



**Georgia Dept  
of Early Care  
and Learning**  
BRIGHT FROM THE START

# **Georgia Statewide Child Care Emergency Plan**

Georgia Department of Early Care and Learning  
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**An annual review of the Statewide Child Care Emergency Plan is completed by DECAL and an ad hoc committee of emergency response partners.**

**Date of Annual Review:**

<b>Record of Changes: Date of Change</b>	<b>Updated Section(s)</b>	<b>Authorized Signature</b>

**Distribution and Posting** The Georgia Statewide Child Care Emergency Plan is a public document. It is posted on the Georgia Department of Early Care and Learning (DECAL) website under the [Child Care Services](#) page.

Additionally, the plan is shared with the following DECAL partners:

- The Child Care Resource and Referral Agencies
- Georgia Department of Human Services
- Georgia Department of Public Health
- Georgia Emergency Management and Homeland Security Agency
- Georgia Chapter of the American Academy of Pediatrics

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## **Section 1. Background, Scope, Assumptions, and Overview**

### **1.1 Background**

The Georgia State Emergency Operations Plan (SEOP) is designed to assist state-level leaders and emergency management personnel in handling all phases of emergency management during a human-caused or natural disaster. It follows the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS) as specified by the U.S. Department of Homeland Security (USDHS). It also follows a format similar to the National Response Framework (NRF).

All-hazard emergency management acknowledges that most disasters and emergencies are best managed as a cycle consisting of four (4) phases: prevention, preparedness, response, and recovery, with mitigation across all four (4) phases. All-hazard emergency management also acknowledges that there are common emergency functional responses. To address these commonalities, the SEOP contains 15 functional annexes, each addressing an Emergency Support Function (ESF). The ESF is a mechanism that consolidates multiple agencies that perform similar or like functions into a single, cohesive unit to allow for the better management of emergency response functions. The Georgia Department of Human Services (GDHS) has been tasked as the coordinating agency for Emergency Support Function Six (ESF-6). ESF-6 – Mass Care, Shelter, and Human Services coordinates the delivery of mass care, emergency assistance, housing, and human services when county response and recovery needs exceed their capabilities. GDHS's Response and Recovery Framework for Mass Care, Shelter, and Human Services identifies the authority, roles, and responsibilities for GDHS executives and program offices to ensure a collective response to disasters and emergencies.

### **1.2 Scope**

In September 2014, the federal Child Care and Development Fund Block Grant (CCDBG) was reauthorized. In Georgia, the CCDBG Act of 2014 provides the funding to support child care, through the Administration for Children and Families' Office of Child Care to the Georgia Department of Early Care and Learning (DECAL). These funds, along with the required matching state funds, support child care licensing, child care subsidies, and the state's quality rating and improvement system, Quality Rated. A key component of the CCDBG Act of 2014 reauthorization was the inclusion of a requirement that participating states develop and disseminate a Statewide Child Care Emergency Plan.

Section 658E(c) (2)(U) of the CCDBG Act of 2014 states that the Statewide Child Care Emergency Plan must include:

- Guidelines for continuing Child Care Development Fund (CCDF) assistance and child care services after a disaster, which may include provision of temporary child care, and temporary operating standards for child care after a disaster.
- Requirements that child care providers receiving CCDF have in place procedures for evacuation; relocation; shelter-in-place; lockdown; communication and reunification with families; continuity of operations; and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.
- Requirements that child care providers receiving CCDF have in place procedures for staff and volunteer emergency preparedness training and practice drills.

In order to fulfill the requirement of Section 658, DECAL has developed the following Statewide Child Care Emergency Plan to identify and communicate the processes and supports for child care in the event that an individual, local, regional, or statewide emergency or disaster occurs. It outlines recommendations for planning preparedness, response, and recovery from a disaster and the role the agency will play in providing supports. The document provides guidance regarding child care learning centers (CCLCs) and family child care learning homes (FCCLHs) licensed by DECAL and license-exempt child care providers accepting CCDF funds. This document also strives to provide information relevant to all other early learning programs in terms of recommendations and resources.

### **1.3 Assumptions**

The following assumptions were considered in the development of the plan:

- Emergencies and disasters present themselves in all forms. While some provide advanced warning such as weather-related events, others may come about with no warning. The best way to prepare for a disaster is planning and practice.
- Child care is a necessary component for families and should be restored as quickly as possible.
- All licensed child care providers are required to develop an individual emergency plan and then orient staff, share with parents, and should consider filing the plan with their local municipality and county.
- GDHS is the Coordinating Agency for ESF-6 – Mass Care, Emergency Assistance, Housing and Human Services when county and regional task forces' response and recovery needs exceed their capabilities.
- This document is a supplement to those plans developed by Georgia Department of Public Health (GDPH) and the Georgia Emergency Management Agency (GEMA) and does not serve to address the full scope of community or state response to a disaster or emergency.
- Time frames provided throughout the plan, unless specifically noted, serve as guidelines for activities and may vary depending on the nature of the disaster or emergency.

### **1.4 Overview**

As an office, many of the state's child-serving systems are funded or supported by DECAL or business partners. DECAL serves as Georgia's lead agency for the administration of the Child Care and Development Block Grant. Additionally, DECAL receives funding through the Office of Head Start from the Head Start State Collaboration Office.

#### **1.4.1 Licensed Child Care**

The standards to aid in protecting the health, safety, and rights of children are found in GA Code Chapter 20, Section A for CCLCs and FCCLHs respectively. Those chapters identify the minimum level of compliance necessary to obtain and maintain licensure. On October 1, 2016, the child care facility regulations were amended to include expanded requirements for a facility emergency plan.

#### **1.4.2 License-Exempt Child Care**

Fourteen entities and informal providers offering child care are exempt from licensing in Georgia. Informal providers are those with no more than two children enrolled for care. Two entities and specific types of informal providers are eligible to receive child care subsidies. At

this time, there are no specific Georgia requirements for license-exempt providers not accepting child care subsidies to have an emergency plan, but in terms of best practices, it is advisable. The USDHS and the American Red Cross provide resources to support families' emergency planning. See Section 12. Resources for useful links.

### **1.4.3 Child Care Subsidies**

Georgia's child care subsidy program, Childcare and Parent Services (CAPS), provides financial assistance to families with low incomes to help cover the cost of child care while parents work, go to school or training, or participate in other work-related activities. To support continuity of operations during an emergency, the CCDF requires the agency to have an operations plan in place.

### **1.4.4 Head Start**

Head Start is a federal-to-local community grant funded through the Office of Head Start within the U.S. Administration for Children and Families. While DECAL has no role in grantee oversight or program fidelity at the state level, CCDF-eligible grantees are required to be licensed by DECAL in order to access the required Comprehensive Background Check from the state. Therefore, DECAL plays a crucial role in both health and safety oversight, as well as in the supports for providers participating in Georgia's Quality Rated program.

DECAL also provides the CCDF layered subsidy to the Early Head Start grantees awarded the Early Head Start-Child Care Partnership grants by the Office of Head Start. Head Start Program Performance Standards 1302.47.b.7; 1302.47.4.i.G; and 1302.47.b.8. reference the required emergency preparedness activities for Head Start grantees.

### **1.4.5 Georgia's Pre-K**

This state-funded program offers early learning programming to 4-year-old children in approved provider settings (child care, Head Start, school district and private academic preschool). Emergency preparedness is addressed in the rules and regulations of the facilities licensed by DECAL and under the local school system protocols for those Georgia's Pre-K classrooms hosted in public schools.

DECAL has statutory authority over the licensing of child care facilities as well as the authority for the provision of subsidized child care through CAPS. The agency does not have authority to take custody of children or provide them with direct care.

## **Section 2. Disasters**

Disasters can be human-caused or natural catastrophes. The most common disasters in Georgia are flood, fire, and weather. While it is impossible to plan for every contingency, individuals, families, businesses, communities, and all levels of government have a responsibility to establish basic emergency planning. In some cases, there are regulations or laws requiring emergency and disaster planning and annual review and training around the content of the plans and responses.

## **Section 3. Preparedness**

Preparedness is fundamental to the success of any emergency plan. It allows for the consideration of the risks to which an individual provider, community, or region could be exposed; identification of internal and external resources for use during an emergency or disaster; and designation of roles for critical staff and volunteers during an emergency or drill.

### **3.1 Providers**

#### **3.1.1 Emergency Plan**

Providers are required through regulation to develop an Emergency Plan. Resources are available to assist programs in developing their plan. These resources can be accessed at: <https://www.cdc.gov/childrenindisasters/schools.html>; <https://extension.psu.edu/programs/betterkidcare/knowledge-areas/k7/emergency-preparedness>; <https://usa.childcareaware.org/advocacy-public-policy/crisis-and-disaster-resources/>; [https://www.acf.hhs.gov/sites/default/files/occ/1306\\_epr\\_provider\\_resource\\_guide.pdf](https://www.acf.hhs.gov/sites/default/files/occ/1306_epr_provider_resource_guide.pdf)

#### **3.1.2 Providers Receiving CCDF**

CCDF regulations require all child care providers receiving CCDF funding to have a plan that includes procedures for evacuation, relocation, shelter-in-place, lockdown, and communication and reunification with families.

#### **3.1.3 Emergency Manager**

Programs seeking to identify the Emergency Manager for their municipality can do so by following this [link](#) to GEMA locations.

#### **3.1.4 Periodic Test and Readiness Activities**

It is not sufficient to develop and file a plan. All staff should be oriented to the plan annually. Periodic emergency drills should be incorporated into the program activities. The saying goes, “The more preparation, the shorter the response”. The types of drills should be varied so that staff, children, and families have a level of comfort in responding to a variety of potential risks. Emergency drills are necessary to prepare children and staff about how to respond appropriately to numerous potential emergencies. Routine practice of emergency drills fosters a calm, competent response to an emergency when it occurs. A child who is coached properly ahead of time will have a better chance to be safe. Documentation ensures that all children are accounted for, that emergency plans are conducted appropriately, and drills are carried out in a timely manner. Fire drills must be practiced monthly, tornado and other drills semi-annually.

### **3.2 DECAL**

#### **3.2.1 Plan Integration**

DECAL will incorporate this Statewide Child Care Emergency Plan into the Continuity of Operations Plan (COOP) developed for the office.

#### **3.2.2 Supports**

DECAL will identify internal and external supports and determine the role they will play in execution of the plan.

### **3.2.3 Risk Assessment**

By May 1, 2018, and annually thereafter, DECAL will partner with DPH and GEMA to provide risk assessment to assist providers in preparedness planning.

### **3.2.4 Plan Review**

Annually, DECAL will conduct a review of the plan and make revisions as needed.

### **3.2.5 Plan Publication and Dissemination**

The Statewide Child Care Emergency Plan will be posted on the DECAL website for public access and review.

## **Section 4. Response**

Response is identified as the time period immediately before, during, and after an emergency event. It is during this time period that providers should be prepared to enact their Emergency Plan. Georgia follows the principles of the National Incident Management System (NIMS) and Incident Command System (ICS). Immediate emergency or disaster response and recovery operations will be accomplished at the lowest level of government. Local jurisdictions will be responsible for all operations up to their capability. During response, the priorities are saving lives, protecting property and the environment, and meeting basic needs.

### **4.1 Providers**

#### **4.1.1 Plan Execution**

In the event of emergency, providers should execute the portions of their plan that best address their needs in the immediate circumstances. Related to an emergency, a decision must be made to act on one of four paths—whether the provider should lockdown, immediately evacuate, shelter-in-place, or evacuate to a relocation facility.

#### **4.1.2 Communication with DECAL**

As soon as it is safe to do so, but no later than 24 hours after the emergency, child care providers should communicate with DECAL. Providers may notify DECAL through their DECAL KOALA provider self-service account or call the DECAL office at 404-657-5562 to comply with required reporting. In the event of a natural disaster, an Emergency Response Survey will be sent to providers in the affected counties. This survey will collect data to determine the severity of damages sustained by programs in a geographic area. The Executive Director of the DECAL Foundation and staff members from the DECAL Research Unit will monitor the survey responses and distribute the information to the other DECAL divisions affected such as Child Care Services (CCS), Nutrition, CAPS, Head Start, Georgia's Pre-K, and Quality Rated.

### **4.2 DECAL**

#### **4.2.1 Communication With Providers**

As appropriate, DECAL will communicate directly with providers in the emergency zone using phone, email, listservs, social media, the DECAL website, or in person as necessary to share

information. In addition, DECAL advises child care programs to monitor local conditions using local media and electronic applications.

#### **4.2.2 Communication with Grant Funders and Oversight Agencies**

DECAL will collect and provide updates to the Office of Child Care or designee as to the impacts of the disaster/emergency throughout the response period. Information will be communicated to the State Head Start Collaboration Director housed within DECAL to ensure appropriate information is directed to the Office of Head Start on behalf of impacted grantees.

### **Section 5. Recovery**

Recovery is the period after an emergency or disaster where individuals or community members as a whole attempt to return to or have completely resumed normal activities. Depending on the circumstances of the disaster, the recovery period can vary in length of duration.

#### **5.1 Providers**

##### **5.1.1 Communication**

A critical element of recovery is communication with families of children enrolled in child care, staff, and DECAL staff. It is important to establish whether the facility is operational, so that families can make appropriate alternative arrangements for child care.

##### **5.1.2 Alternative Placements**

Depending on the size and scale of a disaster, DECAL may attempt to identify placement opportunities for families who lost child care due to the disaster or emergency services workers supporting recovery activities.

##### **5.1.3 Alternative Facilities**

If providers are unable to re-open their facilities due to the disaster, but have identified alternative facilities, it is critical to contact the DECAL office immediately. CCS can start the process to expedite licensing at the new facility.

##### **5.1.4 Self-Assessments**

Providers impacted by an emergency should conduct a self-assessment to identify needs for their facility if their intent is to reopen. A self-assessment form is provided on the DECAL website at [http://www.dec.al.ga.gov/BftS/FormList.aspx?cat=Child\\_Care\\_Learning\\_Center](http://www.dec.al.ga.gov/BftS/FormList.aspx?cat=Child_Care_Learning_Center).

##### **5.1.5 Additional Staff and Volunteers**

In the aftermath of a disaster, program staff may need to deal with the impacts of the disaster on their own family and may not be able to return to work. In the event that a facility finds the need to hire additional staff or use volunteers to support reopening, they must continue to fulfill the Child Protective Service Law requirements for Child Abuse, Criminal Background, and FBI Fingerprint Certifications. For more information about the requirements for background checks, visit the DECAL Criminal Records Check website at <http://www.dec.al.ga.gov/CCS/CriminalRecordsCheck.aspx>

## **5.2 DECAL**

### **5.2.1 Impact Data Collection**

During recovery, DECAL or its business partner, AllGAKids, will be collecting data on the impacts of the disaster on the availability of child care in the affected community.

### **5.2.2 Communication**

Using email, social media, and the DECAL website, DECAL will communicate information related to recovery efforts.

### **5.2.3 Provider Support**

DECAL CCS staff will support providers impacted by the event and assist with licensure of temporary or relocated facilities.

### **5.2.4 After-Action Assessment**

After community-level disasters, DECAL will conduct after-action assessments to determine what factors should be considered for future events and modify the Statewide Child Care Emergency Plan accordingly.

## **Section 6. Subsidy-Critical Activities**

### **6.1 Continuity of Services – CAPS**

Georgia has a web-based eligibility system that allows CAPS to extend eligibility and process re-determinations remotely during and after a disaster. Georgia's State Provider Management Agent (SPMA) has an Internal Business Continuity and Contingency Plan that ensures provider payments continue in the event of inclement weather, office closure, building access restrictions, and local system outages. CAPS policy allows the authorization of payments to a provider to hold open a slot for up to two (2) service weeks during the eligibility period when a child is absent from care.

Georgia CAPS also has a web-based telephone platform and web-based inquiry system on the CAPS website that allows families, child care providers, and other stakeholders to communicate with the CAPS program during and after a disaster. Families, child care providers, and other stakeholders can reach CAPS staff by calling 1-833-4GA-CAPS (1-833-442-2277) or by going to the Contact Us tab on the CAPS website at [www.caps.decals.ga.gov](http://www.caps.decals.ga.gov).

The Child Care Resource and Referral Agencies and CAPS Family Support Consultants serve as the hub of child care information and are based in regions where working families with low incomes can get assistance with paying for child care. Additionally, they provide families with information on quality child care and with personalized child care referrals to providers based on specific needs or preferences. Information can be obtained via the DECAL website at <https://qualityrated.decals.ga.gov/>. Currently there are 66 Family Support Consultants working in local counties.

To support continuity of operations during an emergency, the CCDF requires the agency to have an operations plan in place. The grant requires DECAL to provide comprehensive information on all agency services, including CAPS. CAPS staff often provide additional information for other community services available to individuals. In an emergency, the CAPS staff will continue to make parent services available to the public and to all families who may be eligible for subsidized child care. The CAPS staff will continue to deliver all the services they provide on a daily basis, which include resource and referral services. In accordance with grant requirements, the CAPS staff is cross-trained to assure that core functions can be performed.

In the event the agency's office is impacted by an emergency or disaster, select members of the CAPS staff can work from their home offices. The subsidized child care program's IT systems, MAXSTAR and Gateway, are web-based and can be accessed through any computer with Internet capabilities. Families can apply for child care subsidy or request an update to their child care case using the Gateway one-stop web-based service at [www.Gateway.ga.gov](http://www.Gateway.ga.gov).

## **6.2 Continuity of Services – Families**

In the aftermath of an emergency or a disaster, families may find that their need for child care or eligibility for care have been impacted. This section provides clarifications related to subsidized child care during an emergency or disaster.

### **6.2.1 Location, Schedule, and Other Changes**

Parents may request a change in provider, or hours and days of care at any time. The parent may choose any qualified provider, including a qualified provider who may be operating at an emergency location that is approved by CCS for temporary licensure.

If parents are having difficulty producing verification, the CAPS Family Support Consultants must help parents verify information. When the parent has cooperated, but is unable to provide the required verification, CAPS may defer denying or terminating a subsidy beyond typical timeframes stated in CAPS policy.

### **6.2.2 Increased Wages**

Increased earnings based on temporary overtime do not impact eligibility. In the event that a parent's employer increases the number of hours worked, which in turn increases the family's income during a disaster, a procedure is in place to address increased earnings if families must work overtime due to such circumstances. Parents do not have to report increased earnings due to a disaster, unless they will permanently earn more than 85% of the state median income.

### **6.2.3 Eligibility**

Families maintain eligibility for child care for a period of no less than twelve (12) months. If a parent is temporarily unable to meet the work requirement due to a loss of work because of a disaster, the family's eligibility continues until the next redetermination date, and it remains eligible for no less than ninety (90) days.

### **6.2.4 Co-Payments**

During a family's 12-month period of eligibility, co-payments may be decreased if the family's income decreases as the result of a disaster. Likewise, co-payments may not be increased between redeterminations, even if the family's annual income increases due to a disaster.

### **6.2.5 Applications**

Families may apply on paper, or online through the Georgia Gateway website at [www.Gateway.ga.gov](http://www.Gateway.ga.gov).

## **Section 7. Temporary and Emergency Child Care**

An emergency is an unforeseen set of circumstances, or conditions that result from circumstances requiring immediate action.

Temporary means lasting for a limited time.

### **7.1 Location Changes**

#### **7.1.1 DECAL Notification**

The provider shall immediately contact DECAL regarding the emergency at the facility. The provider must follow the requirements of CCLC or FCCLH Rules and Regulations, relating to reporting injury, death, structural disaster, or fire. The provider must inform the office of the status of the building and the need to relocate. If part of the child care space was not affected by the emergency and the building is deemed safe for occupancy by a code enforcement officer, local building official, or fire marshal, child care may resume in the unaffected space. The provider must provide documentation of building safety to DECAL. The legal entity or the legal entity representative is responsible for informing the DECAL office if the provider plans on:

- returning to the original location within 180 days;
- converting the current temporary location into a permanent location; or
- moving to another permanent location within 180 days.

### **7.2 Initial Move to Temporary Location**

#### **7.2.1 Certification of Occupancy**

If the provider is moving to a temporary location, the operator must obtain a certificate of occupancy within five (5) business days following the temporary relocation. If local authorities are unable to provide the certificate of occupancy within five (5) business days due to disaster response, the operator must notify DECAL immediately.

#### **7.2.2 DECAL Inspection**

DECAL CCS staff will conduct an initial inspection of the temporary location within five (5) business days of the relocation. The initial inspection is limited to high-risk items using the temporary relocation checklist. If the facility is in compliance with the regulations on the temporary relocation checklist, the CCS staff will issue a temporary license for 180 days.

#### **7.2.3 Correcting Violations**

If there are violations of the regulations on the temporary relocation checklist, the CCS staff will assist the provider in developing an acceptable plan of correction and a schedule for verifying correction of these violations as soon as possible.

#### **7.2.4 Quality Rated Participants**

If the facility has a current or pending Quality Rated rating, the legal entity will contact DECAL Quality Rated to provide an update on the temporary relocation. CCS licensing staff will also contact a Quality Rated representative to provide an update on this temporary relocation.

For child care providers located within areas impacted by a natural disaster, the Quality Rated assessment process may be adjusted as follows:

- For Quality Rated providers working on a required reassessment, DECAL staff may extend providers' reassessment windows until the end of the Governor's State of Emergency Declaration timeframe. Dependent on the level of damage to a provider's physical location, a provider's rating may be extended and/or the provider's portfolio may be sent back in order to have it resubmitted at a time that allows for the provider to repair structural damage, to have appropriate staff in place, or to have classrooms adequately prepared for children.
- For providers who have been sent a 30- or 90- day notice of their Quality Rated assessment window: If provider has experienced a power or water outage, or significant damage to the physical location due to a natural disaster, which impacts the ability to serve children for more than 24 hours, providers should notify Child Care Services intake at 404-657-5562 first and then contact the Quality Rated Help Desk at 855-800-7747. A member of the Quality Rated Management team will contact the provider via phone and/or email to discuss the observation window options within the timeframe established by the Governor's State of Emergency Declaration.

#### **7.2.5 License Status**

The DECAL office will maintain the existing license for the original location unless notified that the original location will not be suitable for reentry by the licensee within 360 days.

#### **7.2.6 Sanctions**

If the provider is currently under an adverse action sanction, the sanction will follow the relocation. Nothing will disrupt the negative sanction process.

### **7.3 Returning to the Original Location**

#### **7.3.1 Notifying DECAL**

The legal entity must inform DECAL prior to returning to the original facility location.

#### **7.3.2 Structural Damage**

If the facility sustained structural damage the legal entity must contact the local municipality to determine if an updated certificate of occupancy is required. If one is required, the legal entity must have the certificate of occupancy prior to the inspection noted below. If the local municipality determines that an updated certificate of occupancy is not required, the legal entity should request this determination in writing.

### **7.3.3 DECAL Inspection**

CCS staff will conduct a full inspection before child care may resume in the original location. The inspection will occur within ten (10) business days of notification that the site is deemed acceptable for child care purposes. Afterwards, the standard cycle of inspection and licensure will resume.

## **7.4 Converting the Temporary Location into a Permanent Location or Moving to Another Permanent Location**

### **7.4.1 Application**

The legal entity will submit a new, completed application for the site as a new location.

### **7.4.2 Inspections**

CCS will utilize the standard inspection process to make a licensure decision.

## **7.5 Child Care in Emergency Shelter**

### **7.5.1 Mass Care**

Under the Emergency Support Function-6 (ESF-6), one of the four (4) primary functions is: Mass Care: which includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and support for family reunification. GDHS is the state's Coordinating Agency for ESF-6 and is therefore responsible for coordinating the mass care response and recovery operations in close coordination with county governments, state and federal partners, volunteer organizations active in disaster (VOADs), non-governmental organizations (NGOs), and the private sector. GDHS ESF-6 operations will assist local shelters as needed. The Red Cross, with the support of GDHS and DPH, activates a shelter upon request of the local emergency management agency.

### **7.5.2 Special Accommodations**

Congregate sheltering, feeding, and distribution of emergency supplies should include accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.

### **7.5.3 Caregivers**

Through advance planning, an agreement will be reached with a disaster response vendor to provide trained and certified volunteers to establish temporary child care centers in Red Cross-managed or state-managed shelters as appropriate. This vendor will provide its volunteers with background clearances and training on the unique needs of children in disasters.

## **Section 8. Communication**

### **8.1 DECAL**

#### **8.1.1 Provider Contacts**

DECAL uses information from child care and other affiliated early learning program providers to communicate on an individual basis. To the greatest extent possible, it is critical and required by rule that phone numbers and email addresses are provided to the primary contact for each facility.

#### **8.1.2 Isolated Emergencies**

In the event that DECAL is informed of an isolated emergency or a disaster, contact must be made with the impacted individual programs where appropriate.

#### **8.1.3 Widespread Emergencies**

In the event that DECAL is informed of a widespread emergency or disaster, the agency will use listservs, emails, public announcements, and website postings to inform child care and other early learning providers of relevant information.

#### **8.1.4 Updating Leadership**

During an emergency or disaster, DECAL or its business partners will collect local or regional information as to the status of the event in order to keep the Commissioner and Deputy Commissioners informed and to assist in prioritizing follow-up activities.

### **8.2 Information Dissemination**

#### **8.2.1 Public Announcements**

Agency communications to the public will be coordinated by the DECAL Chief Communications Officer or a designee.

#### **8.2.2 Media Requests**

Requests for impact statements or updates intended for publication to print, broadcast, digital, or other media outlets should be directed to the DECAL Chief Communications Officer.

## **Section 9. Family Reunification**

Reunification includes identifying the correct parent/guardian, verifying their identity, and documenting the child's release to their custody.

### **9.1 Caregiver Responsibility**

Children are the responsibility of their caregiver until such time as their parent or approved guardian is able to retrieve them from the child care facility.

## **9.2 Unclear Custody**

In the event that a child's custody is unclear or when multiple persons seek to claim a child, all information will be turned over to the county DFCS office or law enforcement for investigation and determination of custody.

## **9.3 Mass Care**

Under the ESF-6, one of the four (4) primary functions is: Mass Care: congregate sheltering, feeding, distribution of emergency supplies, and reunification of children with their parent(s)/legal guardians and adults with their families.

## **9.4 Coordination of Efforts**

GDHS is the state lead for ESF-6 and is therefore the coordinating agency to assist in reunification efforts should local authorities become overwhelmed.

## **9.5 Unaccompanied Minors**

During a disaster, there may be children who will need short- or long-term placements if their parents/guardians become incapacitated, die, or cannot be located. If an unaccompanied minor housed in the shelter cannot return home and needs suitable living arrangements, DFCS will notify law enforcement within 24 hours. The child will remain with DFCS until a parent/legal guardian or law enforcement takes custody of the child.

## **Section 10. Emergency Counseling**

Emergencies or disasters can create or exacerbate behavioral health problems. The Georgia Department of Behavioral Health and Developmental Disabilities (GBHDD) provides a team of disaster behavioral health professionals organized at the regional level to provide emergency crisis counseling and psychological first aid to disaster victims and their families in accordance with standards established in the state Disaster Planning Handbook. These professionals are deployed through the respective county emergency management agency. Information can be found at <http://www.georgiadisaster.info/>. A listing of the local mental health offices can be found at <https://dbhdd.georgia.gov/regional-field-offices>.

## **Section 11. Plan Review**

### **11.1 Reviewing Agencies**

The Georgia Emergency Preparedness Coalition, consisting of staff from various state agencies that include DPH, GDHS, GEMA, and the Georgia Chapter of the American Academy of Pediatrics (GAAP), will review and have the opportunity to comment on the initial and revised Statewide Child Care Emergency Plan.

### **11.2 Annual Reviews**

An ad hoc committee will convene annually to review the plan, provide any after-incident recommendations, propose updates related to best practices, and complete an update of the plan.

### **11.3 Annual Updates**

Annual updates to the Statewide Child Care Emergency Plan will be approved by DECAL and subsequently posted on the DECAL website.

## **Section 12. Resources**

### **12.1 Georgia Code**

<https://law.justia.com/codes/georgia/2018/title-20/>

### **12.2 County Emergency Management Contact**

<https://gema.georgia.gov/locations>

### **12.3 Head Start Emergency Preparedness Manual**

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/emergency-preparedness-manual-early-childhood-programs.pdf>

### **12.4 Child Care Emergency Preparedness Template**

<http://www.dec.al.ga.gov/documents/attachments/CCLCEmergencyPlanstemplate.docx>

### **12.5 Child Care Information Listing**

<http://families.dec.al.ga.gov/> or <http://qualityrated.org/>

### **12.6 CAPS Policies and Procedures**

<https://caps.dec.al.ga.gov/en/Policy/>

### **12.7 DECAL KOALA Provider Self-Service Account**

<https://decalkoala.com/>

### **12.8 Quality Rated Program Manual**

[https://qualityrated.dec.al.ga.gov/Content/Documents/PM\\_ProgramManual.pdf](https://qualityrated.dec.al.ga.gov/Content/Documents/PM_ProgramManual.pdf)

### **12.9 Department of Homeland Security**

<https://www.dhs.gov/>

### **12.10 American Red Cross and American Red Cross Safe and Well**

People affected by a disaster may enter information regarding their welfare so that family and friends can check their status.

<https://www.redcross.org> and <https://safeandwell.communityos.org/cms/index.php>