

# Disaster Preparedness Resource List for Child Care and Development Fund Tribal Lead Agencies

## Introduction

As indicated in the Office of Child Care (OCC) information memorandum titled *Statewide Disaster Plan (or Disaster Plan for a Tribe's Service Area) for Child Care* (CCDF-ACF-IM-2017-01), "the reauthorization of the [Child Care and Development Block Grant] CCDBG Act requires Lead Agencies to develop and maintain a comprehensive Statewide Disaster Plan to address emergency preparedness, response, and recovery efforts specific to child care. Under section 658E(c)(2)(U) of the Act and 45 CFR 98.16(aa) of the [Child Care and Development Fund] CCDF final rule, Lead Agencies are required to demonstrate how they will address the needs of children, including the need for safe child care before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act) through a Statewide Disaster Plan (or Disaster Plan for a Tribe's service area)" (OCC, 2017, para. 8).

"CCDF Lead Agencies can play an important role in helping to better prepare child care providers and support programs after a disaster to help them quickly recover and be able to care for children in a safe and effective manner. This includes ensuring continuity of care and services for families receiving assistance through the CCDF program and for providers caring for children who receive subsidies" (OCC, 2017, para. 6). This resource list supports the development of an effective disaster plan that includes collaboration efforts with appropriate stakeholders and addresses the needs of children, including the need for safe child care before, during, and after a state of emergency.

## Resources

The resources below can support Tribal Lead Agencies in navigating the processes of disaster planning to include coordinating and collaborating with key partners; guidelines for continuation of child care subsidies and services; coordination of postdisaster recovery of child care services; and requirements for CCDF providers and other child care providers.

**The NCTECD has facilitated regional and multi-regional peer learning groups on the topic of disaster planning, response, and recovery in a series of sessions titled Tribal Disaster Preparedness Resources. The presentations used in that series can be found at this link: <https://childcareta.acf.hhs.gov/tribal-disaster-preparedness-resources>**

## Office of Child Care Guidance

Resource Title	Description
<a href="#">Statewide Disaster Plan (or Disaster Plan for a Tribe's Service Area) for Child Care (CCDF-ACF-IM-2017-01)</a>	This information memorandum provides guidance to CCDF Lead Agencies to assist with the development and implementation of the statewide disaster plan (or disaster plan for a tribe's service area) for child care.
<a href="#">"Appendix A: Checklist for Developing Child Care Emergency Preparedness and Response Plans" (CCDF-ACF-IM-2017-01)</a>	The "Checklist for Developing Child Care Emergency Preparedness and Response Plans" provides a summary of the key elements for the Lead Agency to include in an emergency preparedness plan to facilitate coordination with emergency management agencies and other partners.
<a href="#">"Appendix B: Emergency Preparedness and Response Resources for Child Care" (CCDF-ACF-IM-2017-01)</a>	Federal agencies, including the U.S. Department of Health and Human Services and the Federal Emergency Management Agency (FEMA), as well as nongovernmental voluntary organizations, can provide resources and assistance with planning and preparedness activities. Appendix B provides links to many of these resources.
<a href="#">Robert T. Stafford Disaster Relief and Emergency Assistance Act</a>	This Act constitutes the statutory authority for most federal disaster response activities, especially as they pertain to FEMA and FEMA programs.
<a href="#">"Summary of Child Care Provisions of Coronavirus Aid, Relief, and Economic Security Act or 'CARES Act'"</a>	This web page provides Lead Agencies a summary of the CARES Act, passed in March 2020, as well as key takeaways regarding the use of funding.

## Coordinating and Collaborating with Key Partners

Resource Title	Description
<a href="#">Emergency Preparedness and Response Webinar #1- Creating a Plan for Child Care Services: Coordinating with Key Partners and Emergency Management Agencies</a>	This webinar is part 1 of 6 in the Child Care State Systems Specialist Network's series of emergency preparedness and response webinars. The webinar addresses the most important features of, and possible partners in, a comprehensive emergency preparedness plan. It details the significance of geomapping, communication, and process protocols, and it touches upon Children and Youth Task Forces in Disasters.
<a href="#">Children and Youth Task Force in Disasters: Guidelines for Development</a>	The guidelines in this document are designed to introduce state and local partners to the task force concept, and to outline ways ACF is ready to assist and support in task force formation and its work.

Resource Title	Description
<a href="#">Early Head Start – Child Care Partnerships Collaboration Pyramid</a>	This document provides an overview of the cooperation, coordination, and collaboration involved at partnerships of all levels.
<a href="#">Shaping the Partnership: An Assessment Checklist</a>	The assessment checklist can assist partners in identifying skills, developing strategies, and strengthening the results of the partnerships. This checklist should be completed with all actively involved partners.

## Guidelines for Continuation of Child Care Subsidies and Services

Resource Title	Description
<a href="#">Policy, Guidance and Fact Sheets (FEMA Public Assistance Program)</a>	This page contains information about policies, guidance, and publications of the FEMA Public Assistance Program, including the FEMA Public Assistance Program and Policy Guide.
<a href="#">Continuation of Child Care Services: Louisiana's Experience</a>	This brief is part of the Emergency Preparedness, Response, and Recovery discussion brief series and describes how the Louisiana CCDF Lead Agency responded to the issue of continuation of child care services in the face of a large-scale disaster. CCDF and Lead Agency flexibility following a disaster as well as interagency collaboration are highlighted.
<a href="#">Continuity Essential Records Management: National Continuity Programs</a>	This resource, developed by FEMA, provides Lead Agencies with information on essential records management and overall tips on how to protect vital records to mitigate any impact to records during an emergency.

## Coordination of Post-Disaster Recovery of Child Care Services

Resource Title	Description
<a href="#">FEMA Public Assistance Program and Policy Guide (PAPPG)</a>	The FEMA Public Assistance Program and Policy Guide (PAPPG) is the official policy guide for the public assistance program.
<a href="#">Disaster Loan Assistance (Small Business Administration)</a>	The Disaster Assistance Loan program, offered by the Small Business Administration (SBA), provides low-interest loans to homeowners, renters, businesses of all sizes, and most private non-profit organizations to repair or replace real estate, personal property, machinery and equipment, inventory, and business assets that have been damaged or destroyed in a declared disaster. Tribal Lead Agencies could assist child care providers in applying for and accessing these loans for rebuilding proposes.
<a href="#">Flexibility in Spending CCDF Funds in Response to Federal or State Declared Emergency Situations (CCDF-ACF-IM-2017-02)</a>	This information memorandum provides guidance to state, territorial, and Tribal CCDF Lead Agencies regarding the flexibility in spending CCDF funds in response to federal- or state-declared emergency situations.

## Requirements for CCDF Providers and Other Child Care Providers

Resource Title	Description
<a href="#">Minimum Health and Safety Standards: A Guide for American Indian and Alaska Native Child Care and Development Fund Grantees</a>	This guide provides voluntary minimum guidelines from which all grantees should operate. These guidelines ensure that children are cared for in healthy and safe environments and that their basic needs are met. This guide can support Tribal Lead Agencies in creating procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.
<a href="#">National Database of Child Care Licensing Regulations</a>	This tool can help Tribal Lead Agencies find and search for state and territory licensing regulations and agency contact information. This database can support licensing and CCDF Administrators in exploring how other states and territories have developed clear, measurable, and achievable disaster and emergency preparedness regulations to better inform child care providers and safeguard children's health, development, and well-being.

## Tips and Tools for Developing a Disaster Preparedness and Response Plan

Resource Title	Description
<a href="#"><u>Tribal Mitigation Planning Handbook</u></a>	FEMA's <i>Tribal Mitigation Planning Handbook</i> (the Tribal Handbook) is a tool for tribal governments to use in developing a mitigation plan that meets the requirements of Title 44 of the Code of Federal Regulations, Section 201.7 (44 CFR § 201.7). It focuses on practical approaches for how tribes can build mitigation plans that reduce long-term risk from natural hazards.
<a href="#"><u>Emergency Preparedness Manual for Early Childhood Programs</u></a>	This manual is intended to assist early childhood education programs in making a plan that will help keep their program, center, or home safe during an emergency. The manual is designed to be a workbook-style document that includes information about emergency preparedness as well as corresponding worksheets that allow for customized emergency plans for all child care provider types served by the CCDF program.
<a href="#"><u>Out-of-School Time Emergency Preparedness, Response, and Recovery (EPRR) Toolkit</u></a>	The purpose of the Out-of-School Time Emergency Preparedness, Response, and Recovery (EPRR) Toolkit is to assist out-of-school time (OST) programs (staff, volunteers, etc.) in developing emergency preparedness plans that address the distinct needs of OST programs.

## Reference

Office of Child Care. (2017). *Statewide disaster plan (or disaster plan for a tribe's service area) for child care* (CCDF-ACF-IM-2017-01). U.S. Department of Health and Human Services, Administration for Children and Families. <https://www.acf.hhs.gov/occ/policy-guidance/statewide-disaster-plan-or-disaster-plan-tribes-service-area-child-care>

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