess the status of child care infrastructure and support the resumption of child care activities in the disaster affected area. Activities to be completed in the response phase by all of the agencies involved in this plan are included in the Response Table (Page 20). Most disasters in Nevada begin to transition to recovery 72 hours after the disaster begins. Sometimes, however, disasters are sequential and compounding - and the response is prolonged. The purpose of the response is to meet the immediate life-safety needs of those directly impacted.

- Recovery - As soon as the agencies and licensed child care infrastructure are no longer immediately responding or overwhelmed, the response phase ends. The recovery continues until child care infrastructure has resumed normal operations or all activities are complete and there is a new child care infrastructure. Recovery activities to be completed by all of the agencies involved in this plan are included in the Recovery Table (Page 24). Recovery is intended to help providers get back on their feet and establish their “new normal” mode of operating, if possible. In many cases, disaster assistance will not make providers “whole” or restore them immediately to their previous level of operations.

## Chapter 3: Child Care Roles, Responsibilities, and Critical Activities

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### Plan Development and Maintenance

The state CCDP Administrator and the Office of Child Care (OCC) are responsible for approving and disseminating this plan. The state CCDP Administrator is responsible for the continued development and maintenance of the plan. Following plan approval, the plan will be reviewed on an annual basis by CCDP in coordination with OELD, Licensing, and ECC representatives.

### Communication

Communication protocols are included throughout this plan and will be reviewed and updated as indicated above.

### Child Care Emergency Preparedness Workgroup

A workgroup was formed to develop an emergency preparedness plan for licensed child care infrastructure in Nevada. The workgroup has been led by CCDP with representatives from CCDP, Licensing, OELD, LVUL and The Children's Cabinet.

Following a disaster, a workgroup may be convened by the state CCDP Administrator in conjunction with the OCC, ACF Office of the Regional Administrator or the ACF Office of Human Services Emergency Preparedness and Response (OHSEPR) to coordinate assessment, response and recovery efforts relating to licensed child care.

### Designees for Joint Response

If requested by one or more jurisdictions following a disaster, the state may activate ESF 6 to oversee responses related to licensed child care or other mass care or human services. Representatives from CCDP may be asked to participate in the ESF 6 response and if appropriate and if resources are available, they may be requested to staff DEM's ESF 6 desk.

The Children's Cabinet and LVUL will be the points of contact for issues related to payment continuity, continuity of subsidy eligibility determinations, adjustments in subsidy authorizations, and determining eligibility for FFN providers.

### Assessment of Child Care Providers Following a Disaster

CCDP has developed the Initial Assessment Tool (see Appendix 4) to assess child care providers following a disaster. Child care licensors from around the state will be assigned to complete these forms for licensed providers and Out of School Recreation (OSR) providers, either by phone or in-person if needed. LVUL and The Children's Cabinet will use this tool to assess FFN providers as well as Out of School Time (OST) providers. Individual provider information from the form will be entered into the provider database as appropriate.

### Identification of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to Consider for Change in the Event of a Disaster

CCDP will work with State Child Care Licensing to identify laws and regulations that may be considered for exception to or revision in the event of a disaster. If laws and/or regulations are revised, either through an Emergency Rule, as part of a

Governor's Disaster Proclamation, the CCDP Administrator will review the changes and consult with the Region IX Office of Child Care to determine whether an amendment to the Nevada CCDP State Plan is necessary.

## Child Care Emergency Contact List

The CCDP Administrator is responsible for maintaining an updated contact list of people involved with operations to support families in accessing licensed child care and child care providers in offering safe, healthy and nurturing services. The list includes email, work phone, and cell phone numbers of the following positions:

### Child Care and Development Program

- CCDP Administrator
- CCDP Program Specialist

### Office of Early Learning and Development

- OELD Program Director
- CCDF Quality Supervisor

### The Children's Cabinet

- Department Director
- Resource and Referral Manager
- Subsidy Manager

### Las Vegas Urban League

- Program Director
- Resource and Referral Supervisor

### State Child Care Licensing

- Program Manager

### Administration for Children and Families:

- Region IX Office of Child Care Manager
- Region IX Office of Child Care Program Specialist assigned to NV

## Disaster Preparedness Training for Child Care Providers

An Emergency Preparedness and Response Planning training is mandatory for licensed and/or CCDP funded providers through the Nevada Registry. The training's course objectives are as follows:

- Differentiate between an emergency and a disaster
- Identify recommendations for storage of emergency food, water and other basic supplies
- Identify recommendations for continuity of business following a disaster
- Identify basic requirements regarding disaster planning and preparedness
- Identify and differentiate between responsibilities of administrators and staff members during and after disasters
- Define mitigation as it relates to emergency management
- Identify the importance of promoting resilience in children
- Define and demonstrate understanding of impact and relief
- Identify typical responses to disaster from children in various age groups
- Identify recommended strategies and practices for helping children and adults cope in the aftermath of disaster

- Identify recommended safe practices and policies for responding to various types of disasters and security threats, including tornadoes, storms, earthquakes, and terrorist attacks

## Represent Needs of Child Care Providers to Federal, State, and Local Elected Officials

As any member of the workgroup becomes aware of critical needs of child care providers following a disaster, they share a role in representing those needs to Children’s Advocacy Alliance which can then represent those needs to elected officials. Each will do so within the limitations of their agency’s role and jurisdiction.

## Licensing Critical Activities

### Assess Operating Status of Providers

In the event that the CCDP DPRP is activated by DEM, CCDP will contact State Licensing so they may begin assessing the operating status of licensed providers. Licensing staff will keep CCDP staff informed on assessments and CCDP will disseminate the assessment to appropriate entities, including LVUL The Children’s Cabinet, OELD, and ACF. LVUL and The Children’s Cabinet will use this information to provide child care referrals when necessary.

### Steps to Implement Response

When the plan is activated, State Licensing management will:

- Direct Licensing staff to attempt to contact providers in the affected area
- Reassign Licensing staff as needed to assist with the assessment
- Direct Licensing staff to use the Initial Assessment form (Appendix 4) to:
  - Gather basic information about whether a Licensed facility or Out of School Recreational (OSR) facility is operational
  - Determine the amount of existing open child care slots in the facility
  - Project any child care gaps
  - Categorize providers into one of the following categories:
    - Open
    - Temporarily Closed, Damaged, or Status Unknown
    - Closed
- Compile the assessment data and share compiled provider information with the leadership of CCDP and stakeholders as needed;
- Work with CCDP to provide disaster information in appropriate websites;
- Washoe County Licensing may be asked to assist if the disaster takes place in Washoe County;

Licensing staff will work with providers to determine:

- If an inspection is needed using the Initial Assessment form (see Appendix 4) to further determine whether damaged facilities can continue operating, must temporarily close, must reduce enrollment, or must relocate.
- Which child care providers are open and if they can take additional children (within their licensed capacity).
- Which child care providers may need additional child care staff to continue or expand operation.
- If a facility is determined by the Initial Assessment form to be temporarily or permanently closed, LVUL and The Children’s Cabinet staff (whichever applicable) will use pop-up kits to establish child care at another location; however, the authorization can be changed to another provider at the request of the family without needing to go through an eligibility redetermination. A family choosing an FFN provider will need to follow the current procedures for FFN providers approval.

### Determine if Changes to Existing Child Care Licensing NRSs or NACs are Needed

Steps to implement response:

- CCDP staff, with input from workgroup, will determine whether to make reconditions to change child care subsidy regulations.

- The State Licensing will determine which process to use to change NRSs or NACs (Options to Change NRS in the Event of a Disaster - Appendix 3)

## Subsidy Critical Activities

### Policies Related to Continuing Child Care Subsidies

Some of the following processes contradict current policy. In the event of a disaster, policy changes relating to the disaster can be implemented by the activation of this plan. Depending on the impact of the disaster there may be a disruption of communication and support services, these functions may be delayed until backup systems are running or communication and support services resume.

### Steps to Implement Following a Disaster

In the event that the CCDP DPRP is activated by DEM, CCDP will contact LVUL and The Children’s Cabinet and alert them that the plan is activated.

- LVUL and The Children’s Cabinet will have staff available to take calls and walk-ins to process requests for assistance in accordance with the plan. If areas are designated for disaster shelters or service centers, the agency will also deploy staff to these locations to inform and enroll families as necessary. In the event an agency office is impacted by, the disaster staff will report to a designated office to assist families.
- In the event computer software is disabled due to the disaster all services will be administered through hand written certificates and tracked for reporting purposes utilizing the ACF-801 Child Care Monthly Case Record Form.
- Using the Initial Assessment form (see Appendix 4), the LVUL and The Children’s Cabinet will establish the status of FFN and Out of School Time facilities (OSTs) and report this information to CCDP.
- If a facility is determined by the Initial Assessment form to be temporarily or permanently closed, Urban League and The Children’s Cabinet staff will use pop-up kits to establish child care at another location. If the kits are not functioning, staff will be assigned to manually establish child care at another location; however, the authorization can be changed to another provider at the request of the family without needing to go through an eligibility redetermination. A family choosing an FFN provider will need to follow the current procedures for FFN providers approval.
- LVUL and The Children’s Cabinet staff will work closely with local partners to disseminate information to child care providers and families regarding local relief/recovery effort and will identify additional resources in the community to assist with other needs for the family.

### Processing New Applications for Child Care

- New applications will be processed based on the “Child Care Subsidies and Families in Disasters” chart when DPRP is activated (see table 4 below).
- In the event the child care software system is down, all services will be administered through paper documentation.
- In the event that phone, fax, and email communications are disrupted staff will make contact by setting up pop-up kits at the child care providers location or partner agencies if it is possible to travel so they may continue to take applications.
- If extenuating circumstances continue beyond the initial eligibility period, these families may be approved for extended emergency child care.

### Continue the Determination of Initial and Pending Eligibility Requests for the Subsidy Programs

Systems needed to continue function:

- LVUL and The Children’s Cabinet staff and phones.



- Eligibility workers will accept applications and available documentation from families in the affected area. If verification is not available, workers will advise the families that they will determine eligibility and authorize care based on verbal information. A request will be made for the actual verification to be provided within 90 days. If the verification varies from the reported information or is not provided, the department may not establish an overpayment for the 90 days of child care provided.
- Certification periods and authorizations for families without documentation will be approved for up to 90 consecutive days.
- Parents will be informed that if the verification differs from the verbal information provided, the family's copayment and/or eligibility may change at recertification.
- If parents cannot provide the needed verification within the timeframe requested, the child care authorization will be closed on a case-by-case basis.
- If parents provide the requested verification within the timeframe requested, the child care will be authorized for a full 12 months, including the 90 consecutive days that were approved.
- Eligibility workers will refer families who are newly homeless because of the disaster to community resources based on their specific needs.

*NOTE: Disaster relief provided to families is considered a compensatory award and will not be considered countable income.*

#### **Establishing a Waiting List When Directed by CCDP**

- If a Child Care Policy Transmittal (CCPT) has required implementation of a wait list, applications will be wait listed as outlined in the CCPT.
- In the event that a wait list has been implemented and the child care software system is down, all waiting list applications will be issued a hand-written notice of action and tracked on a wait list form.
- Families will be released from the waiting list in accordance with any CCPT issued when funding is available and/or as deemed necessary.
- In the event that phone, fax, and email communications are disrupted staff will make contact by setting up sites at the child care providers location or partner agencies if it is possible to travel.

#### **Maintaining Benefits for Ongoing Clients**

- In the event the child care software system is down services will be administered through paper documentation.
- In the event that phone, fax, and email communications are disrupted staff will make contact by setting up sites at the child care providers location if it is possible to travel.
- When there is knowledge of a potential disaster that could affect client records, steps will be taken to relocate those records to another office that would be out of the danger zone.
- In the event the emergency disaster occurs with no prior warning the agency will first assess the safety of entering an office. All steps will be taken to obtain the records and move them to a safe location. In the event records are damaged beyond, repair new records will be created and identified with a control sheet indicating "original damaged due to emergency disaster".
- If the child care location is in an area affected by the emergency disaster staff will work with the family and provider to establish changes in child care providers or alternative sites for the care to continue. Pop-up kits may be used to reestablish child care at a new location; however, the authorization can be changed to another provider at the request of the family without needing to go through an eligibility redetermination. A family choosing an FFN provider will need to follow the current procedures for FFN providers approval.

#### **Continue the Processing of New Providers**

- LVUL and The Children's Cabinet will allow CCRR to enroll child care providers if needed.
- Accept and process applications for new FFN providers following the normal process. If the background check process is non-functional, new FFN providers' applications cannot be processed.

## Provide Timely and Uninterrupted Subsidy Payments to Child Care Providers

Systems/Information Technology needed to continue function:

- NCCS - to make actual payments; if down, NCCS will make every effort to come back online as soon as possible
- In the event the accounting system is down and funds have been released for a prior week's draw payments will be issued through hand written paper checks to reflect the amount of the reimbursement detail reports.
- LVUL and The Children's Cabinet - to accept paper invoices and input them for payment
- If only the main office is impacted by the emergency disaster, staff will be rerouted to out posted offices to process payments.
- In the event the child care software system is down incoming timesheets will be manually processed for billing utilizing a provider off line billing form and payment will be issued through hand written checks; a copy of the provider off line billing form will be issued to the provider as their invoice.
- When/if a child care facility is unable to provide child care due to damage to the facility or lack of staff or children, the provider's authorization for payment will be closed effective the day the facility stops providing child care. The family's case may remain open.
- Per the Controller's Office, the State accounting system has a primary location in Carson City and a back up location in the Las Vegas area. Should the Carson City location become inoperable, operations would switch to the southern location. Per the IT staff at the Controller's Office, this would be a "seamless" process, i.e. agency users would not notice a difference. In the very unlikely event that both locations are disabled, there is a manual check protocol in place with the Governor's Office; however, if it is a true emergency, emergency responder vendors would be first in line for funds.

## Provide Uninterrupted Subsidy Certification Periods and Authorizations

- If eligibility for a family living in the disaster area is expiring (see table 4 below) and their provider is operational and:
  - Licensed - the family's certification period may be extended for two months.
  - OST/OSR – the family's certification period may be extended for two months.
  - FFN - the parent must contact The Children's Cabinet or LVUL to initiate a two-month extension. The extension can start when the eligibility expired if care was provided during that time. Note: Extensions do not require new background checks for license exempt FFN providers.
- The certification period can be extended whether the family is participating in the previously approved eligible activity.
- The families who receive a two-month extension will be notified of their continued subsidy eligibility.
- If a provider is non-operational, the authorization can be changed to another provider at the request of the family without needing to go through an eligibility redetermination. A family choosing an FFN provider will need to follow the current procedures for FFN providers approval.
- If a provider is non-operational, the provider will be sent an authorization termination notice.

## Determine if Changes to Existing Child Care and Development Program Policies are Needed

Policies that may be considered for change following a disaster:

- Declaring families affected by the disaster a priority population. This would only make a difference if the state has a child care subsidy wait list for services at the time of a disaster
- Extending allowable work schedules

## Child care may be needed in a variety of settings, post-disaster:

- If the child care location is in an area affected by the emergency disaster staff will work with the family and provider to establish changes in child care providers or alternative sites for the care to continue. Pop-up kits may be used to reestablish child care at a new location; however, the authorization can be changed to another provider at the request of the family without needing to go through an eligibility redetermination. A family choosing an FFN provider will need to follow the current procedures for FFN providers approval.

- Per the Provider Agreement, providers must have a plan in place that makes sense for their facility and for the needs of children in their care and identifies accommodations for infants, toddlers, children with disabilities, and children with chronic medical conditions. Also, their plan must include a plan for in place evacuation, relocation, shelter-in-place, lockdown, and communications with and reunification of families.

### Child Care in Shelters and Disaster Recovery Centers

- CCDP has limited authority over temporary, respite, and emergency child care based on the governing statutory and legislative authorities. However, in an emergency CCDP can provide technical assistance to agencies that may be brought in to augment needed child care and if necessary, can expedite helping them through the licensing process.
- State law differentiates between child care agencies or homes that provide formal child care and those that do not. For example, informal care may involve neighbors and friends who are not paid, the care lasts less than 24 hours and does not occur on a regularly scheduled basis (NRS 43.215.010). Or it may involve a situation where the parent or legal guardian of the child remains on the premises where the care is taking place for periods of less than 24 hours, such as in a disaster shelter. Informal care does not require that the provider be licensed.
- Non-profit voluntary organizations may be called upon to provide respite care for children in shelters, where a section of the shelter facility is designated for children only and supervised by volunteers who have had background checks.

Child Care Subsidies and Families in Disasters • Table 4

Family Subsidy Status	Work Status	Homeless?	Subsidy Action
Currently approved for subsidies. Authorizations NOT expiring within two months	Work place is destroyed; cannot work	N/A	Continue as is
	Working	N/A	Continue as is
Currently approved for subsidies. Authorization is expiring within two months	Working or looking for work	N/A	Extend authorization for two months
	Work place is destroyed; cannot work	N/A	Extend authorization for two months
New families applying for subsidies	Working	No	Authorize under “working” purpose of care
		Yes	Authorize under “working” purpose of care
	Looking for work	No	Do not qualify
		Yes	Approve under “self-sufficiency” purpose of care.
	Not working or looking for work but working towards getting stable housing	Yes	Approve under “self-sufficiency” purpose of care.

## Chapter 5: Communication

### Communication Protocols

Critical points for communication:

- CCDP is the official disseminator of state level information about child care following a disaster.
- Disseminated information, including revised child care rules and policies, should flow from CCDP to the stakeholder agencies, especially LVUL and The Children’s Cabinet who can forward the information to providers and families, as appropriate.
- It is recognized that child care providers are one of the best purveyors of emergency related information to families after a disaster.
- CCDP is responsible for consolidating provider and family information for release to ACF. This information will be collected using the Initial Assessment form (Appendix 4). At the request of DEM, CCDP staff will add information about the child care infrastructure such as the disaster impact to CCDP offices, impact to the child care facilities, resources needed to resume services, anticipated date of a fully operational child care infrastructure post-disaster, or any other related information.
- Final recommendations about NRS revisions are made by CCDP.
- Relationships are essential for communication following a disaster. One of the critical outcomes of the preparedness phase is the establishment of relationships with partner agencies and within departments, including regular distribution of the contact list.
- After a disaster, a review of the communication protocols will be included in the after-action report to determine what can be improved.

### Communication with Families and Providers during a Disaster • Table 6

Issue	Division of Welfare and Supportive Services Child Care Development Program	Child Care Licensing	Resource & Referral
Status of child care providers and referrals to providers	Update provider database; may issue press/web updates for public about status of child care providers in impacted area	Update staff regarding operating status of child care providers in impacted area	Update database for child care referrals based on assessment of providers and disseminate information to providers and families
Subsidy Authorizations: New and Continued	May issue web updates to public and partner agencies regarding subsidy availability and/or changes in policies	Update staff with CCDP information. Licensing staff share CCDP information with families	CCR&R will provide information to families on updated policies and subsidy information
Emergency/Temporary Child Care	May issue web updates to public	May issue joint press updates with CCDP and/ or DEM	Provide information to families regarding emergency and temporary child care resources
Public Health and Environmental Issues	CCDP may disseminate info to partner agencies and providers via email	May post health information on the web and make available staff	Distribute health information to providers and families (using providers as the conduit)

Issue	Division of Welfare and Supportive Services Child Care Development Program	Child Care Licensing	Resource & Referral
Disaster Assistance Available to Families and Providers	Receive information from FEMA and other federal agencies providing assistance	May post disaster assistance information on the web and make available for staff	Distribute disaster assistance information to providers and families (using providers as the conduit)
Mental Health Issues	Receive information from ACF and Substance Abuse and Mental Health Administration	May post mental health information resources on the web and make available for staff	Distribute mental health information to providers and families (using providers as the conduit)
Reunification of Children	Share information with partner agencies related to the reunification of children and families. The information may be from the Nat'l Center for Missing and Exploited Children, Red Cross, etc.	Distribute information regarding the reunification of children and families via the web and staff	Distribute information regarding the reunification of children and families with providers

## Chapter 6: Training and Exercise, Document Maintenance, and After-Action Reports

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### Training and Exercise

It is helpful if the ESF6 liaison is knowledgeable in the National Incident Management System (NIMS), which is used by emergency management to coordinate resources during an emergency. NIMS compliance requires the following FEMA Emergency Management Institute independent study (IS) courses, which can be accessed online at: <http://training.fema.gov/is/>

- IS-100 (Introduction to Incident Command System)
- IS-200 (Basic Incident Command System (ICS))
- IS-700 (Introduction to the National Incident Management System)
- IS-800 (Introduction to the National Response Framework)

In addition, the following courses are encouraged for agency identified staff who may be involved in a disaster response:

- IS-806 (ESF #6: Mass Care, Emergency Assistance, Housing, and Human Services)
- IS-36: Multi-hazard Planning for Childcare
- IS-366: Planning for the Needs of Children in Disasters

A CCDP representative will take part in trainings and exercises and will attend DEM's tabletop exercise annually.

### Document Maintenance

CCDP will designate appropriate staff to conduct a review of the plan on an annual basis and after a disaster, with vetting and input from parties involved with its implementation. The CCDP Administrator or designee ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed. The CCDP Administrator will establish a schedule for annual review and updating of the plan. The plan may undergo an earlier revision based upon improvements identified during actual emergency situations or exercises or when changes in threat hazards, resources and capabilities, or government structure occur.

### After-Action Reports (AAR) and Lessons Learned

Within 30 days of the end of the response phase, the DEM may request an AAR from CCDP and other partner agencies. The AAR comprises both written and verbal input from all appropriate participants and is designed to capture best practices and areas for improvement. Where areas for improvement are identified, an individual, department, or agency is assigned responsibility for correcting the issue and a due date shall be established for that action.

## Appendix 1: Acronyms

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Acronym	Abbreviation for:
AAR	After-Action Report
ACF	Administration for Children and Families (federal)
CCDP	Child Care and Development Program
CSD	Community Services Division
CSO	Community Service Office (state)
CCDP	Division of Welfare and Supportive Services Child Care Development Program (state)
DPBH	Department of Public and Behavioral Health (state)
DPRP	Disaster Preparedness and Response Plan
DWSS	Department of Welfare and Supportive Services
ECEAP	Early Childhood Education and Assistance Program (state)
DEM	Division of Emergency Management
EM-GIS	Emergency Management Geospatial Information System
ESA	Economic Services Administration (state)
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FFN	Family, Friend, and Neighbor Provider
HCCP	Homeless Child Care Program
HHS	Department of Health and Human Services (federal)
HIPAA	Health Insurance Portability and Accountability Act
ICS	Incident Command System
IVR	Interactive Voice Response
MOU	Memorandum of Understanding
NAC	Nevada Administrative Code
NIMS	National Incident Management System (federal)
NRS	Nevada Revised Statutes
OELD	Office of Early Learning and Development (state)
OHSEPR	Office of Human Services Emergency Preparedness and Response (ACF)
OSR	Out of School Recreation
OST	Out of School Time
NRS	Nevada Revised Statutes
SEOC	State Emergency Operations Center
SCC	Seasonal Child Care
SSPS	Social Services Payment System (state)
TANF	Temporary Assistance for Needy Families
WCHSA	Washoe County Human Services Agency

## Appendix 2: Legal Authorities

### Child Care and Development Block Grant Act of 1990

- Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193)
- Consolidated Appropriations Act of 2004 (Public Law 108-199)
- 45 CFR, Parts 98 and 99 (Child Care and Development Fund Final Rule)

### Nevada Revised Statues (NRS) and Nevada Administrative Code (NAC)

NAC AND/OR NRS	CODE DESCRIPTION
NRS432A.160.1	Provisional License can be issued for the following reasons: (a) Is in operation at the time of adoption of standards and other regulations pursuant to the provisions of this chapter, if the Division determines that the facility requires a reasonable time under the particular circumstances, not to exceed 1 year from the date of the adoption, within which to comply with the standards and other regulations; (b) Has failed to comply with the standards and other regulations, if the Division determines that the facility is in the process of making the necessary changes or has agreed to effect the changes within a reasonable time.
NAC432A.210.1	Each license must contain the name of each person authorized to operate the facility, the location of the facility, the number of children for whom care may be provided pursuant to the license and the nature of child care services which may be provided.
NAC432A.280.1	Each licensee shall develop an appropriate plan to ensure that the staff of his or her facility is prepared to respond in an emergency, including, without limitation, a fire or natural disaster. The plan must, at a minimum, be reviewed on a quarterly basis during a meeting of the staff of the facility. Each licensee shall ensure that the plan is, at a minimum, evaluated annually and is changed as necessary.
NAC432A.280.2	Each plan developed pursuant to subsection 1 must include, without limitation: (a) The duties of the director and staff; (b) A procedure for removing staff and children to a shelter within a building of the facility if the staff and children are instructed to do so by emergency personnel; (c) A procedure for evacuating the facility; (d) A plan for transportation; (e) A list of sites that may be used for relocation; (f) A plan for the supervision of the children of the facility during the emergency; (g) The manner in which children and staff from the facility will be accounted for during the emergency; and (h) The method for contacting emergency personnel, including, without limitation, the fire department, a law enforcement agency or any other appropriate authority.
NAC432A.280.3	The licensee of a facility shall hold: (a) A fire drill at least once every month; and (b) A drill for natural disasters at least once every 3 months.



NAC432A.280.4	Appropriate plans for removing the staff and children of a facility to a shelter within a building of the facility and for the evacuation of the facility in case of emergency must be conspicuously posted in a public place in the facility.
NAC432A.280.5	The director of the facility shall maintain a daily sign-in sheet that includes: (a) The first and last names of staff and children; and (b) The times of arrival and departure for staff and children.
NAC432A.290.1	Each licensee of a facility shall have a working telephone listed in a local telephone directory. A current list of emergency telephone numbers, including health agencies, fire and police departments and ambulance services must be posted adjacent to the telephone.
NAC432A.302.2 (d)	The staff of a child care facility must be able to: Recognize and eliminate hazards to the safety of children.
NAC432A.306.1 (b)	Every caregiver in a child care facility must: Be able to summon help in an emergency.
NAC432A.323.1 (l)	Each person who is employed in a child care facility, other than a person employed in a facility that provides care for ill children, and each director of a child care facility shall complete: Two or more hours of training in emergency preparedness and response planning for emergencies resulting from a natural or man-made event.

## Privacy Rule Promulgated Under the Health Insurance Portability and Accountability Act of 1996

The Standards for Privacy of Individually Identifiable Health Information (“Privacy Rule”) establishes, for the first time, a set of national standards for the protection of certain health information. The department of Health and Human Services (HHS) issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The Privacy Rule standards address the use and disclosure of individuals’ health information called “protected health information” by organizations subject to the Privacy Rule, called “covered entities,” as well as standards for individuals’ privacy rights to understand and control how their health information is used.

## Appendix 3: Options to Change NACs or NRSs in the Event of a Disaster

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### Exception to Rule

- An exception to rule allows CCDP to adapt a rule for a specific purpose, child or family situation. It is time limited and may not exceed the specific time period approved by CCDP. For licensed providers, the provider must post notice of the approved exception with other notices for parent and public view, unless the exception is for a specific child.
- An exception to rule must be provided in writing or electronically and follow the department procedure for submitting an exception to rule. For Licensing, it is submitted by the licensee and is granted on a case-by-case basis. Subsidy exceptions to rule are on a case- by-case basis, and approved by the CCDP Director or Director's designee.
- An exception to rule can be initiated to provide a temporary solution so a facility can still provide child care, or families can continue to receive child care subsidies. It assumes that the emergency or disaster has impacted the normal processes for the provider and/or staff that is monitoring licensed facilities or approving child care authorizations.

### Emergency Rule

- An emergency rule suspends the normal rule making process in the case that a rule is needed for implementation of the budget or to protect the safety and well-being of children and families.
- Emergency rules can only be initiated by the CCDP Director or designee.
- Emergency rules could be initiated to temporarily address an disaster situation and are only valid for 120 days.

### Governor's Proclamation of a State of Emergency

Under state statute, the Governor may proclaim a state of emergency when a public disorder, disaster, emergency, or riot exists in the state that affects life, health, property, or public peace. Typically, such proclamation follows the declaration of emergency by one or more county jurisdictions and/or tribes.

The Governor's proclamation is one method that state agencies have to revise state statute or rules during emergencies. The proclamation is drafted by DEM for the Governor; state agencies communicate their requests for statutory or rule modifications to the DEM for inclusion in the proclamation. The proclamation may also include:

- A brief description of the factual basis for the Governor's proclamation
- The geographic area affected by the emergency
- The beginning date of the emergency proclamation
- Specific instructions to state agencies

All employees and volunteers sixteen years of age or older, working in licensed or certified child care settings and who have unsupervised access to children in child care must get a CCDP background check. In addition, members of the household eighteen years of age or older living in a licensed family child care home must get CCDP background check.

Background check must include:

- Federal Bureau of Investigation (FBI);
- Nevada Criminal History Repository;
- Child Abuse and Neglect System (CANS);
- National Sex Offender Repository;
- Other local/national law enforcement agencies; and
- Child Protective Services agencies.

## Appendix 4: Initial Assessment of Child Care Providers Following a Disaster

CONTACT INFORMATION			
Date:	Time:	Name of Staff Completing Form:	Communication Type (check one): Phone__Email__In Person__Closed__
FACILITY INFORMATION			
PROVIDER NAME		PROVIDER ID	
DOING BUSINESS AS		EMAIL ADDRESS	
FACILITY TYPE		TELEPHONE NUMBER	LICENCED CAPACITY
FACILITY ADDRESS		CITY	STATE   ZIP
PRIMARY CONTACT PERSON		AGE RANGE OF CHILDREN IN CARE	From: To:
INCIDENT DETAILS			
Name & Title of Person Contacted		Date of Disaster	Nature of Disaster
FACILITY STATUS			
YES / NO	Was the facility affected?		
HOW?			
YES / NO	Can you continue to provide care?		
If yes, do you have any openings to accept new children within your licensed capacity?		If yes, how many?	
If no, please explain why you cannot continue care:			
If no, but the facility expects to reopen please provide estimated date of reopening:			
YES / NO	Do you have staff who are willing to work in another facility?		How many?
YES / NO	Do you need more staff in order to continue operations?		How many?
YES / NO	Are you willing to accept children whose care is subsidized by the state?		
During the disaster, were children or staff injured at your child care facility?			
Additional Comments: (e.g., what is your biggest need?)			
Facility Not Affected - Open		Temporarily Closed/Uncertain Status/Minor Damage	Permanently Closed

## Appendix 5: Federal Guidance Emergency Preparedness and Response for Child Care Services

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Title	Subject
CCDF-ACF-IM-2011-01	Guidance to assist CCDF Lead Agencies in developing, exercising, and maintaining written child care emergency preparedness and response plans pursuant to submission of the CCDF Plan <a href="http://www.acf.hhs.gov/sites/default/files/occ/im2011_01.pdf">http://www.acf.hhs.gov/sites/default/files/occ/im2011_01.pdf</a>
IX-ACF-IM-2010-01	FEMA Disaster Assistance Fact Sheet 9580.107 - Public Assistance to Child Care Services <a href="http://www.acf.hhs.gov/sites/default/files/occ/im2010_01.pdf">http://www.acf.hhs.gov/sites/default/files/occ/im2010_01.pdf</a>
ACYF-IM-CC-05-03	Flexibility in Spending CCDF Funds in Response to Federal or State Declared Emergency Situation <a href="http://www.acf.hhs.gov/programs/occ/resource/im-cc-05-03">http://www.acf.hhs.gov/programs/occ/resource/im-cc-05-03</a>
FEMA Recovery Policy 9461.1	Disaster Assistance for Child Care, released January 17, 2014

## Appendix 6: Resources

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### Emergency Preparedness

- FEMA: [www.fema.gov](http://www.fema.gov) or [www.ready.gov](http://www.ready.gov)
- American Red Cross: [www.americanredcross.org](http://www.americanredcross.org)
- Nevada Division of Emergency Management: <http://dem.nv.gov/>
- American Academy of Pediatrics Family Readiness Kit: <https://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/Children-and-Disasters/Documents/aapfrkfull.pdf>

### Child Care Providers

- Child Care Aware: [www.childcareaware.org](http://www.childcareaware.org)
- Free disaster planning toolkit for nonprofits and small businesses: [www.sba.gov/disaster](http://www.sba.gov/disaster)

### Nongovernmental Organizations Supporting Children in Disasters

- American Red Cross: [www.redcross.org](http://www.redcross.org)
- Save the Children: [www.savethechildren.org](http://www.savethechildren.org)
- Church of the Brethren Children Disaster Services: <http://www.brethren.org/cds/>

### Environmental Health and Child Care

- Environmental Protection Agency: [www2.epa.gov/childcare](http://www2.epa.gov/childcare)
- Centers for Disease Control and Prevention: [www.emergency.cdc.gov/children/](http://www.emergency.cdc.gov/children/)

### Children's Mental Health and Disasters

- Substance Abuse and Mental Health Services Administration: [www.samhsa.gov](http://www.samhsa.gov)

### FEMA Child Care Services Reimbursement Policy

- Child Care Services: [www.fema.gov/9500-series-policy-publications/child-care-services](http://www.fema.gov/9500-series-policy-publications/child-care-services)
- Other Needs Assistance Child Care Assistance, released January 17, 2014, Recovery Policy 9461.1

### Office of Human Services Emergency Preparedness and Response (OHSEPR) Resource Lists

- Early Childhood Related Resources: [www.acf.hhs.gov/programs/ohsepr/early-childhood](http://www.acf.hhs.gov/programs/ohsepr/early-childhood)
- Children and Youth Task Force
- Family Preparedness Booklet

## Appendix 7: Resource & Referral Program Offices and Service Delivery in Nevada

Agency	Address	Services Provided	Counties Served
Las Vegas Urban League Main Office <a href="mailto:childcareinfo@the Las Vegas Urban League.org">childcareinfo@the Las Vegas Urban League.org</a> <a href="http://www.the Las Vegas Urban League.org">www.the Las Vegas Urban League.org</a>	2470 N. Decatur, Ste. 150 Las Vegas, NV 89108 855-4UL-KIDS-toll free 702-473-9400-phone 702-405-8583-Fax 702-410-9906-eligibilityfax	Subsidy eligibility Child care referrals Provider registration and support	Clark, Lincoln, Nye
Las Vegas Urban League Flamingo Site	3320 E. Flamingo Rd. Ste. 49 Las Vegas, NV 89121 702-570-5161-phone 702-331-1417-fax	Subsidy eligibility Child care referrals Provider registration and support	Clark, Lincoln, Nye
Las Vegas Urban League Belrose Site	700 Belrose St. Las Vegas, NV 89107 702-486-1585-phone 702-486-1608-fax	Subsidy eligibility Child care referrals Provider registration and support	Clark, Lincoln, Nye
The Children's Cabinet Main Office <a href="mailto:mail@childrenscabinet.org">mail@childrenscabinet.org</a> <a href="http://childrenscabinet.org">childrenscabinet.org</a>	1090 S. Rock Blvd. Reno, NV 89502 800-753-5500-toll free 775-856-6210-phone 775-856-6208-fax	Subsidy eligibility Child care referrals Provider registration and support Quality Improvement	Washoe, Lyon All northwest Nevada
The Children's Cabinet Reno District Office Site	4055 S. Virginia St. Reno, NV 89502 775-746-5511-phone 775-746-5530-fax	Subsidy eligibility Child care referrals Provider registration and support	Washoe, Lyon
The Children's Cabinet Carson City Site	2527 N. Carson St. Ste. 255 Carson City, NV 89706 866-434-2221-toll free 775-887-1365-phone 775-887-1365-fax	Subsidy eligibility Child care referrals Provider registration and support	Carson City, Churchill, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Mineral, Pershing, Mineral, Storey, White Pine
The Children's Cabinet Elko Site	1020 Ruby Vista Drive Elko, NV 89801 775-738-8989 775-738-8999-fax	Quality Improvement	Elko, Eureka, Lander, White Pine
The Children's Cabinet Vegas Site	5905 S. Decatur Blvd. #13 Las Vegas, NV 89118 702 825-8978	Quality Improvement	Clark, Nye, Lincoln, Esmeralda

## Appendix 8: Emergency Support Functions

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National Response Framework Emergency Support Function (ESF) Annexes: [FEMA Website](#)

ESF #	Support Function Title
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works and Engineering
ESF 4	Firefighting
ESF 5	Information And Planning
ESF 6	Mass Care, Emergency Assistance, Temporary Housing and Human Services
ESF 7	Logistics
ESF 8	Public Health and Medical Services
ESF 9	Search and Rescue
ESF 10	Oil and Hazardous Materials
ESF 11	Agriculture and Natural Resources
ESF 12	Energy
ESF 13	Public Safety and Security
ESF 14	Long-Term Community Recovery
ESF 15	External Affairs

Nevada Emergency Support Functions as Defined in Their Comprehensive Emergency Management Plan: [State Comprehensive Emergency Management Plan](#)

ESF #	Support Function Title
ESF 1	Transportation
ESF 2	Telecommunications and Information Technology
ESF 3	Public Works and Engineering
ESF 4	Firefighting
ESF5	Emergency Management
ESF 6	Mass Care
ESF 7	Purchasing and Resource Support
ESF 8	Public Health and Medical
ESF 8-1	Mental Health and Developmental Services
ESF 9	Search and Rescue
ESF 10	Oil and Hazardous Materials
ESF 11	Agriculture and Natural Resources
ESF 12	Energy
ESF 13	Public Safety and Security
ESF 14	Recovery / Mitigation
ESF 15	Emergency Public Information and External Communications
ESF 16	Military Support
ESF 17	Cyber Security

## Appendix 9: Child Care Licensing Offices

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Office Location	Address	Numbers
Las Vegas ChildCareLicensing@health.nv.gov	3811 W. Charleston Blvd Suite 210 Las Vegas, NV 89102	Phone 702-486-3822 Fax 702-486-6660
Carson City	727 Fairview Dr Suite E Carson City, NV 89701	Phone 775-684-4463 Fax 775-684-4464
Elko	1010 Ruby Vista Dr Suite 101 Elko, NV 89801	Phone: 775-753-1237 Fax 775-753-1336
Washoe County ChildCare@washoecounty.us	1001 E. Ninth Street Reno, NV 89512	Phone: 775-337-4470



## Appendix 10: Family Child Care Disaster Health & Safety Review

FAMILY/GROUP CHILD CARE HOMES NAC 432A.534/432A.536			Compliance (Y/N)
	Private septic system - inspection and maintenance	Septic system inspection and maintenance records - if applicable.	
432A.520	Water system	The water provided to clients must not, except in an emergency, be provided by aerial drop. Any water obtained for clients from natural sources must be properly sanitized.	
432A.280	Child attendance records	Daily attendance records kept for each child with required signature, dates, and times. Staff names counted to meet staff to child ratio.	
432A.250	Flammable materials	Install nonflammable barriers, including, without limitation, permanent guards or shields to cover heating units, including, without limitation, hot water heating pipes and baseboard heaters with a surface temperature that is hotter than 100 degrees Fahrenheit, to ensure that those heating units are inaccessible to children.	
432A.250	Furnaces	Inaccessible to children. Rubbish, combustible materials at least 3 feet away.	
432A.250	Open flame devices, candles, matches and lighters	Inaccessible to children and not used during operating hours.	
	Emergency flashlight	Working flashlight available-extra batteries if applicable.	
432A.250	Portable Heaters and Generators	Portable heaters and fuel powered generators prohibited inside the home or building during operating hours.	
432A.290	Telephone	Must have a working telephone with sufficient power backup for at least five hours.	
432A.280	Smoke and carbon monoxide detectors	Maintained and working with extra battery for each. Must meet requirements established by State Fire Marshall.	
432A.280	Fire extinguisher	Maintained, working, and easily accessible but out of the reach of the children. Must meet requirements established by the State Fire Marshall.	
432A.376	Medication storage	Storage of prescription, nonprescription and rescue medications in a locked cabinet or container.	
432A.376	Medication permission	Written permission from parent stating when and how much is to be given.	
432A.412	Hand washing	Staff must follow and teach children proper hand-washing procedures. (Warm water, soap and single-use towels must be available.) Staff must teach children required times of hand washing.	
432A.416	Nap/Rest Time	A mat, cot or other sleeping equipment is provided for each child. Children are under constant supervision. Safe sleep practices used for infants.	
432A.415	Cleaning, Sanitizing and Disinfecting	Child care equipment and environment must be cleaned; sanitized and disinfected as required.	
	Lead, asbestos, arsenic and other hazards	Take action to prevent child exposure to lead paint, plumbing containing lead, asbestos, arsenic or lead in soil or drinking water, toxic mold, or other identified toxins or hazardous materials.	

FAMILY/GROUP CHILD CARE HOMES NAC 432A.534/432A.536			Compliance (Y/N)
432A.435	Drugs and alcohol	Alcohol use is prohibited on the premises (both indoor and outdoor environments) and in vehicles. Cannot be under the influence of prescription drugs when caring for children. The use of illegal drugs is prohibited.	
432A.350	No smoking	Tobacco use is prohibited on the premises (both indoor and outdoor environments) and in vehicles. All smoking materials must be kept out of the reach of children. Must be at least 25 feet from any entrance or windows.	
432A.372	First aid kit	Must have a well-stocked and easily accessible first aid kit onsite.	
	Poisons, chemicals, and other substances	Stored out of children's reach in locked cabinet.	
432A.250	Indoor temperature	Maintained free of drafts and at a temperature that is not less than 65 degrees Fahrenheit and not more than 82 degrees Fahrenheit during the months of October through March and at a temperature that is not less than 68 degrees Fahrenheit and not more than 82 degrees Fahrenheit during the months of April through September.	
	Window coverings	With pull cords or inner cords capable of forming a loop are prohibited. May not be secured to the frame of an emergency window or door if it would prevent the window or door from opening easily.	
432A.250	Electrical devices	Ensure that electrical devices or electrical apparatuses which are accessible to children are not located near any type of water source, including, without limitation, any sink, tub, shower area or wading pool.	
	Area lighting	Must be bright in the children's activity areas, eating areas and the bathroom. All other areas in the licensed space must have lighting so children are safe.	
432A.280	Exit doors	Must have a method to alert when an exit door is opened (a chime, bell, alarm, or other device) An exit door not used as an emergency exit may be locked during operating hours. The door knob or handle must automatically unlock when the door knob or handle is turned.	
432A.280	Emergency exit pathways	Pathways to emergency exits are free from clutter and obstructions.	
432A.280	Emergency exits- general	Each level of licensed space must have at least two emergency exits that open directly to the exterior. Every room, except bathrooms, must have two separate ways to exit. Any basement approved for licensed child care must have two means of emergency exit.	
432A.280	Emergency exit doors	Must open to the exterior of the home; remain unlocked and be able to open to the full open position. If the emergency exit door opens to a landing that is 4 feet (48 inches) or more above grade, the landing must lead to a stairway or ramp to get to ground level.	

FAMILY/GROUP CHILD CARE HOMES NAC 432A.534/432A.536			Compliance (Y/N)
432A.280	Emergency exits from areas used only for sleeping/napping	One exit must be an emergency exit door or emergency exit window leading directly to the exterior of the building; the other exit may be an interior door leading to an emergency exit pathway.	
432A.440	Bathrooms	At least one indoor bathroom in the licensed space with a working flush-type toilet, mounted toilet paper dispenser, toilet paper for each toilet; and appropriate height and size for children, or platform that is safe, easily cleanable and resistant to moisture. Ventilated by opened window or an exhaust fan.	
432A.440	Bathroom sinks	Must have warm running water is an appropriate height and size for children or platform that is safe, easily cleanable and resistant to moisture.	
432A.250	Water temperature	Ensure that electrical devices or electrical apparatuses which are accessible to children are not located near any type of water source, including, without limitation, any sink, tub, shower area or wading pool; and Install nonflammable barriers, including, without limitation, permanent guards or shields to cover heating units, including, without limitation, hot water heating pipes and baseboard heaters with a surface temperature that is hotter than 100 degrees Fahrenheit, to ensure that those heating units are inaccessible to children.	
432A.255	Guns and other weapons	Stored inaccessible in locked gun safe or locked room If in locked room, each gun must be stored unloaded with a trigger lock or other disabling feature	
432A.265	Pet waste	Litter boxes inaccessible to children Immediately clean and disinfect areas soiled with pet feces, urine, blood, or vomit in the indoor licensed space.	
432A.425	Licensed outdoor space	Must be safe with a resilient surface under all equipment.	
432A.425 432A.250	Play equipment	Must be safe and free of hazards. Compatible for ages of children.	
432A.425	Ground cover fall zones	Climbing play equipment must not be placed on grass, concrete, asphalt, packed soil, lumber, or similar hard surfaces Swings and play equipment intended for climbing must have acceptable ground cover which includes: Pea gravel - at least 9 inches deep; Playground wood chips - at least 9 inches deep; Shredded recycled rubber - at least 6 inches deep; or Other department approved materials A 6-foot fall zone must surround all equipment that has a platform over 48 inches tall that is intended to be climbed The fall zone to the front and rear of the swing set must be equal to or greater than twice the height of the top bar from which the swing is suspended.	
432A.546	Bodies of water or water hazards on the licensed premises	"Body of water" does not include a wading pool as defined in, a water activity table, small bird baths or rain puddles with a water depth of two inches or less Make hot tubs, spas, or jet tubs inaccessible with a tub cover that is locked.	
432A.372	Staff-to-child ratio	Provide qualified staff to fulfill the staffing requirements and ratios at all times during all operating hours, including off-site trips or when transporting children in care.	

FAMILY/GROUP CHILD CARE HOMES NAC 432A.534/432A.536			Compliance (Y/N)
432A.372	Capacity	All children on the premises or being transported by the licensee or staff are counted in capacity. Any child within the age range on the license count in ratio, including the licensee's own children, children of staff, or visiting children who are not accompanied by an adult.	
432A.372	Capacity and ratio table	Staff to child ratio consistent with NAC.	
432A.372	Supervision	Provide required staffing levels, staff to child ratios, and supervision for the number of children in attendance.	
432A.410	Abuse and neglect— protection and training	Licensee and staff must protect the children, report suspected or actual abuse or neglect and train staff on prevention and mandatory reporting requirements of child abuse and neglect.	

## Appendix 11: Child Care Center Disaster Health & Safety Review

CHILD CARE CENTERS			Compliance (Y/N)
432A.376	Medication documentation	Maintain confidential written record to include: child's name, date, time, type and amount of medication Record validated by staff. Provide written explanation why medication that should have been given was not given.	
432A.376	Medication Administration	Only staff with documented orientation to center's medication policies and procedures may administer medication.	
432A.380 432A.385	Food and Menus	Meals and snacks served meet nutritional requirements. Food is never used as a basis for discipline.	
432A.385	Food Safety	A system to monitor the temperature of foods is implemented. Refrigerator/freezer unit has a thermometer in or near the door.	
432A.385	Food Storage	Food stored in a sanitary manner.	
432A.385	Bottle Preparation	Bottles prepared in a sanitary manner Heat bottles using appropriate method	
432A.415	Cleaning and Sanitizing Bottles/ Nipples	Clean and sanitize by washing in dishwasher or washing, rinsing, and boiling for one minute.	
432A.411	Diaper Changing	Have a sink close to the diaper changing area with hot and cold running water. The sink must not be used for food preparation and clean up. Diapering area cleaned and disinfected between uses.	
432A.372	First aid supplies	Must have a well-stocked and easily accessible first aid kit onsite.	
432A.250	Safe Environment	Entrance/exit doors monitored. Flashlight/emergency lighting device. Maintain building, equipment, and premises in a safe manner that protects children from injury hazards. Portable heaters may not be used. One or more working telephones on the premises.	
	Window Blind Pull Cords	Window blinds with pull cords or inner cords capable of forming a loop are prohibited.	
432A.414	Clean and Sanitized Environment	Building, equipment and premises maintained in a clean and sanitary manner. Premises free from rodents, insects and other pests.	
432A.546	Safe and Sanitary Water Activities	"Body of water" does not include a wading pool as defined, a water activity table, small bird baths or rain puddles with a water depth of two inches or less. Make hot tubs, spas, or jet tubs inaccessible with a tub cover that is locked.	
432A.580	Storage of Maintenance and Janitorial Supplies	Toxic materials and cleaning supplies appropriately stored and inaccessible to children. Stored to comply with fire safety regulations.	
432A.250	Safe Water	Ensure that electrical devices or electrical apparatuses which are accessible to children are not located near any type of water source, including, without limitation, any sink, tub, shower area or wading pool; and Install nonflammable barriers, including, without limitation, permanent guards or shields to cover heating units, including, without limitation, hot water heating pipes and baseboard heaters with a surface temperature that is hotter than 100 degrees Fahrenheit, to ensure that those heating units are inaccessible to children.	

	Sewage and Liquid Waste Disposal	Sewage system approved by health authorities.	
432A.440	Toilets, Handwashing Sinks and Bathroom	At least one indoor bathroom in the licensed space with a working flush-type toilet, mounted toilet paper dispenser, toilet paper for each toilet; and appropriate height and size for children, or platform that is safe, easily cleanable and resistant to moisture Ventilated by opened window or an exhaust fan.	
432A.250	Facility Temperature	Maintained free of drafts and at a temperature that is not less than 65 degrees Fahrenheit and not more than 82 degrees Fahrenheit during the months of October through March and at a temperature that is not less than 68 degrees Fahrenheit and not more than 82 degrees Fahrenheit during the months of April through September.	
432A.410	Child Abuse and Neglect Requirements	Must protect children from abuse, neglect and exploitation as required. Report any suspected child abuse and/or neglect to proper authorities.	
432A.435 432A.350	Prohibited Substances	Alcohol use is prohibited on the premises (both indoor and outdoor environments) and in vehicles. Cannot be under the influence of prescription drugs when caring for children. The use of illegal drugs is prohibited. Tobacco use is prohibited on the premises (both indoor and outdoor environments) and in vehicles. All smoking materials must be kept out of the reach of children. Must be at least 25 feet from any entrance or windows.	
432A.280	Attendance Records	Daily attendance records kept for each child with required signature, dates, and times. Staff names counted to meet staff to child ratio.	
432A.378	Reporting Injuries and Illnesses	Must report immediately: Death or serious injury illness requiring medical attention. Food poisoning or reportable contagious disease as required by local health authorities.	

## Appendix 12: School Age Program Disaster Health & Safety Review

SCHOOL-AGE PROGRAMS			Compliance (Y/N)
	Private septic system - inspection and maintenance.	Septic system inspection and maintenance records - if applicable.	
	Private well and water system.	Water testing and system repair records - if applicable.	
432A.280	Child attendance records	Daily attendance records kept for each child with required signature, dates, and times. Staff names counted to meet staff to child ratio.	
432A.250	Flammable materials	Install nonflammable barriers, including, without limitation, permanent guards or shields to cover heating units, including, without limitation, hot water heating pipes and baseboard heaters with a surface temperature that is hotter than 100 degrees Fahrenheit, to ensure that those heating units are inaccessible to children.	
432A.250	Furnaces	Inaccessible to children. Rubbish, combustible materials at least 3 feet away.	
432A.250	Open flame devices, candles, matches and lighters	Inaccessible to children and not used during operating hours.	
	Emergency flashlight	Working flashlight available-extra batteries if applicable.	
432A.250	Portable Heaters and Generators	Portable heaters and fuel powered generators prohibited inside the home or building during operating hours.	
432A.290	Telephone	Must have a working telephone with sufficient power backup for at least five hours.	
432A.280	Fire extinguisher	Maintained, working, and easily accessible but out of the reach of the children. Must meet requirements established by the State Fire Marshall.	
432A.376	Medication storage	Storage of prescription, nonprescription and rescue medications in a locked cabinet or container.	
432A.376	Medication Permission	Written permission from parent stating when and how much is to be given.	
432A.412	Hand washing	Staff must follow and teach children proper hand-washing procedures. (Warm water, soap and single-use towels must be available.)	
432A.415	Cleaning, sanitizing and disinfecting	Child care equipment and environment must be cleaned; sanitized and disinfected as required.	
	Lead, asbestos, arsenic and other hazards	Take action to prevent child exposure to lead paint, plumbing containing lead, asbestos, arsenic or lead in soil or drinking water, toxic mold, or other identified toxins or hazardous materials.	
432A.435	Drugs and alcohol	Alcohol use is prohibited on the premises (both indoor and outdoor environments) and in vehicles. Cannot be under the influence of prescription drugs when caring for children. The use of illegal drugs is prohibited.	
432A.350	No smoking	Tobacco use is prohibited on the premises (both indoor and outdoor environments) and in vehicles. All smoking materials must be kept out of the reach of children. Must be at least 25 feet from any entrance or windows.	

432A.372	First aid kit	Must have a well-stocked and easily accessible first aid kit onsite.	
	Poisons, chemicals and other substances	Stored inaccessible to children in a locked cabinet.	
432A.250	Indoor temperature	Maintained free of drafts and at a temperature that is not less than 65 degrees Fahrenheit and not more than 82 degrees Fahrenheit during the months of October through March and at a temperature that is not less than 68 degrees Fahrenheit and not more than 82 degrees Fahrenheit during the months of April through September.	
	Window coverings	With pull cords or inner cords capable of forming a loop are prohibited. May not be secured to the frame of an emergency window or door if it would prevent the window or door from opening easily.	
432A.250	Electrical outlets, cords and power strips	Electrical cords must be secured, in good working order and plugged directly into an outlet or a surge protector. Outlets must be tamper resistant.	
	Area lighting	All areas of the facility must have natural or artificial lighting that provides adequate illumination.	
432A.280	Emergency exit pathways	Pathways to all emergency exits must be kept free from clutter and obstructions and pathways to emergency exits are in licensed space.	
432A.280	Emergency exit windows	If a protective guard is used, it must not block outdoor light and the window and guard, if provided, must be equipped to enable staff to release the guard and open the window fully when emergency exit is required.	
432A.440	Toileting Facility	At least one indoor bathroom in the licensed space with a working flush-type toilet, mounted toilet paper dispenser, toilet paper for each toilet; and appropriate height and size for children, or platform that is safe, easily cleanable and resistant to moisture. Ventilated by opened window or an exhaust fan.	
	Hand washing sinks	Must be located in or immediately outside of rooms used for toileting; areas for food prep; must have soap, warm water and paper towels or heated-air hand drying device.	
432A.250	Water temperature	Ensure that electrical devices or electrical apparatuses which are accessible to children are not located near any type of water source, including, without limitation, any sink, tub, shower area or wading pool; and Install nonflammable barriers, including, without limitation, permanent guards or shields to cover heating units, including, without limitation, hot water heating pipes and baseboard heaters with a surface temperature that is hotter than 100 degrees Fahrenheit, to ensure that those heating units are inaccessible to children.	
432A.255	Guns and other weapons	Stored inaccessible in locked gun safe or locked room If in locked room, each gun must be stored unloaded with a trigger lock or other disabling feature.	
432A.265	Pet waste	Litter boxes inaccessible to children Immediately clean and disinfect areas soiled with pet feces, urine, blood, or vomit in the indoor licensed space.	
432A.425	Licensed outdoor space	Must be safe with a resilient surface under all equipment.	
432A.250 432A.425	Play equipment	Must be safe and free of hazards. Compatible for ages of children.	



432A.536	Bodies of water or water hazards on the licensed premises	“Body of water” does not include a wading pool as defined, a water activity table, small bird baths or rain puddles with a water depth of two inches or less. Make hot tubs, spas, or jet tubs inaccessible with a tub cover that is locked.	
432A.372	Staff-to-child ratio	Provide qualified staff to fulfill the staffing requirements and ratios at all times during all operating hours, including off-site trips or when transporting children in care.	
432A.372	Capacity	Program must not exceed the total number or ages of children in attendance as stated on license.	
432A.372	Supervising children	Provide required staffing levels, staff to child ratios, and supervision for the number of children in attendance.	
432A.410	Abuse and neglect-protection and training	Must protect children from abuse, neglect and exploitation as required. Report any suspected child abuse and/or neglect to proper authorities.	
432A.380 432A.385	Food	Meals and snacks served meet nutritional requirements. Food is never used as a basis for discipline.	
432A.380	Drinking water	Drinking water must be freely available to all children at all times.	
432A.414	Washing dishes	Hand washing method, emersion in hot soapy water, rinse, sanitize and air dry or automatic dishwasher.	

## Appendix 13: Preparedness Table

	Division of Welfare and Supportive Services – Child Care & Dev. Program	Nevada Department of Education – Office of Early Learning & Dev.	Nevada Division of Public & Behavioral Health-Child Care Licensing	Child Care Resource & Referrals Agencies
Plan Development & Maintenance	<p>Develop the Disaster Preparedness and Response Plan (DPRP) for subsidized child care in NV. Review at least annually and revise as necessary</p> <p>Train appropriate CCDP staff on the DPRP</p> <p>Participate in DEM’s annual tabletop exercise</p>	<p>Participate in the child care emergency preparedness planning cycle under CCDP’s lead</p> <p>Train appropriate OELD staff on the Child Care in DPRP</p>	<p>Participate in the child care emergency preparedness planning cycle under CCDP’s lead</p> <p>Train appropriate Licensing staff on the Child Care in DPRP</p>	<p>Participate in the child care emergency preparedness planning cycle under CCDP’s lead</p> <p>Train appropriate R&amp;R staff on the Child Care in DPRP</p>
Communication	<p>Lead the process for developing collaborative communication protocols for sharing information regarding child care following a disaster</p> <p>Include in Child Care in state Emergency Plan</p>	<p>Participate in the development of communication protocols for sharing information following a disaster</p>	<p>Participate in the development of communication protocols for sharing information following a disaster</p>	<p>Participate in the development of communication protocols for sharing information following a disaster</p>
Work Group	<p>Lead a quarterly meeting with DPRP workgroup members.</p>	<p>Participate in quarterly meeting with workgroup members.</p>	<p>Participate in quarterly meeting with workgroup members.</p>	<p>Participate in quarterly meeting with workgroup members.</p>
Designees for Joint Response	<p>Designate a representative to support DEM by consulting and coordinating with the state ESF 6 desk which is located at DEM during a response</p>	<p>Designate one or more staff who oversee OELD critical child care functions to work directly with CCDP to plan and respond to disasters that impact child care</p>	<p>Designate one or more staff who oversee OELD critical child care functions to work directly with CCDP to plan and respond to disasters that impact child care</p> <p>Designate a position to work at the state ESF 6 desk at DEM during a response</p>	<p>Designate one or more staff who oversee CCR&amp;R critical child care functions to work directly with CCDP to plan and respond to disasters that impact child care</p>
Post Disaster Provider Initial Assessment Tool	<p>Maintain and revise the Initial Assessment Tool as needed (see Appendix 4).</p>			
Waiving NACs and NRSs	<p>Provide input to Licensing related to possible NAC and NRS waivers during a disaster</p>		<p>Identify Nevada Administrative Codes (NAC) and Nevada Revised Statutes (NRS) regarding child care licensing that may need to be waived, changed, or amended during a disaster</p>	<p>Provide input to Licensing related to possible NAC and NRS waivers during a disaster</p>

## Appendix 13: Preparedness Table

	Division of Welfare and Supportive Services – Child Care & Dev. Program	Nevada Department of Education – Office of Early Learning & Dev.	Nevada Division of Public & Behavioral Health-Child Care Licensing	Child Care Resource & Referrals Agencies
Waiving Subsidy	Identify Nevada Subsidy Policy that may need to be waived, changed, or amended during a disaster		Provide input to CCPD related to possible policy waivers during a disaster	Provide input to CCPD related to possible policy waivers during a disaster
Emergency Contact List	Maintain, update and distribute the Nevada child care emergency response contact list on a quarterly basis	Keep the updated child care emergency response contact list accessible	Keep the updated child care emergency response contact list accessible	Keep the updated child care emergency response contact list accessible
Provider Preparedness			Monitor licensed providers for compliance with licensing NACs related to emergency preparedness training, plans, and supplies	Provide training, technical assistance, and plan templates to providers
Represent Provider Needs	Represent the needs and concerns of child care providers and parents around emergency preparedness with DEM	Represent the needs and concerns of child care providers and parents around emergency preparedness with DEM	Represent the needs and concerns of child care providers and parents around emergency preparedness with DEM	Represent the needs and concerns of child care providers and parents around emergency preparedness with elected officials and DEM
ALL	Administration for Children and Families (ACF) Role: <ul style="list-style-type: none"> <li>Assist in Nevada’s emergency preparedness planning efforts for child care</li> </ul>			

## Appendix 13: Response Table

	Division of Welfare and Supportive Services – Child Care & Dev. Program	Nevada Department of Education – Office of Early Learning & Development	Nevada Division of Public & Behavioral Health-Child Care Licensing	Child Care Resource & Referrals Agencies
Plan Development & Maintenance	Activate the child care emergency preparedness plan when instructed by DEM or local jurisdiction	Implement designated roles in the plan	Implement designated roles in the plan	Implement designated roles in the plan
Communication	Implement the communication protocols for collecting and disseminating information to partners, providers and families, and sharing information between agencies	Implement communication protocols as outlined in this plan	Implement communication protocols as outlined in this plan	Implement communication protocols as outlined in this plan
Workgroup	Coordinate emergency meeting with DPRP workgroup as needed with support from ACF. Meetings may range from daily conference calls to in-person meetings. Participate in meetings with DEM	Participate in emergency meeting with workgroup as needed with support from ACF. Meetings may range from daily conference calls to in-person meetings.	Participate in the workgroup.	Participate in the workgroup
Designees for Joint Response	Designated staff will communicate to the state Office of Emergency Management the immediate response needs (food, shelter, relocation of children, etc.) related to child care from child care providers	Support CCDP in communicating child care resource needs to the State Office of Emergency Management, as needed	Designated staff will communicate to the state Office of Emergency Management the immediate response needs (food, shelter, relocation of children, etc.) related to child care from child care providers	Support CCDP in communicating child care resource needs to the State Office of Emergency Management, as needed
Initial Assessment	Support Licensing and CCR&R. Compile information from the assessments, share compiled provider information with the leadership of CCDP and stakeholders, including OELD, EMD, ACF, Licensing, and others as needed. Enter appropriate provider information into the provider database	Support Licensing and CCR&R with initial assessments and compiling of information	Gather information from providers using the agreed upon initial assessment form	Gather information from providers using the agreed upon initial assessment form.  Use the updated provider database to change existing child care authorizations and implement new ones

## Appendix 13: Response Table

	Division of Welfare and Supportive Services – Child Care & Dev. Program	Nevada Department of Education – Office of Early Learning & Development	Nevada Division of Public & Behavioral Health-Child Care Licensing	Child Care Resource & Referrals Agencies
Waiving NACs and NRSs	Communicate revised NACs and NRSs to CCDP staff	Communicate revised NACs and NRSs to OELD staff	Determine whether child care licensing NACs and/ or NRSs should be revised or exceptions granted. If appropriate, notify the State EOC so information can be included in the Governor's Proclamation  Provide technical assistance to child care providers and families related to revised NRSs and NACs  Communicate revised NACs and NRSs to OELD and CCDP	Assist in communicating revised/modified NACs and NRSs to parents and providers  Provide technical assistance to child care providers and families related to revised NRSs and NACs
Waiving Subsidy Policy	Determine whether child care subsidy policy should be revised or exceptions granted. If appropriate, notify the State EOC so this information can be included in the Governor's Proclamation  Communicate revised Subsidy policy to OELD, Licensing, and CCR&R	Communicate revised Subsidy policy to OELD staff, providers, and parents	Communicate revised Subsidy policy to Licensing staff, providers, and parents	Assist CCDP in determining whether child care subsidy policy should be revised or exceptions granted  Provide technical assistance to child care providers and families related to revised Subsidy policy
Emergency Contact List	Use the Nevada child care emergency response contact list to support ongoing response efforts. Update information if needed	Use the Nevada child care emergency response contact list to support ongoing response efforts. Update information if needed	Continue to have an updated Nevada child care emergency response contact list accessible	Use the Nevada child care emergency response contact list to support ongoing response efforts. Update information if needed
Provider Preparedness	Disseminate information related to the disaster preparedness, response, and recovery process to child care providers and families, as appropriate	Disseminate information related to the disaster preparedness, response, and recovery process to child care providers and families, as appropriate	Disseminate information related to the disaster preparedness, response, and recovery process to child care providers and families, as appropriate	Disseminate information related to the disaster preparedness, response, and recovery process to child care providers and families, as appropriate
Represent Provider Needs	Represent the needs and concerns of child care providers and parents around emergency preparedness with DEM	Represent the needs and concerns of child care providers and parents around emergency preparedness with DEM	Represent the needs and concerns of child care providers and parents around emergency preparedness with DEM	Represent the needs and concerns of child care providers and parents around emergency preparedness with elected officials and DEM
All Above	<p>ACF Role:</p> <ul style="list-style-type: none"> <li>Provide support to the State of Nevada, CCDP, OELD, and Licensing in the implementation of the Child Care in Disasters and Emergencies Plan</li> <li>Receive child care status information from the state and forward to federal offices as appropriate</li> </ul>			

## Appendix 13: Recovery Table

	Division of Welfare and Supportive Services – Child Care & Dev. Program	Nevada Department of Education – Office of Early Learning & Development	Nevada Division of Public & Behavioral Health-Child Care Licensing	Child Care Resource & Referrals Agencies
Plan Development & Maintenance	Follow the Child Care in DPRP to bring the child care infrastructure to recover. Coordinate a debriefing with partners and update plan, if needed, to include lessons learned	Participate in the debriefing to include relevant lessons learned	Participate in the debriefing to include relevant lessons learned	Participate in the debriefing to include relevant lessons learned
Communication	Continue to follow communication protocols established in the plan	Continue to follow communication protocols established in the plan	Continue to follow communication protocols established in the plan	Continue to follow communication protocols established in the plan
Workgroup	Continue leading DPRP workgroup meetings quarterly. Conduct a debriefing of the event and review the Child Care in Disasters and Emergencies Plan for possible revisions	Continue to participate in the workgroup meetings	Continue to participate in the workgroup meetings	Continue to participate in the workgroup meetings
Designees for Joint Response	Assist in the identification of provider, family, and community needs related to child care. Relay information to CCDP point of contact. Advocate for resources needed to resume child care operations  Designated staff will continue to communicate to the state EOC on the resumption of the child care infrastructure	Support CCDP in communicating child care resource needs to resume the child care infrastructure	Support CCDP in communicating child care resource needs to resume the child care infrastructure	Support CCDP in communicating child care resource needs to resume the child care infrastructure
Initial Assessment	Continue to share updated results from the Initial Assessment Tool with stakeholders (OELD, ACF, Licensing, R&R)  Review the initial assessment form and revise as needed	Use results of the initial assessment form to support resource requests to jurisdictions  Provide feedback to CCDP on suggested revisions	Use results of the initial assessment form to support resource requests to jurisdictions  Provide feedback to CCDP on suggested revisions	Use results of the initial assessment form to support resource requests to jurisdictions  Provide feedback to CCDP on suggested revisions

## Appendix 13: Recovery Table

	Division of Welfare and Supportive Services – Child Care & Dev. Program	Nevada Department of Education – Office of Early Learning & Development	Nevada Division of Public & Behavioral Health-Child Care Licensing	Child Care Resource & Referrals Agencies
Waiving NACs and NRSs	<p>Review child care NRSs and NACs that were revised during a disaster. Determine if these were most appropriate and what else may be required to support the resumption of the child care infrastructure</p> <p>Review the changes that were made and consult with the Region IX Office of Child Care to determine whether an amendment to Nevada’s CCDP Plan is necessary. If warranted, submit an amendment</p>	<p>Review NRSs and NACs regarding child care that were revised during a disaster. Determine if these were most appropriate and what else may be required to support the resumption of the child care infrastructure. Give feedback to Licensing</p>	<p>Review child care NRSs and NACs that were revised during a disaster. Determine if these were most appropriate and what else may be required to support the resumption of the child care infrastructure</p>	<p>Review NRSs and NACs regarding child care that were revised during a disaster. Determine if these were most appropriate and what else may be required to support the resumption of the child care infrastructure. Give feedback to Licensing</p>
Waiving and Revising Subsidy Policy	<p>Review child care subsidy policies that were revised during a disaster. Determine if these were most appropriate and what else may be required to support the resumption of the child care infrastructure</p> <p>Review the changes that were made and consult with the Region IX Office of Child Care to determine whether an amendment to Nevada’s CCDP Plan is necessary. If warranted, submit an amendment</p>	<p>Review child care subsidy policies that were revised during a disaster. Determine if these were most appropriate and what else may be required to support the resumption of the child care infrastructure. Give feedback to CCDP</p>	<p>Review child care subsidy policies that were revised during a disaster. Determine if these were most appropriate and what else may be required to support the resumption of the child care infrastructure. Give feedback to CCDP</p>	<p>Review child care subsidy policies that were revised during a disaster. Determine if these were most appropriate and what else may be required to support the resumption of the child care infrastructure. Give feedback to CCDP</p>
Emergency Contact List	<p>Keep the updated Emergency Contact List accessible</p>	<p>Keep the updated Emergency Contact List accessible</p>	<p>Maintain, update, and distribute the Emergency Contact List on a quarterly basis</p>	<p>Keep the updated Emergency Contact List accessible</p>
Provider Preparedness	<p>Continue to disseminate information related to disaster preparedness to providers and parents. Determine if provider preparedness NACs are appropriate</p>	<p>Promote and/or provide training and technical assistance to providers and parents around disaster preparedness, depending on the availability of funds</p>	<p>Promote and/or provide training and technical assistance to providers and parents around disaster preparedness, depending on the availability of funds</p>	<p>Promote and/or provide training and technical assistance to providers and parents around disaster preparedness, depending on the availability of funds</p>
Represent Provider Needs	<p>Represent the needs and concerns of child care providers and parents around emergency preparedness with DEM</p>	<p>Represent the needs and concerns of child care providers and parents around emergency preparedness with DEM</p>	<p>Represent the needs and concerns of child care providers and parents around emergency preparedness with DEM</p>	<p>Represent the needs and concerns of child care providers and parents around emergency preparedness with elected officials and DEM</p>
	<p>ACF Role:</p> <ul style="list-style-type: none"> <li>• Share information collected from the Office of Child Care Data Collection form with appropriate Federal partners</li> <li>• Share potential disaster related resources for families with CCDP to disseminate</li> </ul>			