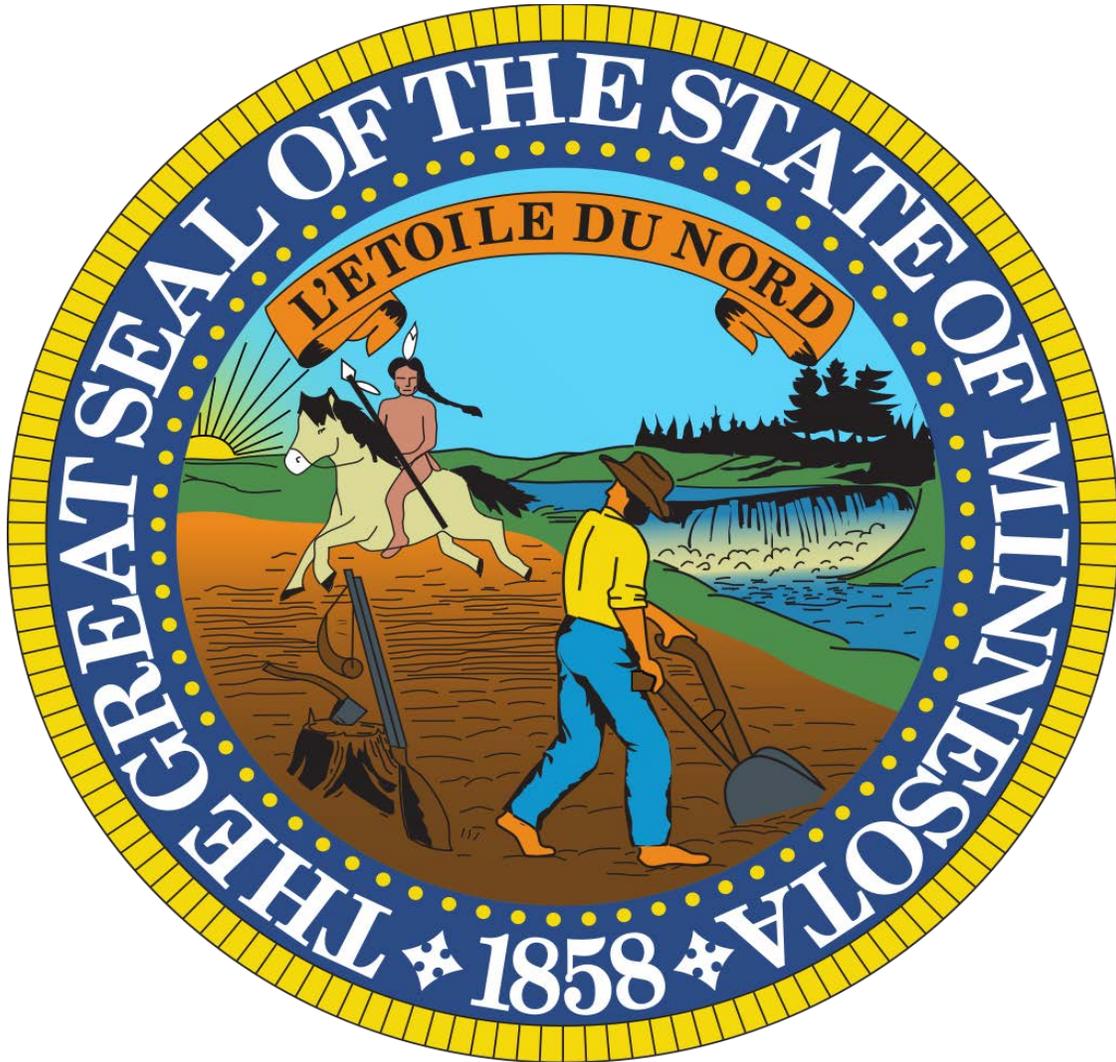


# Minnesota's State Child Care Emergency Plan



October 2016

Minnesota Department of Human Services  
Office of Inspector General &  
Children and Family Services Administration

## **Table of Contents**

<b><i>Acknowledgment</i></b> .....	<b>3</b>
<b><i>Introduction</i></b> .....	<b>4</b>
<b><i>About this guide</i></b> .....	<b>5</b>
<b><i>Purpose</i></b> .....	<b>5</b>
<b><i>Emergency Management structure</i></b> .....	<b>5</b>
<b><i>Parents/Guardians</i></b> .....	<b>6</b>
<b><i>Providers</i></b> .....	<b>9</b>
<b><i>County/Tribal CCAP</i></b> .....	<b>14</b>
<b><i>County/Tribal Licensing</i></b> .....	<b>17</b>
<b><i>County/Tribal Emergency Managers</i></b> .....	<b>20</b>
<b><i>Child Care Aware Agencies</i></b> .....	<b>23</b>
<b><i>State Emergency Management</i></b> .....	<b>25</b>
<b><i>Department of Human Services - Office of Inspector General – Licensing</i></b> .....	<b>28</b>
<b><i>Department of Human Services - Child Care Assistance Unit</i></b> .....	<b>31</b>
<b><i>Department of Human Services - Child Development Services</i></b> .....	<b>33</b>
<b><i>Department of Human Services - Emergency Management Division</i></b> .....	<b>34</b>

## Acknowledgment

The Minnesota Department of Human Services (DHS) acknowledges the many people that offered their time, energy, insight, and experience to this statewide plan.

When the Department of Human Services' Office of Inspector General and Children and Family Services divisions set out to develop a statewide child care emergency plan in summer 2015, the DHS Emergency Management Division provided crucial connections, guidance, and resources to develop this plan. This team connected DHS staff with Department of Public Safety – Homeland Security and Emergency Management (HSEM). The HSEM team and its colleagues introduced DHS to emergency management's staff, processes, organizations, and responsibilities. The HSEM team also permitted DHS to present on this topic at the 2016 Governor's Homeland Security and Emergency Management Conference, whose attendees' questions and feedback are reflected in this plan.

In fall 2015, the HSEM team connected DHS to leadership at the Association of Minnesota Emergency Managers (AMEM), who helped us tap into their members for work group participants. The response was impressive. Several emergency managers shared their cities, counties, and organizations current practices to incorporate children and child care programs into their emergency planning and response efforts. Public and private-sector emergency managers from AMEM volunteered to review and edit multiple drafts of this plan. In addition to these individuals, the 29-member review work group included family child care and center providers, their various organizations, state government staff, and a representative of the Governor's Early Learning Advisory Council. Additionally, we received excellent feedback from the Minnesota Departments of Health and Education.

Lastly, many of the individuals who reviewed, edited, critiqued, challenged, and corrected this statewide plan are parents who have or had children in a child care program. We hope that their efforts and this plan will better prepare everyone in the event of an emergency or disaster.

## Introduction

Minnesota has more than 12,000 formal child care facilities<sup>1</sup> with the capacity to serve over 230,000 children every day. These programs play a critical role in facilitating family economic opportunity and promoting educational preparedness. In order to achieve these long term aims, child care providers are also responsible for encouraging and ensuring the health, well-being, and safety of Minnesota's children.

On most days, parents, guardians, and child care providers do not think about how a flood, tornado, or violent incident could affect a child. However, these events have the potential for injury, harm, or loss of life. While the odds are low, the possible impact is great. A planful and prepared community can reduce the consequences of emergency incidents.

The Minnesota Department of Human Services, with a mission to help people meet their basic needs so that they can live in dignity to achieve their highest potential, recognizes that there are numerous efforts to protect children during disasters. This document does not replace Minnesota's robust plans and resources that are ready to respond to emergencies. However, the aim of this document is to connect, align, and highlight how these efforts, and all those involved in the care of children, can respond to emergencies in a way that supports the immediate and long term well-being of children.

DHS created this emergency plan to assist families, child care providers, counties, and state agencies prepare for and respond to emergencies and disasters in a way that prioritizes the health and safety of children. The period after a disaster or emergency can be scary, chaotic, and stressful. This is not a conducive environment to navigate a series of complex emergency planning documents. That is why we created this plan – so that parents, guardians, providers, county human service staff, emergency management teams, and DHS can quickly understand what should be done to ensure that children and their communities are properly cared for after a disaster.

However, using these materials only after an emergency has happened is too late. For providers, we recommend developing your own emergency plan using the *Keeping Kids Safe* guide. For the benefit of the children in your care, in your community, and the quarter million children across the state, we ask that you review this document *before* you need it.

---

<sup>1</sup> This figure includes all licensed child care providers (family- and center-based), license exempt centers that are registered to receive Child Care Assistance Program (CCAP) payments, and all legal non-licensed providers who are registered to receive CCAP Payments.

## About this guide

Each section of this guide provides information on how individuals and organizations who care for children should prepare for and respond to emergencies. Using the index, find the section that identifies your role as a caregiver. Once in your section, identify your situation or need in the left column and find the recommended action in the right column.

Within this emergency plan, the terms “child care” or “provider” describe all licensed child care providers (family- and center-based), license exempt centers, and all legal non-licensed providers who are registered to receive Child Care Assistance Program (CCAP) Payments.

The terms “emergency” and “disaster” mean any event or situation that could pose a threat to the health or safety of children in child care. An emergency could include acts of nature such as a tornado, flood, or blizzard; accidents such as a severely injured child, train derailment, or hazardous material leak; public health events such as a pandemic disease; or person-caused events such as an act or threat of violence. These definitions also include disasters declared under United States Code, title 42, section 5121, et seq., or under the governor’s authority under Minnesota Statutes chapter 12.

## Purpose

This document outlines Minnesota’s *statewide child care emergency plan* and addresses the roles and responsibilities for coordination, communication, and support in the event of a disaster or emergency. The goal of this document is to be a tool for all parties involved with the care of children and the management of emergencies.

While many of these emergencies are rare, if they occur and are not responded to properly, the potential harm to children, providers, and property is tremendous. This document is intended to help providers, families, local emergency managers, and state agencies prepare and train for these emergencies so that harm can be reduced or managed.

## Emergency Management structure

Emergency management and disaster response guidelines and infrastructure exist at the local, state and federal levels through which all disasters and emergencies are to be managed. The emergency plan for child care settings in Minnesota reflects these efforts and frames them in a coordinated way.

## Parents/Guardians

If your child care provider is licensed or is paid to provide child care by the Child Care Assistance Program (CCAP), it is encouraged to have an Emergency Plan. You should know your provider's emergency policies.

### Prepare:

- Ask your provider about their emergency plan and if you can have a copy.
- Where will your provider take your child in the event of an evacuation?
- How will your provider reach you in an emergency?
- How will you reconnect with your child during or after an emergency?

### In case of emergency:

If you...	You should ...
Need assistance to reunite with your children during or after an emergency	<ul style="list-style-type: none"><li>• Contact your child care provider</li><li>• Follow the emergency instructions they have provided related to evacuations.</li><li>• Listen to emergency announcements and law enforcement for instructions and the location of a family relocation center.</li></ul>
Need help paying for child care because of an emergency or disaster	<ul style="list-style-type: none"><li>• Contact your local CCAP agency to apply for child care assistance. Find the number of your county or tribal office, or contracted CCAP agency, at <a href="http://mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/child-care/contact-us/contact-us-a-to-z.jsp">http://mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/child-care/contact-us/contact-us-a-to-z.jsp</a>.</li><li>• Contact your local Child Care Aware agency: <a href="http://childcareawaremn.org/local-resources">http://childcareawaremn.org/local-resources</a> or the state-wide hotline at (888)291-9811.</li></ul>
Need a temporary child care provider because of an emergency or disaster	<ul style="list-style-type: none"><li>• Contact your local Child Care Aware agency: <a href="http://childcareawaremn.org/local-resources">http://childcareawaremn.org/local-resources</a> or the state-wide hotline at (888)291-9811.</li><li>• Go to <a href="http://parentaware.org/search/">http://parentaware.org/search/</a> to search by location or name of provider.</li></ul>

If you...	You should ...
Want addresses and/or phone numbers for licensed child care providers	<ul style="list-style-type: none"> <li>• Go to <a href="http://parentaware.org/search/">http://parentaware.org/search/</a> to search by location or name of provider.</li> <li>• Go to <a href="http://licensinglookup.dhs.state.mn.us/">http://licensinglookup.dhs.state.mn.us/</a>. The Department of Human Services Licensing Information Lookup is updated daily with provider information. The site shows information for licensed child care centers and licensed family child care programs, and is sortable by city, county, and zip code.</li> </ul>
Want to report unsafe or hazardous conditions in your child's care environment	<ul style="list-style-type: none"> <li>• For licensed family child care, contact your county/tribal child care licensing agency, <a href="https://edocs.dhs.state.mn.us/lfserver/Public/DHS-0005-ENG">https://edocs.dhs.state.mn.us/lfserver/Public/DHS-0005-ENG</a>.</li> <li>• For licensed child care centers, contact DHS licensing at (651)431-6600.</li> <li>• For legal nonlicensed providers or license exempt centers receiving CCAP, contact your CCAP worker.</li> <li>• If you use an unlicensed provider or center but do not receive CCAP, contact child protection or local law enforcement.</li> <li>• For serious concerns about child welfare and wellbeing, contact 911.</li> </ul>
Want information on helping children cope with emergencies or disasters	<ul style="list-style-type: none"> <li>• Visit the Ready.gov "Helping Children Cope" resource: <a href="https://www.ready.gov/kids/parents/coping">https://www.ready.gov/kids/parents/coping</a>.</li> <li>• Review "How Can Trauma Affect My Young Child" from the University of Minnesota's Center for Early Education and Development: <a href="http://tinyurl.com/UMN-Trauma">http://tinyurl.com/UMN-Trauma</a>.</li> </ul>
Need to find a Disaster Recovery Center	<ul style="list-style-type: none"> <li>• Contact your local emergency management office: <a href="http://tinyurl.com/MN-CountyEM">http://tinyurl.com/MN-CountyEM</a>.</li> <li>• Text DRC and your Zip Code to 43362.</li> </ul>
Need to find a shelter during an emergency	<ul style="list-style-type: none"> <li>• Contact your local emergency management office: <a href="http://tinyurl.com/MN-CountyEM">http://tinyurl.com/MN-CountyEM</a>.</li> <li>• Text SHELTER and your Zip Code to 43362.</li> </ul>

## Resources:

- Minnesota Department of Human Services: [Keeping Kids Safe, Child Care Provider Emergency Planning Guide](#)
- Centers for Disease Control and Prevention's Emergency Preparedness and Response page at <http://www.bt.cdc.gov/>
- Metropolitan Emergency Managers Association and its publication Determining Severe Weather Shelter Areas at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>
- Minnesota Department of Health at <http://www.health.state.mn.us/index.html>
- Minnesota Division of Homeland Security and Emergency Management Severe Weather information at <http://www.severeweather.state.mn.us/>
- National Weather Service, National Oceanic and Atmospheric Administration (NOAA) at <http://www.weather.gov/>
- NOAA weather radio at <http://www.nws.noaa.gov/nwr>
- Red Cross at <http://www.redcross.org/>
- U.S. Department of Health and Human Services, pandemic flu at Flu.gov <http://www.pandemicflu.gov/>
- Substance Abuse and Mental Health Services Administration (SAMHSA): Tips for Talking With and Helping Children and Youth Cope After a Disaster or Traumatic Event <http://store.samhsa.gov/shin/content//SMA12-4732/SMA12-4732.pdf>
- The National Child Traumatic Stress Network: <http://www.nctsn.org/>
- Head Start Resources: <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep>

## Providers

Child care providers play a very important role in preparing children for and protecting children from emergencies.

### Prepare:

- Create your emergency preparedness plan by reviewing [“Keeping Kids Safe”](#) and completing your plan.
- Share your plan with the parents/guardians of children for whom you provide care and notify them if you make updates or changes.
- Keep your plan up-to-date and review it regularly.
- Practice emergency procedures and drills as required.

### In case of emergency:

If you...	You should...
Need to evacuate when you are caring for children	<ul style="list-style-type: none"><li>• Refer to and follow your emergency plan.</li><li>• When you are safe, contact families.</li><li>• When you are safe, contact your licensor. For family child care, contact your county/tribal child care licensing agency. For child care centers, contact DHS licensing at (651)431-6600.</li><li>• When you are safe, contact your CCAP agency if closed for more than the day of evacuation (if receiving child care assistance).</li></ul>
Have a family request child care assistance	<ul style="list-style-type: none"><li>• Contact your CCAP agency to request an application or refer the family to your local CCAP agency to apply.</li><li>• Contact your local Child Care Aware agency: <a href="http://childcareawaremn.org/local-resources">http://childcareawaremn.org/local-resources</a> or the state-wide hotline at (888)291-9811.</li></ul>
Need to temporarily stop providing child care	<ul style="list-style-type: none"><li>• For family child care, contact your county/tribal child care licensing agency.</li><li>• For child care centers, contact DHS licensing at (651) 431-6600.</li><li>• Contact your local Child Care Aware agency: <a href="http://childcareawaremn.org/local-resources">http://childcareawaremn.org/local-resources</a> or the state-wide hotline at (888)291-9811.</li><li>• Contact your CCAP agency if registered to receive child care assistance.</li></ul>

If you...	You should...
<p>Are a licensed provider who needs to provide temporary child care services at an unlicensed location:</p>	<ul style="list-style-type: none"> <li>• For family child care, contact your county/tribal child care licensing agency.</li> <li>• For child care centers, contact DHS Licensing at (651) 431-6600.</li> </ul>
<p>Are an unlicensed provider who wants to help provide child care after an emergency</p>	<ul style="list-style-type: none"> <li>• Contact your county/tribal child care licensing agency to ask about rules regarding providing child care without a license, <a href="https://edocs.dhs.state.mn.us/lfserver/Public/DHS-0005-ENG">https://edocs.dhs.state.mn.us/lfserver/Public/DHS-0005-ENG</a>.</li> <li>• Contact your local CCAP agency if you want to register to provide care for children receiving child care assistance. Find the number of your county or tribal office or contracted CCAP agency at <a href="http://mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/child-care/contact-us/contact-us-a-to-z.jsp">http://mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/child-care/contact-us/contact-us-a-to-z.jsp</a>.</li> </ul>
<p>To provide resources or information to families searching for child care</p>	<ul style="list-style-type: none"> <li>• Contact your local Child Care Aware agency: <a href="http://childcareawaremn.org/local-resources">http://childcareawaremn.org/local-resources</a> or the state-wide hotline at (888)291-9811.</li> <li>• Go to <a href="http://parentaware.org/search/">http://parentaware.org/search/</a> to search by location or name of provider.</li> <li>• Go to <a href="http://licensinglookup.dhs.state.mn.us/">http://licensinglookup.dhs.state.mn.us/</a>. The Department of Human Services Licensing Information Lookup is updated daily with provider information. The site shows information for licensed child care centers and licensed family child care programs, and is sortable by city, county, and zip code.</li> </ul>
<p>Want to request a variance from licensing requirements</p>	<ul style="list-style-type: none"> <li>• For child care centers, complete and submit form 3141 (<a href="http://tinyurl.com/DHS-3141-ENG">http://tinyurl.com/DHS-3141-ENG</a>) to the Department of Human Services.</li> <li>• For family child care, contact your county/tribal child care licensing agency.</li> </ul>

If you...	You should...
Want information on helping children cope with emergencies or disasters	<ul style="list-style-type: none"> <li>• Visit the Ready.gov “Helping Children Cope” resource: <a href="https://www.ready.gov/kids/parents/coping">https://www.ready.gov/kids/parents/coping</a>.</li> <li>• Review “<a href="#">How Can Trauma Affect My Young Child</a>” from the University of Minnesota’s Center for Early Education and Development: <a href="http://tinyurl.com/UMN-Trauma">http://tinyurl.com/UMN-Trauma</a>.</li> </ul>
Want information on mass shelters and sheltering in place	<ul style="list-style-type: none"> <li>• Visit the Ready.gov shelter resource: <a href="https://www.ready.gov/shelter">https://www.ready.gov/shelter</a>.</li> </ul>
Want information on feeding infants and young children during an emergency	<ul style="list-style-type: none"> <li>• Visit the California Department of Public Health website “<a href="#">Emergency Preparedness: Infant and Young Child Care and Feeding.</a>”</li> </ul>
Need to find a disaster recovery center	<ul style="list-style-type: none"> <li>• Contact your local emergency management office: <a href="http://tinyurl.com/MN-CountyEM">http://tinyurl.com/MN-CountyEM</a>.</li> <li>• Text DRC and your Zip Code to 43362.</li> <li>• Contact your local emergency management agency for availability and services.</li> </ul>
Need to find a shelter during an emergency	<ul style="list-style-type: none"> <li>• Contact your local emergency management office: <a href="http://tinyurl.com/MN-CountyEM">http://tinyurl.com/MN-CountyEM</a>.</li> <li>• Text SHELTER and your Zip Code to 43362.</li> <li>• Contact your local emergency management agency for availability and services.</li> </ul>
A parent/guardian requests to evacuate with their child	<ul style="list-style-type: none"> <li>• Follow your emergency plan and, if safe, arrange for the child to be picked up by their parent/guardian.</li> </ul>

**Resources:**

- Minnesota Department of Human Services: [Keeping Kids Safe, Child Care Provider Emergency Planning Guide](#)
- Caring for Our Children: National Health and Safety Performance Standards, Guidelines for Early Care and Education Programs, 3<sup>rd</sup> Edition <http://cfoc.nrckids.org/>

- Standard 9.2.4.3 Disaster Planning, Training, and Communication  
<http://cfoc.nrckids.org/StandardView/9.2.4.3>
- Standard 9.2.4.4 Written Plan for Seasonal and Pandemic Influenza  
<http://cfoc.nrckids.org/StandardView/9.2.4.4>
- Standard 9.2.4.5 Emergency and Evacuation Drills/Exercise Policy  
<http://cfoc.nrckids.org/StandardView.cfm?StdNum=9.2.4.5&>
- Standard 9.2.4.6 Use of Daily Roster During Evacuation Drills  
<http://cfoc.nrckids.org/StandardView/9.2.4.6>
- Standard 9.4.1.16 Evacuation and Shelter-in-Place Drill Record  
<http://cfoc.nrckids.org/StandardView/9.4.1.16>
- Standard 3.4.3.1 Emergency Procedures  
<http://cfoc.nrckids.org/StandardView/3.4.3.1>
- Standard 3.4.3.2. Use of Fire Extinguishers  
<http://cfoc.nrckids.org/StandardView/3.4.3.2>
- Standard 3.4.3.3. Response to Fire and Burns  
<http://cfoc.nrckids.org/StandardView/3.4.3.3>
- Standard 4.9.0.8 Supply of Food and Water for Disasters  
<http://cfoc.nrckids.org/StandardView/4.9.0.8>
- Centers for Disease Control and Prevention's Emergency Preparedness and Response page at <http://www.bt.cdc.gov/>
- Checklist for Emergency Plan out of Pennsylvania <http://www.ecels-healthychildcarepa.org/resources/resource-list-by-topic/item/153-emergency-plan-checklist>
- Child Care Emergency Tool Box from the General Services Administration:  
[http://www.gsa.gov/graphics/pbs/Child\\_Care\\_Emergency\\_Preparedness\\_Toolbox.pdf](http://www.gsa.gov/graphics/pbs/Child_Care_Emergency_Preparedness_Toolbox.pdf)
- Metropolitan Emergency Managers Association and its publication Determining Severe Weather Shelter Areas at  
<http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>
- Local emergency management office: <http://tinyurl.com/MN-CountyEM>
- Minnesota Department of Health at <http://www.health.state.mn.us/index.html>
- Minnesota Division of Homeland Security and Emergency Management Severe Weather information at <http://www.severeweather.state.mn.us/>
- National Weather Service, National Oceanic and Atmospheric Administration (NOAA) at <http://www.weather.gov/>
- North Carolina has an Emergency Plan Template available at  
[http://ncchildcare.dhhs.state.nc.us/pdf\\_forms/evacuation\\_childcare\\_providers.pdf](http://ncchildcare.dhhs.state.nc.us/pdf_forms/evacuation_childcare_providers.pdf)
- NOAA weather radio at <http://www.nws.noaa.gov/nwr>
- Red Cross at <http://www.redcross.org/>

- U.S. Department of Health and Human Services, pandemic flu at Flu.gov  
<http://www.pandemicflu.gov/>
- Substance Abuse and Mental Health Services Administration (SAMHSA): Tips for Talking With and Helping Children and Youth Cope After a Disaster or Traumatic Event: <http://store.samhsa.gov/shin/content/SMA12-4732/SMA12-4732.pdf>
- The National Child Traumatic Stress Network: <http://www.nctsn.org/>
- The National Child Traumatic Stress Network: Secondary Trauma and Child Welfare Staff: Guidance for Supervisors and Administrators  
[http://www.nctsn.org/sites/default/files/assets/pdfs/sts\\_cw\\_final.pdf](http://www.nctsn.org/sites/default/files/assets/pdfs/sts_cw_final.pdf)

## County/Tribal CCAP

County and tribal CCAP agencies should prepare emergency plans and procedures that will help them:

- Continue operations during and after an emergency
- Coordinate with county emergency managers
- Support families on child care assistance who are impacted by emergencies
- Support providers caring for children on child care assistance

### Prepare:

- Identify contact information for the local county or tribal emergency manager
- Review emergency preparedness procedures with any subcontracted agencies
- Develop continuing operating procedures in case of a local emergency or disaster

### In case of emergency:

If you...	You should ...
Are contacted by a family impacted by a disaster requesting child care assistance	<ul style="list-style-type: none"> <li>• Consider requesting a temporary waiver to program rules in response to a disaster from DHS.</li> <li>• Send out applications or refer families to <a href="http://ApplyMN.gov">ApplyMN.gov</a>.</li> <li>• Determine if the family is eligible under current program rules. If yes, process the family's application according to guidelines.</li> </ul>
Are contacted by a provider impacted by a disaster	<ul style="list-style-type: none"> <li>• If the provider is licensed, refer the provider to its licenser to ensure that it is operating legally or can request variances to continue to operate legally.</li> <li>• Determine if the provider needs to change its CCAP registration or become registered as a CCAP provider.</li> <li>• Determine if the provider is currently authorized to provide care for any CCAP families. Contact families, if necessary, to determine if they need changes to their case or authorization.</li> </ul>
Would like to request a temporary waiver to program rules in response to a disaster	<ul style="list-style-type: none"> <li>• Contact your technical liaison at the Department of Human Services, Child Care Assistance Policy unit for procedure and guidance.</li> </ul>

If you...	You should ...
Cannot service CCAP cases due to your agency being affected by an emergency or disaster.	<ul style="list-style-type: none"> <li>• Put your agency's continuing operations plans into action.</li> <li>• Notify your technical liaison at the Department of Human Services, Child Care Assistance Policy unit, for support and guidance.</li> </ul>

**Resources:**

- Child Care Assistance Program Policy Manual: [http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CCAP\\_Home](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CCAP_Home)
- Every Business Should Have A Plan: <http://www.fema.gov/media-library/assets/documents/90388>
- Minnesota Department of Human Services: [Keeping Kids Safe, Child Care Provider Emergency Planning Guide](#)
- Centers for Disease Control and Prevention's Emergency Preparedness and Response page at <http://www.bt.cdc.gov/>
- Checklist for Emergency Plan out of Pennsylvania: <http://www.ecels-healthychildcarepa.org/resources/resource-list-by-topic/item/153-emergency-plan-checklist>
- Metropolitan Emergency Managers Association and its publication Determining Severe Weather Shelter Areas at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>
- Minnesota Department of Health at <http://www.health.state.mn.us/index.html>
- Minnesota Division of Homeland Security and Emergency Management Severe Weather information at <http://www.severeweather.state.mn.us/>
- National Weather Service, National Oceanic and Atmospheric Administration (NOAA) at <http://www.weather.gov/>
- NOAA weather radio at <http://www.nws.noaa.gov/nwr>
- Red Cross at <http://www.redcross.org/>
- U.S. Department of Health and Human Services, pandemic flu at Flu.gov: <http://www.pandemicflu.gov/>
- Substance Abuse and Mental Health Services Administration (SAMHSA): Tips for Talking With and Helping Children and Youth Cope After a Disaster or Traumatic Event: <http://store.samhsa.gov/shin/content/SMA12-4732/SMA12-4732.pdf>
- The National Child Traumatic Stress Network: <http://www.nctsn.org/>

- The National Child Traumatic Stress Network: Secondary Trauma and Child Welfare Staff: Guidance for Supervisors and Administrators:  
[http://www.nctsn.org/sites/default/files/assets/pdfs/sts\\_cw\\_final.pdf](http://www.nctsn.org/sites/default/files/assets/pdfs/sts_cw_final.pdf)

## County/Tribal Licensing

County and tribal licensing agencies should prepare emergency plans and procedures that will help them:

- Continue operations during an emergency
- Coordinate with local or county emergency managers
- Support providers who are impacted by emergencies
- Facilitate communication with Department of Human Services staff

### Prepare:

- Identify contact information for local, county, or tribal emergency manager
- Review emergency preparedness procedures with any subcontracted licensing agencies
- Develop continuing operating procedures in case of a local emergency or disaster

### In case of emergency:

If you ...	You should...
Are contacted by a provider because of a temporary relocation	<ul style="list-style-type: none"> <li>• Contact Department of Human Services Licensing, Family Systems Unit, at (651)431-6500.</li> <li>• If the provider is a registered CCAP provider, contact the CCAP agency to alert them to the existence of a temporary facility.</li> </ul>
Are contacted by a provider that needs help finding a temporary facility	<ul style="list-style-type: none"> <li>• Contact your local Child Care Aware agency: <a href="http://childcareawaremn.org/local-resources">http://childcareawaremn.org/local-resources</a> or the state-wide hotline at (888)291-9811.</li> <li>• Go to <a href="http://parentaware.org/search/">http://parentaware.org/search/</a> to search by location or name of provider.</li> <li>• Go to <a href="http://licensinglookup.dhs.state.mn.us/">http://licensinglookup.dhs.state.mn.us/</a>. The Department of Human Services Licensing Information Lookup is updated daily with provider information. The site shows information for licensed child care centers and licensed family child care programs, and is sortable by city, county, and zip code.</li> </ul>

If you ...	You should...
Receive a request from a family for child care assistance	<ul style="list-style-type: none"> <li>• Contact your local county/tribal/subcontracted CCAP agency to determine eligibility.</li> <li>• Contact your local Child Care Aware agency: <a href="http://childcareawaremn.org/local-resources">http://childcareawaremn.org/local-resources</a> or the state-wide hotline at (888)291-9811.</li> </ul>
Are contacted by a child care center provider for assistance	<ul style="list-style-type: none"> <li>• Refer the provider to DHS Licensing at (651)431-6500.</li> </ul>
Are contacted by a family that needs the addresses and/or phone numbers for licensed child care providers	<ul style="list-style-type: none"> <li>• Go to <a href="http://parentaware.org/search/">http://parentaware.org/search/</a> to search by location or name of provider</li> <li>• Go to <a href="http://licensinglookup.dhs.state.mn.us/">http://licensinglookup.dhs.state.mn.us/</a>. The Department of Human Services Licensing Information Lookup is updated daily with provider information. The site shows information for licensed child care centers and licensed family child care programs, and is sortable by city, county, and zip code.</li> </ul>
Receive a request from a provider to provide a variance from licensing requirements	<ul style="list-style-type: none"> <li>• Contact Department of Human Services Licensing, Family Systems Unit, at (651)431-6500 for any needed technical assistance.</li> </ul>
Receive a report of unsafe conditions at a family child care program	<ul style="list-style-type: none"> <li>• Forward the report to Child Protection if there is possible maltreatment.</li> <li>• Follow internal guidelines for following up on licensing violations.</li> <li>• Contact Department of Human Services Licensing, Family Systems Unit, at (651)431-6500 for any needed technical assistance.</li> </ul>

**Resources:**

- Minnesota Department of Human Services: [Keeping Kids Safe, Child Care Provider Emergency Planning Guide](#)

- Centers for Disease Control and Prevention’s Emergency Preparedness and Response page at <http://www.bt.cdc.gov/>
- Checklist for Emergency Plan out of Pennsylvania: <http://www.ecels-healthychildcarepa.org/resources/resource-list-by-topic/item/153-emergency-plan-checklist>
- Metropolitan Emergency Managers Association and its publication Determining Severe Weather Shelter Areas at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>
- Minnesota Department of Health at <http://www.health.state.mn.us/index.html>
- Minnesota Division of Homeland Security and Emergency Management Severe Weather information at <http://www.severeweather.state.mn.us/>
- National Weather Service, National Oceanic and Atmospheric Administration (NOAA) at <http://www.weather.gov/>
- NOAA weather radio at <http://www.nws.noaa.gov/nwr>
- Red Cross at <http://www.redcross.org/>
- U.S. Department of Health and Human Services, pandemic flu at Flu.gov: <http://www.pandemicflu.gov/>
- Substance Abuse and Mental Health Services Administration (SAMHSA): Tips for Talking With and Helping Children and Youth Cope After a Disaster or Traumatic Event: <http://store.samhsa.gov/shin/content//SMA12-4732/SMA12-4732.pdf>
- The National Child Traumatic Stress Network: <http://www.nctsn.org/>
- The National Child Traumatic Stress Network: Secondary Trauma and Child Welfare Staff: Guidance for Supervisors and Administrators [http://www.nctsn.org/sites/default/files/assets/pdfs/sts\\_cw\\_final.pdf](http://www.nctsn.org/sites/default/files/assets/pdfs/sts_cw_final.pdf)
- Minnesota Emergency Operations Plan: <https://dps.mn.gov/divisions/hsem/all-hazards-planning/Documents/2015-meop-official.pdf>
- Minnesota Department of Public Safety Homeland Security and Emergency Management: <https://dps.mn.gov/divisions/hsem/planning-preparedness/Pages/default.aspx>
- Minnesota County Emergency Managers: <https://dps.mn.gov/divisions/hsem/contact/Pages/county-emergency-managers.aspx>
- Homeland Security and Emergency Management Regional Program Coordinators: <https://dps.mn.gov/divisions/hsem/contact/Pages/regional-program-coordinators.aspx>
- Minnesota Association of Emergency Managers: <http://amemminnesota.org/>
- County and Tribal Human Services and Social Services Information Directory: <http://edocs.dhs.state.mn.us/lfserver/Public/DHS-0005-ENG>

## County/Tribal Emergency Managers

The responsibility for responding to emergency incidents, both natural and manmade, begins at the local level – with individuals and public officials in the county, city, or town affected by the incident. Local leaders and emergency managers prepare their communities to manage incidents locally. The *National Response Framework's* doctrine of “Whole Community” planning plays a key role in helping community leaders to coordinate resources within jurisdictions, among adjacent jurisdictions, and with the private sector and nongovernmental organizations such as the American Red Cross.

### In case of emergency:

If you...	You should ...
Need addresses and/or phone numbers for licensed child care providers	<ul style="list-style-type: none"> <li>Go to <a href="http://licensinglookup.dhs.state.mn.us/">http://licensinglookup.dhs.state.mn.us/</a>. The Department of Human Services Licensing Information Lookup is updated daily with provider information. The site shows information for licensed child care centers and licensed family child care programs and is sortable by city, county, and zip code. This information can be downloaded in a CSV file.</li> </ul>
Would like to meet with family child care providers	<ul style="list-style-type: none"> <li>Please invite the county licensor. The county licensor's contact information can be found by contacting your county's Human, Social, or Family Services division.</li> </ul>
Would like to meet with child care centers	<ul style="list-style-type: none"> <li>Please invite the Department of Human Services licensor. The licensor's contact information can be found by calling Department of Human Services licensing at (651)431-6500.</li> </ul>
An organization approaches you offering to provide temporary child care services to communities/individuals impacted by a disaster	<ul style="list-style-type: none"> <li>Contact Department of Human Services Licensing at (651)431-6500 to verify that the organization has obtained all necessary licenses and inspections.</li> </ul>

If you...	You should ...
Need to provide resources or information to families searching for child care after a disaster	<ul style="list-style-type: none"> <li>• Contact your local Child Care Aware agency: <a href="http://childcareawaremn.org/local-resources">http://childcareawaremn.org/local-resources</a> or the state-wide hotline at (888)291-9811.</li> <li>• Go to <a href="http://parentaware.org/search/">http://parentaware.org/search/</a> to search by location or name of provider.</li> <li>• Go to <a href="http://licensinglookup.dhs.state.mn.us/">http://licensinglookup.dhs.state.mn.us/</a>. The Department of Human Services Licensing Information Lookup is updated daily with provider information. The site shows information for licensed child care centers and licensed family child care programs, and is sortable by city, county, and zip code.</li> </ul>
Need to contact Department of Human Services Licensing	<ul style="list-style-type: none"> <li>• Call (651)431-6500 during business hours. If the matter is urgent, contact the Deputy Inspector General for Licensing at (651)431-4979.</li> </ul>
Need to contact Department of Human Services Child Care Assistance Program	<ul style="list-style-type: none"> <li>• Call (651)431-3809 during business hours or email <a href="mailto:DHS.CCAP@state.mn.us">DHS.CCAP@state.mn.us</a>. If the matter is urgent, contact the Child Care Assistance Program Manager at (651)431-4044.</li> </ul>

**Resources:**

- Minnesota Emergency Operations Plan: <https://dps.mn.gov/divisions/hsem/all-hazards-planning/Documents/2015-meop-official.pdf>
- Minnesota Department of Public Safety Homeland Security and Emergency Management: <https://dps.mn.gov/divisions/hsem/planning-preparedness/Pages/default.aspx>
- Minnesota County Emergency Managers: <https://dps.mn.gov/divisions/hsem/contact/Pages/county-emergency-managers.aspx>
- Homeland Security and Emergency Management Regional Program Coordinators: <https://dps.mn.gov/divisions/hsem/contact/Pages/regional-program-coordinators.aspx>
- Minnesota Department of Human Services: [Keeping Kids Safe, Child Care Provider Emergency Planning Guide](#)
- 
- Minnesota Association of Emergency Managers: <http://ameminnesota.org/>

- County and Tribal Human Services and Social Services Information Directory: <http://edocs.dhs.state.mn.us/lfserver/Public/DHS-0005-ENG>
- Centers for Disease Control and Prevention's Emergency Preparedness and Response page at <http://www.bt.cdc.gov/>
- Metropolitan Emergency Managers Association and its publication Determining Severe Weather Shelter Areas at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>
- Minnesota Department of Health at <http://www.health.state.mn.us/index.html>
- Minnesota Division of Homeland Security and Emergency Management Severe Weather information at <http://www.severeweather.state.mn.us/>
- National Weather Service, National Oceanic and Atmospheric Administration (NOAA) at <http://www.weather.gov/>
- NOAA weather radio at <http://www.nws.noaa.gov/nwr>
- Red Cross at <http://www.redcross.org/>
- U.S. Department of Health and Human Services, pandemic flu at Flu.gov: <http://www.pandemicflu.gov/>
- Substance Abuse and Mental Health Services Administration (SAMHSA): Tips for Talking With and Helping Children and Youth Cope After a Disaster or Traumatic Event: <http://store.samhsa.gov/shin/content/SMA12-4732/SMA12-4732.pdf>
- The National Child Traumatic Stress Network: <http://www.nctsn.org/>
- The National Child Traumatic Stress Network: Secondary Trauma and Child Welfare Staff: Guidance for Supervisors and Administrators [http://www.nctsn.org/sites/default/files/assets/pdfs/sts\\_cw\\_final.pdf](http://www.nctsn.org/sites/default/files/assets/pdfs/sts_cw_final.pdf)

## Child Care Aware Agencies

Local Child Care Aware agencies should prepare emergency plans and procedures that will help them:

- Continue operations during an emergency
- Coordinate with Child Care Aware of Minnesota - Coordinating Office
- Support families who have children in child care who are impacted by emergencies
- Support providers caring for children

### Prepare:

- What continuing operating procedures have been developed by your agency, including procedures for offering services to families and providers by other Child Care Aware agencies?
- How will your agency help families find care for their children if their child care provider is impacted by an emergency?
- How will your agency help providers find a temporary facility?
- Review emergency preparedness procedures with agency staff

### In case of emergency:

If you...	You should...
Need to Evacuate	<ul style="list-style-type: none"> <li>• When you are safe, contact Child Care Aware of Minnesota - Coordinating Office at (651)290-9704.</li> <li>• When you are safe, contact the DHS Child Care Aware specialist at (651)431-3866.</li> </ul>
Need a Temporary Facility	<ul style="list-style-type: none"> <li>• When you are safe, contact Child Care Aware of Minnesota—Coordinating Office at (651)290-9704.</li> <li>• When you are safe, contact the DHS Child Care Aware specialist at (651)431-3866.</li> <li>• When you are safe, regional agencies should contact the district agency at (888)291-9811.</li> </ul>
Are contacted by a provider or a family looking for information for a family affected by a disaster	<ul style="list-style-type: none"> <li>• Help the family find care.</li> <li>• Update provider information.</li> </ul>

## Resources:

- Minnesota Department of Human Services: [Keeping Kids Safe, Child Care Provider Emergency Planning Guide](#)
- Centers for Disease Control and Prevention's Emergency Preparedness and Response page at <http://www.bt.cdc.gov/>
- Metropolitan Emergency Managers Association and its publication Determining Severe Weather Shelter Areas at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>
- Minnesota Department of Health at <http://www.health.state.mn.us/index.html>
- Minnesota Division of Homeland Security and Emergency Management Severe Weather information at <http://www.severeweather.state.mn.us/>
- National Weather Service, National Oceanic and Atmospheric Administration (NOAA) at <http://www.weather.gov/>
- NOAA weather radio at <http://www.nws.noaa.gov/nwr>
- Red Cross at <http://www.redcross.org/>
- U.S. Department of Health and Human Services, pandemic flu at Flu.gov: <http://www.pandemicflu.gov/>
- Substance Abuse and Mental Health Services Administration (SAMHSA): Tips for Talking With and Helping Children and Youth Cope After a Disaster or Traumatic Event: <http://store.samhsa.gov/shin/content//SMA12-4732/SMA12-4732.pdf>
- The National Child Traumatic Stress Network: <http://www.nctsn.org/>
- The National Child Traumatic Stress Network: Secondary Trauma and Child Welfare Staff: Guidance for Supervisors and Administrators [http://www.nctsn.org/sites/default/files/assets/pdfs/sts\\_cw\\_final.pdf](http://www.nctsn.org/sites/default/files/assets/pdfs/sts_cw_final.pdf)

## State Emergency Management

The director of the Minnesota Homeland Security and Emergency Management Division ensures that the state is prepared to deal with large-scale emergencies and is responsible for coordinating the state response in any incident. In Minnesota, the Department of Public Safety (DPS), Homeland Security Emergency Management (HSEM) Division is also the lead entity in charge of Minnesota's Emergency Operations Plan ([MEOP](#)).

### In case of emergency:

If you...	You should...
Need addresses and/or phone numbers for licensed child care providers	<ul style="list-style-type: none"> <li>Go to <a href="http://licensinglookup.dhs.state.mn.us/">http://licensinglookup.dhs.state.mn.us/</a>. The Department of Human Services Licensing Information Lookup is updated daily with provider information. The site shows information for licensed child care centers and licensed family child care programs, and is sortable by city, county, and zip code. This information can be downloaded in a CSV file.</li> </ul>
Need to provide temporary child care services to communities/individuals impacted by a disaster	<ul style="list-style-type: none"> <li>Contact Department of Human Services Licensing at (651)431-6500.</li> </ul>
Need to provide resources or information to families searching for child care after a disaster	<ul style="list-style-type: none"> <li>Contact your local Child Care Aware agency: <a href="http://childcareawaremn.org/local-resources">http://childcareawaremn.org/local-resources</a> or the state-wide hotline at (888)291-9811.</li> <li>Go to <a href="http://parentaware.org/search/">http://parentaware.org/search/</a> to search by location or name of provider.</li> <li>Go to <a href="http://licensinglookup.dhs.state.mn.us/">http://licensinglookup.dhs.state.mn.us/</a>. The Department of Human Services Licensing Information Lookup is updated daily with provider information. The site shows information for licensed child care centers and licensed family child care programs, and is sortable by city, county, and zip code.</li> </ul>

If you...	You should...
Need to provide resources or information to child care providers after a disaster	<ul style="list-style-type: none"> <li>• Contact your local Child Care Aware agency: <a href="http://childcareawaremn.org/local-resources">http://childcareawaremn.org/local-resources</a> or the state-wide hotline at (888)291-9811.</li> <li>• Go to <a href="http://parentaware.org/search/">http://parentaware.org/search/</a> to search by location or name of provider.</li> </ul>
Need to contact Department of Human Services Licensing staff	<ul style="list-style-type: none"> <li>• Call (651)431-6500 during business hours. If the matter is urgent, contact the Deputy Inspector General for Licensing at (651)431-4979.</li> </ul>
Need to contact Department of Human Services Child Care Assistance Program staff	<ul style="list-style-type: none"> <li>• Call (651)431-3809 during business hours or email <a href="mailto:DHS.CCAP@state.mn.us">DHS.CCAP@state.mn.us</a>. If the matter is urgent, contact the Child Care Assistance Program Manager at (651)431-4044.</li> </ul>

**Resources:**

- Minnesota Emergency Operations Plan: <https://dps.mn.gov/divisions/hsem/all-hazards-planning/Documents/2015-meop-official.pdf>
- Minnesota Department of Public Safety Homeland Security and Emergency Management: <https://dps.mn.gov/divisions/hsem/planning-preparedness/Pages/default.aspx>
- Minnesota County Emergency Managers: <https://dps.mn.gov/divisions/hsem/contact/Pages/county-emergency-managers.aspx>
- Homeland Security and Emergency Management Regional Program Coordinators: <https://dps.mn.gov/divisions/hsem/contact/Pages/regional-program-coordinators.aspx>
- Minnesota Department of Human Services: [Keeping Kids Safe, Child Care Provider Emergency Planning Guide](#)
- Minnesota Association of Emergency Managers: <http://amemminnesota.org/>
- County and Tribal Human Services and Social Services Information Directory: <http://edocs.dhs.state.mn.us/lfserver/Public/DHS-0005-ENG>
- Centers for Disease Control and Prevention’s Emergency Preparedness and Response page at <http://www.bt.cdc.gov/>

- Metropolitan Emergency Managers Association and its publication Determining Severe Weather Shelter Areas at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>
- Minnesota Department of Health at <http://www.health.state.mn.us/index.html>
- Minnesota Division of Homeland Security and Emergency Management Severe Weather information at <http://www.severeweather.state.mn.us/>
- National Weather Service, National Oceanic and Atmospheric Administration (NOAA) at <http://www.weather.gov/>
- NOAA weather radio at <http://www.nws.noaa.gov/nwr>
- Red Cross at <http://www.redcross.org/>
- U.S. Department of Health and Human Services, pandemic flu at Flu.gov: <http://www.pandemicflu.gov/>
- Substance Abuse and Mental Health Services Administration (SAMHSA): Tips for Talking With and Helping Children and Youth Cope After a Disaster or Traumatic Event <http://store.samhsa.gov/shin/content//SMA12-4732/SMA12-4732.pdf>
- The National Child Traumatic Stress Network: <http://www.nctsn.org/>
- The National Child Traumatic Stress Network: Secondary Trauma and Child Welfare Staff: Guidance for Supervisors and Administrators [http://www.nctsn.org/sites/default/files/assets/pdfs/sts\\_cw\\_final.pdf](http://www.nctsn.org/sites/default/files/assets/pdfs/sts_cw_final.pdf)

Department of Human Services - Office of Inspector General – Licensing  
 During state-level emergencies, DHS is the lead agency for child care assistance and licensing.

In a declared state of emergency, DHS is the lead agency responsible for mass care, housing and human services. The Department of Human Services Commissioner is a member of the State Emergency Operations cabinet and is a signatory to the [Minnesota Emergency Operations Plan](#). While child care falls under this, it is not specifically identified.

**Prepare:**

- The Department of Human Services will conduct biennial child care emergency drills for the agency to test and be prepared in emergency procedures.
- Annually, DHS will review all instances where the statewide child care emergency plan was used and identify areas for improvement.

**In case of emergency:**

If you...	You should...
Are contacted by a provider asking to provide temporary child care, temporarily change location, or temporarily stop caring for children as a result of a disaster	<ul style="list-style-type: none"> <li>• Evaluate the provider’s situation and discuss options for providing temporary care.</li> <li>• If necessary, direct the child care center providers to the DHS Variance Request form at <a href="https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3141-ENG">https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3141-ENG</a>.</li> <li>• Direct family child care providers seeking variances to their local county licensor.</li> </ul>
Are contacted by a child care center or family child care provider to report that an emergency or disaster has impacted its ability to provide care	<ul style="list-style-type: none"> <li>• Discuss options for providing temporary care and requirements for ensuring that any temporary facilities meet health and safety requirements.</li> <li>• Refer family child care providers to their local county licensor for assistance.</li> </ul>

If you...	You should...
Receive a request for a licensing requirement variance from a child care center impacted by an emergency or disaster	<ul style="list-style-type: none"> <li>• If the request is not received on the DHS Variance Request form, direct the provider to the form at <a href="https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3141-ENG">https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3141-ENG</a>.</li> <li>• Variances may be provided when the conditions under which the variance is requested do not affect the health or safety of those being served nor compromise the qualifications of staff to provide services.</li> </ul>
Receive a request for a licensing requirement variance from a family child care program or a county contacts DHS about a variance request.	<ul style="list-style-type: none"> <li>• Direct the provider to its local county licensor</li> <li>• Assist county licensors in ensuring that temporary facilities meet health and safety requirements.</li> </ul>
An emergency manager asks for temporary child care to be provided at an emergency shelter	<ul style="list-style-type: none"> <li>• Contact DHS Emergency Management Division.</li> </ul>
An emergency manager contacts DHS for a general licensing-related questions	<ul style="list-style-type: none"> <li>• For questions regarding child care centers, refer the emergency manager to the Child Care Unit.</li> <li>• For questions regarding family child care, refer the emergency manager to the Family Systems Unit or the local county licensor.</li> <li>• Contact DHS Emergency Management Division.</li> </ul>
A parent/guardian or community member contacts DHS regarding an unsafe child care environment	<ul style="list-style-type: none"> <li>• If it is a licensed child care center, verify the health and safety of the premises and evaluate whether any licensing standards were violated or there is possible maltreatment.</li> <li>• If it is a licensed family child care provider, contact the appropriate county or tribal licensing agency.</li> <li>• If it is an unlicensed provider, contact the county or tribal licensing agency, Child Protection, or local law enforcement.</li> </ul>

## Resources:

- Minnesota Statute 119B.26 Authority to Waive Requirements During Disaster Periods <https://www.revisor.mn.gov/statutes/?id=119B.26>
- Minnesota Emergency Operations Plan: <https://dps.mn.gov/divisions/hsem/all-hazards-planning/Documents/2015-meop-official.pdf>
- Minnesota Department of Public Safety Homeland Security and Emergency Management: <https://dps.mn.gov/divisions/hsem/planning-preparedness/Pages/default.aspx>
- Minnesota County Emergency Managers: <https://dps.mn.gov/divisions/hsem/contact/Pages/county-emergency-managers.aspx>
- Homeland Security and Emergency Management Regional Program Coordinators: <https://dps.mn.gov/divisions/hsem/contact/Pages/regional-program-coordinators.aspx>
- DHS Variance Request form: <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3141-ENG>
- Minnesota Association of Emergency Managers: <http://amemminnesota.org/>
- County and Tribal Human Services and Social Services Information Directory: <http://edocs.dhs.state.mn.us/lfserver/Public/DHS-0005-ENG>

## Department of Human Services - Child Care Assistance Unit

DHS is the lead agency for child care assistance and licensing purposes. Currently, in the [Minnesota Emergency Operations Plan](#), DHS is the designated agency responsible for mass care, housing and human services. Child care falls under this, but is not specifically identified.

The Department of Human Services Commissioner is a member of the State Emergency Operations cabinet and is a signatory to the MEOP.

The Child Care Assistance Program has authority under Minnesota Statute 119B.26 to waive program requirements for up to nine months after a disaster in areas where a federal disaster has been declared under United States Code, title 42, section 5121, et seq., or the governor has exercised authority under chapter 12. Individually affected counties and tribal nations must request waivers.

For the Child Care Assistance Program, Minnesota is a county administered, state supervised state. Counties, tribes and local agencies develop local strategies for providing outreach and access to services for families.

### Prepare:

- Annually, DHS will review all instances where the statewide child care emergency plan was used and identify places for improvement.

If you...	You should...
Receive a request for a waiver of CCAP program rules from a CCAP agency following a disaster	<ul style="list-style-type: none"><li>• Follow the <a href="#">Disaster Protocol</a> [internal CCAP link] outlining the procedure to waive CCAP program rules.</li></ul>
Are notified by a CCAP agency that it is not able to service CCAP cases due to an emergency or disaster.	<ul style="list-style-type: none"><li>• Assist the agency in implementing its continuing operations plan.</li><li>• Alert the help desk if it needs to service CCAP cases for an interim period and/or transfer active cases to an alternate agency.</li><li>• Consider methods to alert families of alternate servicing arrangements during the course of the emergency.</li></ul>

If you...	You should...
Are contacted by an emergency manager with general CCAP-related questions	<ul style="list-style-type: none"> <li>• Respond to questions as appropriate.</li> <li>• Refer to and/or involve other areas as necessary.</li> </ul>

**Resources:**

- Minnesota Statute 119B.26 Authority to Waive Requirements During Disaster Periods <https://www.revisor.mn.gov/statutes/?id=119B.26>

## Department of Human Services - Child Development Services

DHS is the lead agency for child care assistance and licensing purposes. Currently, in the [Minnesota Emergency Operations Plan](#), DHS is the designated agency responsible for mass care, housing and human services. Child care falls under this, but is not specifically identified.

### Prepare:

- The Department of Human Services will conduct biennial child care emergency drills for the agency to test and prepare itself in emergency procedures.
- Annually, DHS will review all instances where the statewide child care emergency plan was used and identify places for improvement.

If you...	You should...
Are contacted by a grantee, including a Child Care Aware agency, after a disaster has affected its operations	<ul style="list-style-type: none"><li>• Contact a Child Development Services manager and grants coordinator.</li><li>• If the grantee is a Child Care Aware agency, Contact Child Care Aware of Minnesota - Coordinating Office at (651)290-9704 to facilitate the triaging process.</li></ul>

Department of Human Services - Emergency Management Division  
 DHS is the lead agency for child care assistance and licensing purposes. Currently, in the state MEOP ([Minnesota Emergency Operations Plan](#)), DHS is the designated agency responsible for mass care, housing and human services. Child care falls under this, but is not specifically identified

**Prepare:**

- The Department of Human Services will conduct biennial child care emergency drills for the agency to test and be prepared in emergency procedures.
- Annually, DHS will review all instances where the statewide child care emergency plan was utilized and identify places for improvement.

If you...	You should...
Are contacted by a county or state emergency manager with a child care-related question	<ul style="list-style-type: none"> <li>• Call the Licensing Division at (651)431-6500 during business hours. If the matter is urgent, contact the Deputy Inspector General for Licensing at (651)431-4979.</li> <li>• If it is related to CCAP, contact DHS CCAP by calling (651)431-3809 during business hours or emailing <a href="mailto:DHS.CCAP@state.mn.us">DHS.CCAP@state.mn.us</a>. If the matter is urgent, contact the Child Care Assistance Program manager at (651)431-4044.</li> </ul>

**Resources:**

- Minnesota Emergency Operations Plan: <https://dps.mn.gov/divisions/hsem/all-hazards-planning/Documents/2015-meop-official.pdf>
- Minnesota Department of Public Safety Homeland Security and Emergency Management: <https://dps.mn.gov/divisions/hsem/planning-preparedness/Pages/default.aspx>
- Minnesota County Emergency Managers: <https://dps.mn.gov/divisions/hsem/contact/Pages/county-emergency-managers.aspx>
- Homeland Security and Emergency Management Regional Program Coordinators: <https://dps.mn.gov/divisions/hsem/contact/Pages/regional-program-coordinators.aspx>
- Minnesota Department of Human Services: [Keeping Kids Safe, Child Care Provider Emergency Planning Guide](#)
- Minnesota Association of Emergency Managers: <http://ameminnesota.org/>

- County and Tribal Human Services and Social Services Information Directory: <http://edocs.dhs.state.mn.us/lfserver/Public/DHS-0005-ENG>
- Centers for Disease Control and Prevention's Emergency Preparedness and Response page at <http://www.bt.cdc.gov/>
- Metropolitan Emergency Managers Association and its publication Determining Severe Weather Shelter Areas at <http://www.severeweather.state.mn.us/Documents/TornadoShelterAreaDetermination.pdf>
- Minnesota Department of Health at <http://www.health.state.mn.us/index.html>
- Minnesota Division of Homeland Security and Emergency Management Severe Weather information at <http://www.severeweather.state.mn.us/>
- National Weather Service, National Oceanic and Atmospheric Administration (NOAA) at <http://www.weather.gov/>
- NOAA weather radio at <http://www.nws.noaa.gov/nwr>
- Red Cross at <http://www.redcross.org/>
- U.S. Department of Health and Human Services, pandemic flu at Flu.gov: <http://www.pandemicflu.gov/>
- Substance Abuse and Mental Health Services Administration (SAMHSA): Tips for Talking With and Helping Children and Youth Cope After a Disaster or Traumatic Event <http://store.samhsa.gov/shin/content//SMA12-4732/SMA12-4732.pdf>
- The National Child Traumatic Stress Network: <http://www.nctsn.org/>
- The National Child Traumatic Stress Network: Secondary Trauma and Child Welfare Staff: Guidance for Supervisors and Administrators [http://www.nctsn.org/sites/default/files/assets/pdfs/sts\\_cw\\_final.pdf](http://www.nctsn.org/sites/default/files/assets/pdfs/sts_cw_final.pdf)