



## EARLY CHILDHOOD SERVICES BUREAU

### EARLY CHILDHOOD EMERGENCY PREPAREDNESS PLAN

Federal Fiscal Year 2010



## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>ECSB Emergency Preparedness Plan Overview</b> | <b>4</b>  |
| ECSB Pre-assessment                              | 4         |
| ECSB Mitigation Plan                             | 5         |
| ECSB Preparation Plan                            | 6-7       |
| ECSB disaster Response Plan                      | 8-11      |
| Standard Evacuation Procedures                   | 12        |
| Toxic Substance Emergencies                      | 13        |
| Earthquake                                       | 14-15     |
| Fire   | 16-17     |
| Flooding   | 18        |
| Devastating Wind                                 | 19        |
| Pandemic Flu                                     | 20-21     |
| Aggressive Assailant                             | 22-23     |
| Suspicious Envelope or Package Guidelines        | 24-25     |
| Bomb Threat                                      | 26-27     |
| <b>ECSB COOP Plan</b>                            | <b>28</b> |
| Executive Summary                                | 28        |
| Introduction                                     | 28        |
| Purpose  | 28        |
| Applicability and Scope                          | 28        |
| Essential Functions                              | 29        |

|  |       |
|--|-------|
| Authorities and References                       | 29    |
| Assumption                                       | 29    |
| Responsibilities                                 | 29    |
| Concept of Operations                            | 30    |
| Phase I: Activation and Relocation               | 30    |
| Emergency Call List                              | 32-36 |
| Phase II: Alternate Facility Operations          | 40    |
| Vital Files, Records and Databases Chart         | 41    |
| Phase III: Reconstitution                        | 41    |
| COOP Plan Responsibilities                       | 42-44 |
| Logistic   | 44    |
| Test, Training and Exercises                     | 45    |
| Annex A: Authorities and References              | 46-47 |
| Annex B: Operational Checklists                  | 48-52 |
| Annex C: Alternate Location/Facility Information | 52    |
| Annex D: Maps and Evacuation Routes              | 52    |
| Annex E: Definitions and Acronyms                | 52    |

## ***ATTACHMENTS***

|                            |  |
|----------------------------|--|
| <b><i>ATTACHMENT 1</i></b> | <b><i>EMERGENCY CHILD CARE INTAKE FORM</i></b>       |
| <b><i>ATTACHMENT 2</i></b> | <b><i>EARLY CHILDHOOD CENTER EVACUATION PLAN</i></b> |
| <b><i>ATTACHMENT 3</i></b> | <b><i>EMERGENCY TRANSPORTATION FORM</i></b>          |
| <b><i>ATTACHMENT 4</i></b> | <b><i>EMERGENCY BACKGROUND CHECK FORM</i></b>        |

# ECSB EMERGENCY PREPAREDNESS PLAN

## OVERVIEW

In order to successfully handle an emergency we need to:



**ASSESS**

**MITIGATE**

**PREPARE**

**RESPOND**

**RECOVER**

## ASSESS

### PRE-PLANNING

A pre-plan hazard assessment of the ECSB offices will need to be conducted as soon as possible. ECSB is not responsible for conducting community pre-planning as that is done by FEMA. Each provider will need to complete their own pre-plan hazard assessment. The following Action Plan specifies the process which ECSB will follow when completing the Pre-plan Hazard Assessment.

### PRE-PLAN HAZARD ASSESSMENT PLAN

Name(s): Child Care Program Manager, Renee Collinson and Joe McAnally, Safety Coordinator \_\_\_\_\_ Date: January \_\_\_\_\_

Program/Location: Early Childhood Services Bureau Offices

### NEEDS

#### ACTION:

1. The pre-plan hazard assessment will be completed using the checklists from the “Nonstructural Mitigation for Child Care Centers Toolkit” created by the Institute for Business and Home Safety.
2. Have Post-assessment discussion to create focused list of mitigation requirements.

**RESOURCES** – Toolkit, appropriate tools

**PERSONNEL RESPONSIBLE** – Renee Collinson, Child Care Program Manager and Joe McAnally, Safety Coordinator

**TIME-LINE** – Pre-plan hazard assessment will be completed by the end of January.

## MITIGATE

### **EARLY CHILDHOOD SERVICES BUREAU**

Once the pre-plan hazard assessment has been completed and the directive written for the required mitigation repairs than the required repairs must be made. The mitigation of hazards in the work environment is an imperative step in minimizing the potential risk of injury and loss of life during a disaster.

### **PRE-PLAN HAZARD ASSESSMENT ACTION PLAN:**

Name(s): Child Care Program Manager, Renee Collinson and Joe McAnally, Safety Coordinator \_\_\_\_\_ Date: February \_\_\_\_\_  
Program/Location: Early Childhood Services Bureau Offices

### **NEEDS**

**ACTION** – Review findings from the Pre-plan hazard assessment and make the required mitigation repairs.

**RESOURCES** – Nonstructural Mitigation for Child Care toolkit, necessary building supplies and tools.

**PERSONNEL RESPONSIBLE**- Renee Collinson, Child Care Program Manager and Steve McAnally, Safety Coordinator

**TIMELINE** – Mitigation repairs should be completed by the end of February.

### **CHILD CARE RESOURCES AND REFERRAL AGENCIES**

Each CCR&R's will need to review their pre-plan hazard assessment once it has been completed. A decision must be made on the mitigation changes that need to be made. A mitigation plan with a strict timeline needs to be created. The timeline for the mitigation of the Agency needs to be strictly followed. Guidance for the mitigation process can be obtained from the "Non-structural Mitigation for Child Care Center Toolkit" published by the Institute for Business and Home Safety (IBHS).

### **PROVIDERS**

Interested providers will have an opportunity to take an Emergency Preparedness class from their local CCR&R. A portion of the training will include information on the "Non-structural Mitigation for Child Care Center Toolkit" published by the Institute for Business and Home Safety (IBHS). The providers will have to complete the self-assessment, create a mitigation plan, and implement the mitigation plan at their facility.

## **PREPARE**

### **VOLUNTEER RECRUITMENT FOR POTENTIAL DISASTER**

#### **The “Guardian” Program**

The CCR&R’s will identify, recruit, and document which state approved child care providers will volunteer to help in an emergency situation. All of the volunteers will be entered into the ECP data base as part of the Guardian Program. They will be categorized in the database as to what service they could and would be willing to perform; such as transportation of children, care for children etc.) CCR&R employees can be placed on the Guardian list as long as a background check has been completed. Emergency background checks can be done on volunteers not already in the system during a disaster situation.

### **DATABASE CREATION AND DATA STORAGE**

A contact list with all of the Montana early childhood programs and CCR&R’s will be compiled; including, contact names, hours of operation, locations, phone numbers, and their pre-planning evacuation plans. The list will be stored on the hard drives of the two emergency lap-top computers in an Access database. The information on the data base will be used for emergency communication with parents and providers. The information will allow ECSB to pin-point providers by location and it will allow ECSB to ascertain the magnitude of the damage. ECSB will make sure that the proper agency has been notified if the damage sustained by the early childhood program impacts the children. A strong communication network is essential to an expedient recovery effort.

It is essential that current contact information for child care centers; including, locations, contact names, hours of operation, phone numbers and relocations plans be stored on the hard drive to facilitate emergency communication between the bureau, parents, and providers in case of an emergency. The contact information will drive our emergency communication plan, which is designed to link the Early Childhood Services Bureau, providers and parents. The ECSB Management Analyst will provide communication unit with the early childhood contact information and evacuation plan information during an incident. The Management analyst will retrieve the information from the system to create the database. Evacuation information will be collected by the CCR&R staff and turned into the Analyst to finalize the data-base.

The hardware will be evaluated and files will be updated twice a year. The updates will occur in January and July. The partner staff responsible for the required data will submit information to the Management Analyst two weeks prior to the update.

### **EQUIPMENT AND LAPTOP STORAGE**

One lap-top will be stored at the Child Care Partnership site. Another will be stored at the Arcade building. Back up jump drives will be stored with Chauntel Luchier in Missoula and Linda Kjorstad at MSU Billings. The hard drives on both computers will be loaded with essential data imperative to our payment system, licensing, resource allocation, and eligibility determination. The child care information on the hard drive will allow us to

coordinate an emergency communication effort between the bureau, parents, and providers during an emergency situation. Two extra long life batteries, an extension cord, memory cards, a wireless internet card and a hard copy of the data will be stored with both lap-tops.

### **YIKES AND CHILDCARE CENTER REQUIREMENTS**

The State of Maine has granted the Early Childhood Services Bureau permission to adapt the YIKES disaster planning guide. The Montana YIKES manual is a step by step emergency planning guide, which will be used for emergency preparedness training and plan development. All providers would be required to have the yellow emergency forms in the emergency evacuation backpack. One evacuation backpack will be required for every 6 children.

The contact information on these forms is imperative to the parent communication process after a disaster. Providers will have to file evacuation forms with the CCR&R's. The evacuation information will be used to inform parents where their children are during an emergency. The providers would be required to keep emergency information on file in case of a disaster. Each provider will need to complete the Y.I.K.E.S disaster planning guide to assess, mitigate, and prepare for a disaster. The pre-planning paperwork will need to be submitted to Child Care licensing.

Emergency forms would need to be filed in the center office and placed in the emergency evacuation backpacks in case an evacuation occurs. The backpacks should not be so cumbersome in nature so that they would delay evacuation, but should contain emergency supplies for the children until additional help arrives.

- **Each backpack should contain:** The children's emergency information, necessary medication, first aid supplies, sanitary items, flashlight, portable radio, comfort items, water, and a non-perishable emergency food package, which was designed by Mary Musil with the CACFP.

In addition, each early childhood program will be required to store 72 hours worth of emergency supplies for the number of children in care. As a precaution, The Early Childhood Services Bureau will store enough diapers, water, food, and formula to supply one a moderate center for 72 hours at the food distribution center.

## **RESPOND**

*The plan that follows will outline the basic emergency response and recovery procedures.*

### **ROLE OF LOCAL, STATE, AND FEDERAL AGENCIES IN A DISASTER** **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards. FEMA has been designed to take the lead in:

#### **OPERATIONS PLANNING AND PREPAREDNESS**

Working closely with federal, tribal, state, and local partners, FEMA's Operational Planners assist jurisdictions to develop planning capabilities and write area and incident-specific operational plans that will guide local response activities.

#### **INCIDENT MANAGEMENT**

FEMA continues to professionalize its workforce by training and certifying staff in emergency management skills and techniques. The agency also works closely with external partners to improve and update standards, and support the enduring efforts of America's first responders.

#### **DISASTER LOGISTICS**

FEMA coordinates the planning, identifies need, tracks and distributes supplies.

#### **HAZARD MITIGATION**

FEMA provides information on disaster preparedness to consumers.

#### **DISASTER COMMUNICATION**

FEMA coordinates Public Risk Communication, Partnership Management, and Employee Communication

(Information stated in their website <http://www.fema.gov/about/index.shtm>)

#### **USDA**

In a disaster the USDA delivers food to people affected by the disaster. The USDA provides food to individuals and shelters. The food distribution center in Helena is where the USDA food is stored before it is distributed to nursing homes, schools etc. The USDA programs are listed below:

#### **EMERGENCY FOOD ASSISTANCE**

The USDA provides emergency food assistance to states that are in crisis. USDA purchases, processes, and packages the food, then ships it to the individual states.

### **EMERGENCY FOOD SAFETY INFORMATION**

The USDA provides information on how to tell if food is safe and how to keep it safe during a disaster.

### **FEDERAL DISASTER ASSISTANCE INFORMATION**

The USDA helps to keep the public prepared when disaster strikes with safety alerts, preparedness lists, and disaster prevention information.

### **FOOD AID PROGRAMS**

The U.S. Agricultural Commodity program is used to feed hungry people around the world.

### **EMERGENCY LOAN PROGRAM**

The USDA provides emergency loans to help producers recover from losses due to natural disasters or quarantine.

(Information provided on USDA website <http://www.usda.gov>)

### **STATE GOVERNMENT COORDINATING GROUP (SGCG)**

The State Government Coordinating Group consists of state department directors (i.e. the Governor's cabinet) and state elected officials (i.e. Attorney General, Superintendent of Public Instruction, Secretary of State, Public Service Commission, etc.) as determined by the Governor. Their responsibility is to assist the Governor in establishing appropriate priorities and policies during an incident. The SGCG acts as a Multi-Agency Coordinating Group. (Information extracted from the State of Montana SNAP Disaster Operations Plan Fiscal Year 2010.)

### **STATE AGENCIES**

The director of each state agency will be responsible for working with the Governor's office to ascertain need, develop priorities, and coordinate efforts with the State Government Coordinating Group.

### **DEPARTMENT OF THE MILITARY**

Army and Air National Guardsmen assist with incident, emergency, or disaster operations if the Governor declares a State of Emergency.

### **EARLY CHILDHOOD SERVICES BUREAU**

#### **Coordination**

The **Bureau Chief**, Jamie Palagi, will represent ECSB at the main DPHHS Incident Command Center located in the USDA food distribution center. One of her first priorities will be to establish and activate a communication plan through the ICS for ECSB. Satellite phones, 2-way radio, cell phones, e-mail, internet and texting may be available depending on the emergency. The incident action plan created at the ICS will provide guidance as to which medium(s) is appropriate. Establishing a communication framework is essential to the continuity of operations. A communication plan will allow

the bureau and its partners to carry out the essential functions outlined in the Agency Action plan. All ECSB Staff are essential during a disaster. The Bureau Chief will assign staff based on the needs of the agency. In the event of a disaster staff should congregate at the emergency relocation site listed in this document. If no other transportation is available alternate transportation information is also listed.

### **Data Management**

The Early Childhood Services Bureau Management Analyst, Melody Olson, will be responsible for all data management activities. All of the data necessary for Continuity of Operations will be stored on the hard drives and the memory cards. Access to the computer will allow the Bureau to communicate with the early childhood providers, facility continuity of care at child care programs, distribute food and emergency supplies, make payments, carry out emergency licensing procedures, and determine eligibility in case of network failure. The Management Analyst will disseminate information to the individuals supervising the tasks necessary to carry out the essential functions set forth by the bureau.

Information security procedures will have to be followed to protect any data collected on-site during an emergency. All confidential information will be stored in lock boxes to secure the documentation. The ECSB Management analyst will be in charge of data security during a disaster. If the network goes down she will also communicate with **Northrop Grumman** 443-8600 and coordinate efforts to get the network up as soon as possible.

### **Food Determination and Distribution**

The CACFP Manager, Mary Musil, is responsible for coordinating and distributing emergency food and supplies. She will ascertain the need for food and supplies from the centers using our emergency communications network and coordinate the distribution of the emergency commodities and supplies.

The CACFP Manager has created a non-perishable food packet to be included in the evacuation backpacks required in the Y.I.K.E.S plan. The food packet must be individualized because it is essential that it includes food that is appropriate for the children in care: The food packet for infants would contain formula and baby food. Older children would need non-perishable items such as granola bars, crackers, canned meat, and canned fruit.

### **Emergency Child Care Coordination**

The Early Childhood Program Manager, Renee Collinson will be in charge of setting up the Emergency Child Care Center and collaborating with the Resource and Referral programs, state workers, and volunteers who will be staffing the emergency child care.

A water contamination test and a structural evaluation will be done on the facility if deemed necessary. The County Sanitarian will need to be called to test the water and the Structural Engineers at Stahly (406)442-8594 would be called to assess the structural viability of the Emergency Response Site. Once the site is determined to be viable and

safe the necessary changes can be made to the facility to make it suitable for children. If for any reason the site is deemed unsafe we have signed a MOU with the Helena YMCA as a backup location.

The toys and manipulatives stored at the CCR&R's will be used as emergency supplies for the emergency facility. The Emergency childcare facility will be staffed by State Workers and CCR&R staff members until individuals from the Child Care Guardian program arrive. The Guardian Program is comprised of state approved child care workers who are willing to help in an emergency.

### **Payments for Best Beginning Child Care Scholarships, CACFP food program and provider**

The Best Beginning Scholarship and provider payments are made on the fifth day of the month and every Tuesday thereafter. The network is backed up at a facility out of state. The test done last year concluded that network restoration could be done within 24 hours. The system we use for payment will keep us from getting behind on payments during a disaster. In order to pay the providers who use the Family Child and Adult Food program, access to the internet is essential. If the internet is down in Helena the payment process may have to devolve to an appropriate CCR&R. Melody Olson, Management Analyst, and Chris Hettinger, ECSB Budget Analyst will approve payments. Chris will also need to track spending, procurement activities, track time and provide cost analysis and track compensation and claims as needed.

### **Child Care Licensing**

Licensing will implement emergency licensing procedures which will allow child care providers to serve the needs of the children during an emergency. (i.e, childcare hours, square footage per child, emergency licenses etc.) Licensing staff not involved in emergency licensing tasks during the disaster will be assigned by the ECSB Bureau Chief to help with alternative tasks determined to be essential by DPHHS.

All providers would be required to have the yellow emergency forms in the emergency evacuation backpack. One evacuation backpack will be required for every 6 children. The contact information on these forms is imperative to the parent communication process after a disaster. Providers will have to file evacuation forms with the CCR&R's. The evacuation information will be used to inform parents where their children are during an emergency.

## **Standard Evacuation Procedures for Arcade Staff**

### **Relocation Sites:**

*All essential staff must report to the following locations. If the Arcade building is evacuated and our duties must be done elsewhere...please report to the Main Off-site Location.*

**Nearby Assembly Area:** *(for emergencies such as fire etc.)* The primary assembly area will be located at the west end of the Park Plaza in the parking lot. The secondary site will be the park area east of the Lewis and Clark Library.

**Primary Relocation site:** If shelter is required due to bad weather the State Fund gave verbal permission for us to use their facility.

**Main Off-Site Continuity of Operations Location:** Child Care Partnerships located at 901 N Benton Avenue.

**Secondary Off-Site Continuity of Operations Location:** Helena YMCA located at 1200 N Last Chance Gulch.

### **Access:**

Procedures for accessing relocation sites are detailed in the attached MOU's. Bureau Chief, Jamie Palagi, will need to call Childcare Partnerships 443-4608.

### **Evacuation Transportation:**

Staff members should carpool or use their own vehicles to get to the alternate location. If employees are not able to use their own cars vehicles assigned to facility work groups may be used to transport individuals to a safe relocation area during inclement weather or other situations requiring their use. Vehicle use would depend on availability and members of the BEAT, or employee volunteers would typically act as drivers.

If more vehicles are needed, a request can be made of the MDT Motor Pool (444-2705). If vehicles are available, BEAT members or employee volunteers could be dispatched to the motor pool to bring them to the facility site. GSD may also be able to provide transportation through the GSD incident management team. The GSD IMT can request assistance from the Montana Disaster and Emergency Services if necessary.



## Toxic Substance Emergencies

“Sheltering in Place” is used when the air is contaminated outside and it is unsafe to breathe and therefore it is unsafe to leave the building. The procedures for Sheltering in Place are as follows:

### **Sheltering in Place Location:**

The conference room hallway located on the 5<sup>th</sup> floor has doors on either end that can be closed. Ample space for the staff is available because the storage room, kitchen, mail room, conference rooms, and bathrooms adjoin the hallway. The phone is located in the mail room.

### **Procedures:**

1. Close and lock all of the doors and windows to the outside. (Windows seal better when they are locked.)
2. Turn off all heating and cooling systems. Make sure all intakes are in the closed position. In the event that the heating/cooling system needs to be turned off. The ECSB Contract Coordinator, Renee Sarbu, will contact Gail from the Arcade **building property management team at 443-1040.**
3. Turn off all exhaust fans in the kitchens, bathrooms, and other spaces.
4. Close as many internal doors as possible.
5. Use tape and plastic wrap, wax paper, or aluminum foil to seal bathroom exhaust and grills, range vents, and other openings to the outdoors as much as possible.
6. Seal any obvious gaps around external windows and doors.
7. Close the drapes, curtains or shades for additional protection.

### **Techniques for “Washing the Air”:**

1. If the Vapors begin to bother the staff, hold wet clothes or handkerchiefs over nose and mouth.
2. For a higher degree of protection, go into the bathroom(s), close the door(s) and turn on the faucet in a strong spray to “wash” the air.

## Earthquake

### Procedure during the Earthquake:

1. **DROP** to the floor.
2. Take **COVER** under a sturdy desk or table. If this is not possible, take cover against an interior wall and protect your head, neck, and arms. (Do not take cover near windows, mirrors, or other heavy objects).
3. After taking Cover, **HOLD ON** to the desk or table and be prepared to move with it during shaking.
  - **DO NOT** travel long distances to drop, cover, and hold on.
  - **DO NOT** pull the fire alarm.
  - **DO NOT** run for exits or use elevators
  - **DO NOT** light candles, matches, or lighters. These may ignite an explosion if there is a gas leak.
4. **Evacuate:** once the shaking stops, exit the building via the safest route. Do expect aftershocks and watch for possible dangers while exiting the building.
5. **Assemble:** in the gathering space designated on the walking mall if possible.
6. **Injured/Trapped:** If immediate rescue is not possible, use a whistle, or tap on the pipe, floor, or wall which may help responders locate you. Put something over your mouth and nose to protect your airway.
7. **Do not re-enter the building for any reason.**

### Response:

*Upon activation of the DPHHS Emergency Operations Center (EOC) Bureau chief will:*

1. Immediately notify the DPHHS Department Director and DES on-call duty officer. Determine the initial scale and scope of Incident Command System activation appropriate for the situation.
2. Decide on the incident-specific need for additional individuals to serve on the Incident Command Advisory Group (ICAG).
3. Consider advice from the ICAG, and
  - a. Set incident priorities
  - b. Determine operational objectives
  - c. Develop and implement an Incident Action Plan
  - d. Expand or contract the Incident Command System structure as needed.

### Priorities to consider:

1. Coordinate with Early Childhood programs to assess needs; such as, food, potable water, waste water, solid waste disposal, and other environmental health needs. Ascertain building damage, casualties and conduct an injury assessment.
2. Submit Public Service Announcements to radio stations with the location of the Emergency Child Care Center, Engage the “Guardians” from the Guardianship program, and provide

evacuation information for child care centers. Organize and implement a plan to distribute emergency supplies that are stored at the food distribution center.

3. Re-assemble at the ECSB Emergency Site (Child Care Partnerships). Bring stored laptops to Emergency location. Assign State employees and respondents from the Guardianship program to specific functions at the Emergency Child Care. Take special care to assign staff to emergency intake.
4. Bureau Chief will collaborate with DPHHS EOC located at the food distribution center to coordinate the rest of the efforts of DPHHS. Additional Staffing assignments and tasks will be assigned accordingly.



What to do in  
the event of a fire

## BUILDING FIRE SAFETY GUIDELINE

The following Fire Safety Guideline has been developed by the Department of Administration, General Services Division (GSD), in conjunction with local, state and federal emergency management resources for the State of Montana Capitol Complex.

### Reporting a Fire - By Person(s) Discovering the Fire

- 1 Immediately activate the building fire alarm system by pulling the nearest fire alarm pull box. All employees must know the location of the nearest fire alarm pull box.
- 2 Call 911 from the **Holiday Inn Plaza Parking Lot** and provide the following information:
  - Building address, location of the fire (floor, office, room, etc.)
  - Size of the fire
  - Any known injuries
  - Evacuation in progress

### How to Exit the Building

- 1 Exit the building as quickly as possible using the primary or secondary evacuation routes.
  - Do not use the elevators.
  - If possible and safe to do so, close windows and doors into corridors to contain the fire.
- 2 If you encounter smoke, drop down to the floor and stay low until you reach the exit.
- 3 Attempt to extinguish the fire only if:
  - You have been trained in the use of a portable fire extinguisher;
  - The fire can be easily extinguished using a portable fire extinguisher; and
  - Your safety or the safety of others is not at risk.
- 4 **Do not attempt to re-enter the building until authorized to do so by the Fire Department or GSD.**

### Where to Go Once You Exit the Building

- 1 Immediately proceed to your **Holiday Inn Plaza Parking Lot**. You will be directed to a secondary location if necessary.
- 2 Once you have reached the assembly area, follow the directions from the Building Emergency Action Team (B.E.A.T.) members.
- 3 Team members will account for everyone's presence and report this information

---

immediately to GSD and/or the Fire Department.

- 4 Do not leave the assembly area or return to the building until you are officially notified by GSD or the Fire Department.

**If you see a fire anywhere in the Arcade building area, immediately call 911 and 444-3060.**

**Response:**

Upon activation of the DPHHS Emergency Operations Center (EOC) Bureau chief will:

1. Immediately notify the DPHHS Department Director and DES on-call duty officer. Determine the initial scale and scope of Incident Command System activation appropriate for the situation.
2. Decide on the incident-specific need for additional individuals to serve on the Incident Command Advisory Group (ICAG).
3. Consider advice from the ICAG, and
  - a. Set incident priorities
  - b. Determine operational objectives
  - c. Develop and implement an Incident Action Plan
  - d. Expand or contract the Incident Command System structure as needed.

**Priorities to consider:**

1. Coordinate with Early Childhood programs to assess needs; such as, food, potable water, waste water, solid waste disposal, and other environmental health needs. Ascertain building damage, casualties and conduct an injury assessment.
2. Submit Public Service Announcements to radio stations with the location of the Emergency Child Care Center, Engage the “Guardians” from the Guardianship program, and provide evacuation information for child care centers. Organize and implement a plan to distribute emergency supplies that are stored at the food distribution center.
3. Re-assemble at the ECSB Emergency Site (Child Care Partnerships). Bring stored laptops to Emergency location. Assign State employees and respondents from the Guardianship program to specific functions at the Emergency Child Care. Take special care to assign staff to emergency intake.
4. Bureau Chief will collaborate with DPHHS EOC located at the food distribution center to coordinate the rest of the efforts of DPHHS. Additional Staffing assignments and tasks will be assigned accordingly.

## **Flooding**

### **Response:**

Upon activation of the DPHHS Emergency Operations Center (EOC) Bureau chief will:

1. Immediately notify the DPHHS Department Director and DES on-call duty officer. Determine the initial scale and scope of Incident Command System activation appropriate for the situation.
2. Decide on the incident-specific need for additional individuals to serve on the Incident Command Advisory Group (ICAG).
3. Consider advice from the ICAG, and
  - a. Set incident priorities
  - b. Determine operational objectives
  - c. Develop and implement an Incident Action Plan
  - d. Expand or contract the Incident Command System structure as needed.

### **Priorities to consider:**

1. Coordinate with Early Childhood programs to assess needs; such as, food, potable water, waste water, solid waste disposal, and other environmental health needs. Ascertain building damage, casualties and conduct an injury assessment.
2. Submit Public Service Announcements to radio stations with the location of the Emergency Child Care Center, Engage the “Guardians” from the Guardianship program, and provide evacuation information for child care centers. Organize and implement a plan to distribute emergency supplies that are stored at the food distribution center.
3. Re-assemble at the ECSB Emergency Site (Child Care Partnerships). Bring stored laptops to Emergency location. Assign State employees and respondents from the Guardianship program to specific functions at the Emergency Child Care. Take special care to assign staff to emergency intake.
4. Bureau Chief will collaborate with DPHHS EOC located at the food distribution center to coordinate the rest of the efforts of DPHHS. Additional Staffing assignments and tasks will be assigned accordingly.

## **Devastating Winds**

### **Response:**

Upon activation of the DPHHS Emergency Operations Center (EOC) Bureau chief will:

1. Immediately notify the DPHHS Department Director and DES on-call duty officer. Determine the initial scale and scope of Incident Command System activation appropriate for the situation.
2. Decide on the incident-specific need for additional individuals to serve on the Incident Command Advisory Group (ICAG).
3. Consider advice from the ICAG, and
  - a. Set incident priorities
  - b. Determine operational objectives
  - c. Develop and implement an Incident Action Plan
  - d. Expand or contract the Incident Command System structure as needed.

### **Priorities to consider:**

1. Coordinate with Early Childhood programs to assess needs; such as, food, potable water, waste water, solid waste disposal, and other environmental health needs. Ascertain building damage, casualties and conduct an injury assessment.
2. Submit Public Service Announcements to radio stations with the location of the Emergency Child Care Center, Engage the “Guardians” from the Guardianship program, and provide evacuation information for child care centers. Organize and implement a plan to distribute emergency supplies that are stored at the food distribution center.
3. Re-assemble at the ECSB Emergency Site (Child Care Partnerships). Bring stored laptops to Emergency location. Assign State employees and respondents from the Guardianship program to specific functions at the Emergency Child Care. Take special care to assign staff to emergency intake.
4. Bureau Chief will collaborate with DPHHS EOC located at the food distribution center to coordinate the rest of the efforts of DPHHS. Additional Staffing assignments and tasks will be assigned accordingly.

## Pandemic Flu

### Mitigation Strategies:

#### Take common-sense steps to limit the spread of germs. Make good hygiene a habit.

- Wash hands frequently with soap and water.
- Cover your mouth and nose with a tissue whenever you cough and sneeze.
- Put use tissues in a waste basket.
- Cough or sneeze into your upper sleeve if you don't have a tissue.
- Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner.
- Stay at home if you are sick.

Source: [www.pandemicflu.gov](http://www.pandemicflu.gov)

### Response:

Upon activation of the DPHHS EOC, the ECSB, Bureau Chief will:

1. Immediately notify the DPHHS Department Director and DES on-call duty officer. Determine the initial scale and scope of Incident Command System activation appropriate for the situation.
2. Decide on the incident-specific need for additional individuals to serve on the Incident Command advisory Group. **(ICAG)**
3. Consider advice from the ICAG, and
  - Set incident priorities
  - Determine operational objectives
  - Develop and implement an Incident Action Plan
  - Expand or contract the Incident Command System structure as needed.

### Priorities to Consider:

1. During a Pandemic, establish a process for infection control in the workplace, including options to work off-site while ill, systems to reduce infection transmission and worker education.
  - **Isolation:** Separation of persons with specific infectious illnesses in their homes, in hospitals, or in designated healthcare facilities.
  - **Quarantine:** Separation and restriction of the movement, usually of a group of people who, while not yet ill, have potentially been exposed to an infectious agent.
  - **Social Distancing:** Within the workplace, social distancing measures could take the form of: Modifying the frequency and type of face-to-face employee encounters (ex., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines; establishing flexible work hours or worksites (telecommuting); promoting social distancing between employees and customers to maintain three-foot spatial separation between

- individuals; and implementing strategies that request and enable employees with influenza to stay home at the first sign of symptoms.
  - **Closing Places of Assembly:** Voluntary or mandatory closure of public places, including churches, schools, and theaters.
  - **Furloughing Non-essential Workers:** Voluntary or mandatory closure of all non-essential businesses and /or furloughing all non-essential workers.
  - **Changes in Movement Patterns:** Restricting movement at the border, instituting reductions in the transportation sector and applying quarantine protocols.
2. Establish internal surveillance protocols to monitor the health of workers and business stake-holders and to keep State and local public health officials informed.
  3. Monitor regional/national/international pandemic threat levels for trigger-point changes that will affect the business.

**Upon activation of the DPHHS Emergency Operations Center (EOC) Bureau chief will:**

1. Immediately notify the DPHHS Department Director and DES on-call duty officer. Determine the initial scale and scope of Incident Command System activation appropriate for the situation.
2. Decide on the incident-specific need for additional individuals to serve on the Incident Command Advisory Group (ICAG).
3. Consider advice from the ICAG, and
  - a. Set incident priorities
  - b. Determine operational objectives
  - c. Develop and implement and Incident Action Plan
  - d. Expand or contract the Incident Command System structure as needed.

### **Aggressive Assailant**

*(Lock down procedures are currently being written and training will follow.)*

#### **“Safe Place”**

A “safe place” is an area designated with only one door that can be locked in the event an “aggressive assailant” has entered the building. None of the internal doors on the fifth floor can be locked; however, the 5<sup>th</sup> floor can only be accessed through the elevator without a key during business hours. If the staff became aware that an “aggressive assailant” was in the building the front desk staff could block access to the fifth floor by locking the elevator doors open. The property manager could also be called to assist us in locking down the elevator. The ECSB Contract Coordinator, Renee Sarbu, will be responsible for calling Gail with the property management team at 443-1040.

#### **Response:**

*Upon activation of the DPHHS Emergency Operations Center (EOC) Bureau chief will:*

1. Immediately notify the DPHHS Department Director and DES on-call duty officer. Determine the initial scale and scope of Incident Command System activation appropriate for the situation.
2. Decide on the incident-specific need for additional individuals to serve on the Incident Command Advisory Group (ICAG).
3. Consider advice from the ICAG, and
  - a. Set incident priorities
  - b. Determine operational objectives
  - c. Develop and implement an Incident Action Plan
  - d. Expand or contract the Incident Command System structure as needed.

#### **Protocol for Using the DPHHS Incident Report Form for Violent or Threatening Behavior**

The purpose of this protocol is to assist supervisors and employees in the completion of the DPHHS incident report form for violent and threatening behavior (attached). Please refer to the DPHHS Employee Safety Manual (Pg.85) for the complete DPHHS Policy for Workplace Threats and Violence.

The following protocol should be used when employees are confronted with or witness threats, threatening behavior, or violent acts:

1. Within 48 hours (excluding holidays and weekends) of the threatening incident, the employee is responsible for completing the DPHHS incident report form for violent or threatening behavior (attached). This form is also located in the DPHHS Disaster and Emergency Procedures and Policies handbook, as well as the State of Montana’s Preventing Violence in the Workplace Reference Packet.
2. The report form is separated into four main sections, and should be completed as follows:

- A. Type of incident—in this section you will need to describe the type of incident (i.e., phone threat, person-to-person threat, act of violence, show of force, etc.), the location in which the incident occurred, and the purpose of your contact with the individual.
  - B. Incident – In this section you will need to describe the date and time of the occurrence, and whether or not there were any witnesses. You will also need to describe the incident in great detail. It is important to be specific while the details are fresh in your mind. If you do not have enough room, you can use additional pages.
  - C. Suspect— In this section you will need to describe the suspect, and the vehicle they were driving (if any). If you know the individual’s name, list them as a suspect. If you do not know the name, describe them in detail (i.e., race, height, hair color, build, facial hair, clothing.) If the individual had a weapon, describe the weapon. If the individual was with a group of people, try and describe the group as best you can.
  - D. Supervisor Notified – All instances of threats, threatening behavior, and violent acts must be reported to your supervisor. After you have completed this form, notify your supervisor and document the date and time that you notify them.
  - E. Law Enforcement Notified – After you have discussed this incident with your supervisor, you will need to determine if your law enforcement agency needs to be contacted. This should be determined on a case by case basis, depending upon the severity of the action. When in doubt, notify law enforcement.
3. When the form has been completed, your supervisor should keep the original on file, and make a copy of the form and mail it to Joe McAnally or Kathy Battrick at:

DPHHS  
P.O. Box 4210  
Helena, Mt 59604-4210  
Fax # 444-0262

4. If you have any questions regarding the use of this form, please contact Joe 444-1544 or Kathy at 444-3136.

# SUSPICIOUS ENVELOPE OR PACKAGE GUIDELINES

The following Suspicious Envelope or Package Guideline has been developed by the Department of Administration, General Services Division (GSD), in conjunction with local, state and federal emergency management resources for the State of Montana Capitol Complex.

## SOME IDENTIFYING CHARACTERISTICS

### Inappropriate or Unusual Labeling

- ▶ Strange or no return address
- ▶ Excessive postage
- ▶ Handwritten or poorly typed addresses
- ▶ Misspellings of common words
- ▶ Incorrect title(s) or title without a name
- ▶ Not addressed to a specific person
- ▶ Marked with restrictions such as “personal, confidential, or do not x-ray”
- ▶ Marked with any threatening language
- ▶ Postmarked from a city or state that does not match the return address

### Appearance

- ▶ Powdery substance felt through or appearing on the envelope or package
- ▶ Oily stains, discoloration, or strange odor
- ▶ Lopsided or uneven envelope
- ▶ Excessive packaging material such as masking tape, string, etc.

### Other Suspicious Signs

- ▶ Excessive weight, ticking sound, protruding wires or aluminum foil

## WHAT TO DO... if you receive an opened or unopened envelope or package that you believe to be suspicious:

- 1 **Remain calm. Agencies in the Helena area must immediately call General Services Division at 444-3060. Agencies outside of Helena must contact their local law enforcement.**
- 2 Do not remove the suspicious envelope or package from the point of discovery. (Do not carry the envelope or package, show it to others or allow others to examine it.)
- 3 **Do not shake or empty the contents of the envelope or package.**
- 4 Put the envelope or package down on a stable surface; do not sniff, touch, taste, or look closely at it or any contents which may have spilled. (If possible, gently cover the item with a trash can, box, etc.).
- 5 **Alert others in the area about the item. Leave the area, close all doors and take action to prevent others from entering the area.**
- 6 Wash hands immediately with soap and water to prevent spreading potentially infectious materials. Seek additional instructions from GSD and/or local responders for exposed or potentially exposed persons.
- 7 Make a list of persons who handled the item and/or may have been in the room/area when it was discovered.

## **ADDITIONAL INFORMATION:**

---

### **Training**

It is recommended that agencies:

- ▶ **Implement a training program for those employees who process mail/packages.**
- ▶ **Address the use of personal protective equipment such as gloves and masks.**

**Please contact General Services Division at 444-3060 to request any assistance.**

### **Response:**

*Upon activation of the DPHHS Emergency Operations Center (EOC) Bureau chief will:*

1. Immediately notify the DPHHS Department Director and DES on-call duty officer. Determine the initial scale and scope of Incident Command System activation appropriate for the situation.
2. Decide on the incident-specific need for additional individuals to serve on the Incident Command Advisory Group (ICAG).
3. Consider advice from the ICAG, and
  - a. Set incident priorities
  - b. Determine operational objectives
  - c. Develop and implement an Incident Action Plan
  - d. Expand or contract the Incident Command System structure as needed.

### **Websites of Interest**

- ▶ Centers for Disease Control and Prevention  
<http://www.bt.cdc.gov/agent/anthrax/mail/suspiciouspackages.asp>
- ▶ United States Postal Service to Download "Suspicious Mail Alert Poster"  
<http://www.usps.com/news/2001/press/mailsecurity/security.htm>

## BOMB THREAT & EXPLOSION GUIDELINE

The following Bomb Threat & Explosion Guideline has been developed by the Department of Administration, General Services Division (GSD), in conjunction with local, state and federal emergency management resources for the State of Montana Capitol Complex.

**A bomb threat exists when a suspected bomb or explosive device has been reported, but not located. A bomb emergency exists if a bomb has been located, or an explosion has occurred.**

### Phoned Bomb Threat:

- 1 Receive a phoned bomb threat, use the checklist *located in the back of the State Government Telephone Directory*. **Do not hang up on the caller for any reason.**
- 2 Signal to someone (by a prearranged signal) to **call 911 and GSD at 444-3060.\* They should initiate the Building's Emergency Action Plan by contacting a Building Emergency Action Team (B.E.A.T.) member.**
- 3 **Do not use radio or cell phone communications. Do not pull the fire alarm.**
- 4 The team coordinator will alert other team members to start an evacuation of the building. All employees and visitor will be assembled at a safe distance and location away from the building.
- 5 No one will re-enter the building until it has been cleared by local emergency responders and GSD.

### Suspected Bomb:

- 1 **DO NOT TOUCH, MOVE, OR IN ANY WAY HANDLE** a package, box, briefcase, etc., you suspect may contain an explosive device.
- 2 **Do not use radio or cell phone communications. Do not pull the fire alarm.**
- 3 **Call 911 and GSD at 444-3060.\* Initiate your Building's Emergency Action Plan by contacting a Building Emergency Action Team (B.E.A.T.) member.**
- 4 The team coordinator will alert other team members to start an evacuation of the building. All employees and visitors will be assembled at a safe distance and location away from the building.

### Explosion:

- 1 **DROP, COVER AND HOLD.** Take cover against your desk or a sturdy table.
- 2 **Initiate your Building's Emergency Action Plan.** Assist team members by exiting the building as quickly and calmly as possible. **Do not use the elevators.**
- 3 Be prepared for fire and other hazards as you evacuate. If there is a fire, keep low to the ground. If possible, use a cloth to cover your nose and mouth. Before exiting through a door use the back of your hand to feel the upper, lower, and middle parts

---

of closed doors. If the door is not hot, brace yourself against it and open slowly. If the door is hot, do not open it. Look for another way out. Be familiar with your primary and secondary egress routes.

4

**INJURED/TRAPPED:**

- If immediate rescue is not possible, use a whistle or tap on a pipe, floor, or wall which may help responders to locate you.
- Put something over your mouth and nose to protect your airway.

**\* GSD contact required in Helena area only.**

This guideline was developed for the Capitol Complex in Helena, Montana only. In other locations, follow guidelines in your Emergency Action Plan approved by your agency and local emergency response agencies.

**Response:**

Upon activation of the DPHHS Emergency Operations Center (EOC) Bureau chief will:

1. Immediately notify the DPHHS Department Director and DES on-call duty officer. Determine the initial scale and scope of Incident Command System activation appropriate for the situation.
2. Decide on the incident-specific need for additional individuals to serve on the Incident Command Advisory Group (ICAG).
3. Consider advice from the ICAG, and
  - a. Set incident priorities
  - b. Determine operational objectives
  - c. Develop and implement an Incident Action Plan
  - d. Expand or contract the Incident Command System structure as needed.

## **ECSB CONTINUITY OF OPERATIONS PLAN**

### **I. EXECUTIVE SUMMARY**

The goal of the Early Childhood Services Continuity of Operations Plan is to clearly outline the procedures that should be followed in an emergency situation in order to achieve the continuity of essential services and care for the children affected by the disaster. The Early Childhood Services Bureau Continuity of Operations Plan is meant to be an easy to read document outlining the essential functions that the Early Childhood Services Bureau and its partners will need to take in the event of an emergency. The plan will define the roles and responsibilities of the Bureau and its partners.

### **II. INTRODUCTION**

Emergency situations may require children and their families to evacuate and relocate from their communities, and/ or childcare facilities. Children often do not know how to handle these emergency situations due to limited life experience. Continuity of care in an emergency situation has been proven to limit the impact on our youngest population and can have a significant positive impact on our communities. The quick recovery of child care services after an emergency; such as Hurricane Katrina, allow the affected communities to rebuild and get back to work.

### **III. PURPOSE**

The Early Childhood Services Bureau is federally mandated to have a Continuity of Operations Plan. The Early Childhood Services Bureau Continuity of Operations Plan has been created using federal guidance from FEMA. The basic procedures for handling emergency situations are outlined in this document. This document is meant to provide guidance in an emergency. The planning guide should be distributed, read, and practiced by all of the early childhood partners so the plan can be carried out efficiently and effectively when and if an emergency occurs. The emergency plan that follows is a living document and should go through constant revision based on plan tests and changes in the community.

### **IV. APPLICABILITY AND SCOPE**

The Coop plan addresses the needs of the Early Childhood Services Bureau as a whole, as well as, partner agencies. All references to ‘partners’ in this document refers to; but is not limited to: Child Care Licensing, Child Care Resource and Referral agencies (CCR&R), and the Health Department. The plan is designed to work in conjunction with Federal, State and municipal agencies.

## V. ESSENTIAL FUNCTIONS

| PRIORITY | ESSENTIAL FUNCTIONS  |
|----------|--|
| 1        | Activate the action plan for the emergency child care center for rescue and relief workers.  |
| 2        | Assist municipal leaders and child care providers in facilitating Continuity of Care for the early childhood population who is affected by the disaster. Facilitation activities may include, but are not limited to; Dissemination of food, water, and healthcare to the disaster effected early childhood population and child care sites. |
| 3        | Activate emergency communication plan: roll call with ESCB staff, provider status reports; establishing need for assistance in early childhood community, initiate process of calling volunteer caregivers to help with the emergency child care center from the “Guardian Database. “   |
| 4        | Initiate Parent Alert System. Alerting them to relocation facilities through PSA’s.  |
| 5        | Payments made to child care providers for scholarships and food program.   |

## VI. AUTHORITIES AND REFERENCES

*Annex A of the DPHHS COOP Guidance Document provides a list of authorities and references.*

## VII. ASSUMPTIONS

This Continuity of Operations Plan is based on the following assumptions:

1. A without warning catastrophic event or condition requires the Early Childhood Services Bureau (ECSB) to enact the Continuity of Operations Plan.
2. The Continuity of Operations Plan has been enacted by the ECSB Bureau Chief, or her successor, and if necessary the Devolution of Operations plan may need to be activated by the Bureau Chief as well.

## VIII. RESPONSIBILITIES

- **The Child Care Program Manager** has the lead in planning for the Early Childhood Services Bureau’s Continuity of Operations Plan and the Devolution of Operations Plan, to include the development of the plan and procedures that enable the devolution of operations partner agencies to assume the mission and essential functions of the Early Childhood Services Bureau.
- **The Early Childhood Services Bureau** offices are responsible for ensuring their staff members and their devolution counterparts are trained, equipped, and have access to all vital records, databases, and supporting materials to facilitate the immediate transition of essential functions and sensitive responsibilities from the Early Childhood Services Bureau’s primary operating facility to either the Continuity of Operations site or the new devolution facility;

- **The Child Care Program Manager** holds primary responsibility for identifying, coordinating, and training personnel required to perform devolved essential functions. The Early Childhood Services Bureau will support this plan, as appropriate; and
- **The Early Childhood Services Bureau** is responsible for the annual review and update of this plan.

## **IX. CONCEPT OF OPERATIONS**

### **A. PHASE I: ACTIVATION AND RELOCATION**

#### **1. Decision Process**

The Early Childhood Services Bureau Continuity of Operations Plan may activate due to either an active or a passive measure or trigger, depending on the catastrophe.

- **Active Measures**

Active measures or “triggers” are those that initiate Continuity of Operations Plan activation because of a deliberate decision by senior Early Childhood Services Bureau authorities. In this situation, the Bureau Chief, Early Childhood Services Bureau, or designated successor activates the Continuity of Operations and/or the Devolution of Operations Plan based on an identified threat to the offices located at 111 North Jackson street Helena Mt. The Bureau Chief, Early Childhood Services Bureau, or a designated successor activates the Plan(s) and alerts all of the ECSB staff and partner agencies.

- **Passive Measures**

Passive measures or “triggers” for activating the Continuity of Operations and/or Devolution of Operations Plan occur when the Early Childhood Services Bureau leadership is not available to initiate activation. For example, ECSB staff cannot reach Early Childhood Services Bureau senior leaders, using all possible communications devices, or media coverage portrays catastrophic events in and around the 111 Jackson Street location they should report to the primary Continuity of Operations Site, at which time, the COOP plan is enacted and the ECSB mission and essential functions are carried out by ECSB staff unless they are unable to do so. In which case, the Devolution of Operations Plan is enacted. If the Devolution Emergency Response Group Director cannot establish contact with the Early Childhood Services Bureau senior leaders, using all possible communications devices, or media coverage portrays catastrophic events in and around the 111 Jackson Street location, the Devolution Emergency Response Group Director activates the Early Childhood Services Bureau Devolution of Operations Plan and assumes the Early Childhood Services Bureau essential functions.

#### **a. Relationship between Continuity and Devolution of Operations**

The Early Childhood Services Bureau Continuity Plan and Program and the Early Childhood Services Bureau Devolution of Operations Plan and Program provide mechanisms to ensure that the Early Childhood Services Bureau can sustain operational

capability across a broad spectrum of emergencies. The Continuity of Operations plan supports this goal by relocating a portion of the Early Childhood Services staff to the Continuity of Operations site at Child Care Partnerships. The Devolution of Operations Plan provides for the Early Childhood Services Bureau’s ability to sustain operational capability despite the loss or incapacitation of our primary operating staff and facilities. Both plans ensure that the Early Childhood Services Bureau can continue to operate following either an expected or an unexpected disruption, during duty and non-duty hours.

Figure 2-1 illustrates the relationship between these two related, but distinct concepts.

**Figure 2-1: Relationship between Continuity and Devolution of Operations**

| <b>Phase</b>          | <b>Continuity of Operations</b>   | <b>Devolution of Operations</b>   |
|-----------------------|---|---|
| <b>Concept</b>        | Relocate to the continuity facility   | Devolve mission to a CCR&R  |
| <b>Planning</b>       | The Emergency Relocation Group (ERG) assumes the essential functions from one or more continuity facilities | The DERG assumes the essential functions because of the unavailability of the ERG members |
| <b>Implementation</b> | Personnel move to one or more continuity facilities and perform essential functions                         | DERG personnel perform essential functions from the devolution of Operations facilities   |

**b. Devolution Scenarios**

The following examples illustrate possible scenarios that could mandate the devolution of the Early Childhood Services Bureau essential functions:

- The Early Childhood Services bureau’s primary operating facility and staff is unavailable or incapable of executing the Early Childhood Services Bureau’s mission as a result of a disaster, attack, or catastrophe (whether or not originating in the Early Childhood Services Bureau building) (e.g. severe snow and ice storm, pandemic influenza, widespread power outages, etc.).
- The Helena Early Childhood Services Bureau offices are incapable of conducting normal business activities as a result of an incapacitation of critical information and communications systems, extreme natural disaster, Weapons of Mass Destruction (WMD) event, hazardous material incident or biological event rendering that all alternate operating sites unavailable. Under the scenario, there could be uncertainty regarding whether additional events such as secondary explosions, aftershocks, or cascading information systems failures could occur, and many – if not all – organizations would have to activate their Devolution of Operations programs.

## 2. Alert, Notification, and Implementation Process

In the event of a catastrophic event, or situation, the Early Childhood Services Bureau is in the process of getting a signed MOU to solidify the use of the following Continuity of Operations sites:

- PRIMARY**
- **The Child Care Partnerships office  
901 N Benton Avenue  
Helena MT, 59601  
406-443-4608**
- SECONDARY**
- **Helena YMCA  
1200 N. Last Chance Gulch  
Helena, MT 59601  
442-9622**

### a. MOU's

They have both given verbal agreements but I am awaiting a Memo of Understanding (MOU) from both of them. A copy of the MOU's will be stored in the Emergency Preparedness File in the Child Care Program Managers office. Both Continuity of Operations sites will meet the emergent needs of ESCB. Space is provided for an agency command center, an emergency child care center designed for rescue and relief workers, and a family and provider information center.

### b. Disaster During Non-work Hours

If the disaster happens during non-work hours senior leadership of the ECSB will notify staff by phone, cell phone or e-mail if possible to direct their work activities during the disaster. The emergency call list follows:

### EMERGENCY CALL LIST

| Name           | Address                                  | Phone Numbers | Email            | Position/Agency                                      |
|----------------|--|---------------|------------------|--|
| Hank Hudson    | Sanders Building                         | 444-3470      | hhudson@mt.gov   | Director/Office of Economic Security Services DPHHS  |
| Linda Snedigar | 111 N. Jackson St, 5 <sup>th</sup> floor | 444-5902      | lsnedigar@mt.gov | Administrator Human & Community Services Division    |
| Candee Krantz  | 111 N. Jackson St, 5 <sup>th</sup> floor | 444-4559      | ckrantz@mt.gov   | HCSB Fiscal Bureau                                   |
| Frank Clinch   | Sanders Building                         | 444-3127      | fclinch@mt.gov   | HCSB Attorney  |
| Jim Nolan      | Warehouse                                | 447-4260      | jnolan@mt.gov    | Bureau Chief/Intergovernmental Human Services Bureau |

|                         |  |                     |   |  |
|-------------------------|--|---------------------|---|--|
| <b>Jamie Palagi</b>     | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>(W) 444-1828</b> | <b>jpalagi@mt.gov</b>                                   | <b>Bureau Chief/Early Childhood Services Bureau</b>                            |
| <b>Renee Collinson</b>  | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>(W) 444-0309</b> | <b>rcollinson@mt.gov</b>                                | <b>Child Program Manager/Early Childhood Services Bureau</b>                   |
| <b>Chris Hettinger</b>  | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-2803</b>     | <b>chettinger@mt.gov</b>                                | <b>ECSB Budget Analyst/Early Childhood Services Bureau</b>                     |
| <b>Mary Musil</b>       | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-4080</b>     | <b>MMusil@mt.gov</b>                                    | <b>CACFP Manager/Early Childhood Services Bureau</b>                           |
| <b>Chauntel Luchier</b> | <b>2677 Palmer, Suite 222 Missoula, MT 59808</b> | <b>406-329-1286</b> | <b>clucier@mt.gov</b>                                   | <b>R &amp; R Program Specialist/Early Childhood Services Bureau</b>            |
| <b>Angie Rayfield</b>   | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-9120</b>     | <b>ARayfield@mt.gov</b>                                 | <b>Administrative Assistant/LUP Specialist/Early Childhood Services Bureau</b> |
| <b>Carrie Leu</b>       | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-3657</b>     | <b>CLeu@mt.gov</b>                                      | <b>Quality Assurance Reviewer/Early Childhood Services Bureau</b>              |
| <b>Melody Olson</b>     | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-1839</b>     | <b><a href="mailto:molson@mt.gov">molson@mt.gov</a></b> | <b>Management Analyst/Early Childhood Services Bureau</b>                      |
| <b>Renne't Sarbu</b>    | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-5925</b>     | <b>resarbu@mt.gov</b>                                   | <b>ECSB Contract Coordinator/Early Childhood Services Bureau</b>               |
| <b>Linda Kjorstad</b>   | <b>MSU Billings, MT</b>                          | <b>406-657-2067</b> | <b>lkjorstad@mt.gov</b>                                 | <b>Best Beginnings Program Specialist/Early Childhood Services Bureau</b>      |
| <b>Lisa Murphy</b>      | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-1400</b>     | <b>limurphy@mt.gov</b>                                  | <b>Child Care Development Specialist/Early Childhood Services Bureau</b>       |
| <b>Deby McNally</b>     | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-2789</b>     | <b>dmcnally@mt.gov</b>                                  | <b>Nutrition Program Specialist/Early Childhood Services</b>                   |

|                         |   |                 |                                |   |
|-------------------------|---|-----------------|--------------------------------|---|
|                         |   |                 |                                | <b>Bureau</b>   |
| <b>Becky Moog</b>       | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>                  | <b>444-4547</b> | <b>RMoog@mt.gov</b>            | <b>CACFP Administrative Support/Early Childhood Services Bureau</b> |
| <b>Liv Steinbarth</b>   | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>                  | <b>444-2674</b> | <b>LSteinbarth@mt.gov</b>      | <b>CACFP Program Specialist/Early Childhood Services bureau</b>     |
| Roselli-Hust, Michelle  | 7 N 31 <sup>st</sup> St, Billings MT 59103                      | 406-247-4732    | mroselli@hrdc7.org             | CCR&R/HRDC District 7   |
| Hicks, Becky            | 120 West Towne, Glendive MT 59330                               | 406-377-4909    | deaphiz@middrivers.com         | CCR&R/ DEAP Child Care Resource & Referral                          |
| Donohue, Eileen         | 146 3 <sup>rd</sup> Ave W, Kalispell, MT 59901                  | 406-756-1414    | info@nurturingcenter.com       | CCR&R/ The Nurturing Center   |
| Jane Arntzen Schumacher | 317 East Mendenhall, Suite C, Bozeman MT 59715-3684             | 406-587-7786    | ccc@childcareconnections.info  | CCR&R/ Child Care Connections                                       |
| Hawn, Kim               | 202 2 <sup>nd</sup> Ave south, Suite 201, Great Falls, MT 59405 | 406-761-6010    | kim@famcon.org                 | CCR&R/ Family Connections   |
| Mann, Janet             | 300 1 <sup>st</sup> Ave. N, Suite 203, Lewistown MT 59457       | 406-535-7488    | <u>jm<sup>ann</sup>@mt.gov</u> | CCR&R/ HRDC District VI Child Care Link                             |
| Hergott, Brenda         | 101 East Broadway, Butte MT 59701                               | 406-723-4019    | bhergott@butte4cs.org          | CCR&R/ Butte 4C's   |
| Wilkins, Vicki          | 2229 fifth Ave, Havre MT 59501                                  | 406-265-6743    | wilkinsv@hrdc4.org             | CCR&R/ District IV HRDC Child Care Link                             |
| Tribby, Ann             | 220 Box Elder, Suite 151, Miles City MT 59301                   | 406-234-6034    | atribby@deapmt.org             | CCR&R/ DEAP Child Care Resource and Referral                        |
| Thompson, Rick          | 605 3 <sup>rd</sup> Ave South, Glasgow MT 59230                 | 406-228-9431    | denise@hilinehomeprograms.org  | CCR&R/ Hi-Line Home Programs, Inc                                   |

|                                  |  |                |  |  |
|----------------------------------|--|----------------|--|--|
| Mevis, Sheilah                   | 901 N. Benton Ave, Helena MT 59601                               | 406-443-4608   | skmevis@childcarepartnerships.org                  | CCR&R/ Child Care Partnerships               |
| Rosenleaf, Kelly                 | 127 East Main Street, Suite 314, Missoula MT 59807               | 406-728-6446   | ccr@childcareresources.org                         | CCR&R/ Child Care Resources                  |
| Cherry Creek Radio               | 191 Microwave Hill Rd, Clancy MT                                 | 406-442-2568   |  | Radio station/PSA                            |
| KBLL AM – FM Radio               | 110 East Broadway St, Helena MT 59601                            | 406-442-4490   |  | Radio station/PSA                            |
| Montana Public Radio             | University of Montana  | 1-800-325-1565 |  | Radio station/PSA                            |
| KHBB Television                  | 601 Euclid Ave, Helena MT  | 457-1860       |  | Television Station                           |
| Mike                             | Stahly Engineering & Assoc., 3530 Centennial St, Helena MT 59601 | 406-442-8594   |  | Structural Engineer                          |
| Ruth Piccone                     | Cogswell   | 406-444-5303   | rpiccone@mt.gov                                    | Sanitarian                                   |
| Stephanie Goetz                  | Colonial Drive   | 444-1510       | <a href="mailto:stgoetz@mt.gov">stgoetz@mt.gov</a> | QAD/Child Care Licensing                     |
| Northrop Grumman                 | 2401 Colonial Drive, Helena MT 59620                             | 443-8600       |  | CCubs Computer Systems Maintenance Functions |
| Emergency Transportation         | 12 <sup>th</sup> Avenue  | 444-2705       | vjenkins@mt.gov                                    | Motor Pool                                   |
| Helena YMCA                      | 1200 N. Last Chance Gulch, Helena MT 59601                       | 442-9622       |  | Continuity of Operations Alternate Site      |
| Child Care Partnerships          | 901 N. Benton Ave, Helena MT 59601                               | 406-443-4608   | skmevis@childcarepartnerships.org                  | Continuity of Operations Primary location    |
| City General Information         | Helena   | 447-8000       |  | Mayor  |
| Police Department Administration | Helena   | 447-8479       |  | Police                                       |
| Fire Department Administration   | Helena   | 406-447-8472   |  | Fire   |

|                     |                                 |                                |                   |                     |
|---------------------|---------------------------------|--------------------------------|-------------------|---------------------|
| St Peter's Hospital | Helena                          | 406-442-2480                   |                   | St. Peters Hospital |
| Executive Office    | Capital Complex                 | 406-444-3111                   |                   | Governor's Office   |
| Northwestern Energy | Helena                          | 1-888-467-2353                 |                   | Northwestern Energy |
| Bresnan             | 951 Custer Ave, Helena MT 59601 | 1-877-273-7656                 |                   | Phone Company       |
| Administration      | ECSB                            | CCR&R                          | Radio Stations/TV | Miscellaneous       |
|                     |                                 | Continuity of Operations Sites | Municipal         |                     |

The following table outlines the Continuity of Communications plan:

**CONTINUITY COMMUNICATIONS PLAN**

|  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• <b>Public Telephone</b></li> <li>• <b>Cellular Phones</b></li> <li>• <b>Homeland Security Information Network (HSIN)</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>National Radio System</b><br/><i>See above for phone numbers</i></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Early Childhood Services Bureau Data Network</b></li> <li>• <b>National Emergency Management Information System</b></li> <li>• <b>Local Area Network/Wide Area Network Connectivity</b> (<i>See above for phone numbers.</i>)</li> <li>• <b>Homeland Security Information Network (HSIN)/ Common Operating Picture (COP)</b></li> </ul> |
|--|---|---|

**c. After Reporting...**

Once the staff members, partner support and volunteers have been alerted to a disaster they must:

- Report immediately to their respective Continuity of operations site unless notified otherwise during the activation process. Some members may move into spaces normally used to support other responsibilities and begin to monitor the situation and prepare the areas for the arrival of the remaining team members;
- Prepare Emergency Child Care Center for Rescue and Relief Workers.
- If activation occurs due to a pandemic influenza or similar scenario, the staff members will activate and respond to the alert in accordance with the pandemic

influenza plan or guidance, which may include reporting to an alternate work location or using telework to perform essential functions;

- Begin to retrieve pre-positioned information and data and activate specialized systems or equipment;
- Monitor and assess the situation and evaluate if a devolution of operations is needed;
- Monitor and assess the status of personnel and resources as practicable;
- Continue to perform the Early Childhood Services Bureau's mission and essential functions;
- Prepare and disseminate instructions and reports, as required and
- The Continuity of Operations Director will ensure that the ECSB maintains contact ECSB CCR&R's, other partner agencies, Federal, State and Municipal officials, tribal, and all other appropriate local organizations concerning the temporary relocation of the Early Childhood Services Bureau.
- Notifications will be made about the Continuity of Operations process to all interested partners. Public notifications about the Emergency Child Care Center for Rescue and Relief Workers, a status report on child care providers during an emergency, and information on child care relocation sites.
- Execute notification plans; including, the notification of the volunteer "guardians" to assist in staffing the Emergency Child Care Center for Rescue and Relief Workers. Damage assessment phone calls need to be made to the child care centers that are in operation during the disaster.
- Payments should be made as necessary.

**d. ECSB Continuity of Operations Site Configuration**

**Administration**

The lobby and office areas can be used to establish a command center for the Early Childhood Services Bureau. Although we plan to have a command center at the Emergency Response site, we are working on plans to have the ECSB Bureau Chief, Jamie Palagi, housed at the Food Distribution Center, which is slated to be the main command center for DPHHS. Her presence there would allow us to coordinate our efforts with the DPHHS and other state agencies more efficiently. Information will be provided to direct families and providers to the location of necessary services; such as emergency childcare sites, health and food services, and donation sites. The command center will also offer information on government and emergency assistance as the Early Childhood Services Bureau is informed.

**Temporary Child Care Center for Rescue and Relief Workers**

The Child Care Partnership's site will work perfectly as a temporary childcare center for rescue and relief workers if the disaster occurs in Helena, However, the CCR&R's across

the state are finding sites and creating MOU's to address the emergencies across the state. The Child Care Partnership site used to have an Early Childhood program in the basement. The CCR&R library and training room are currently located there. The facility is equipped with a large training room with a kitchen, and a few other rooms which can also be used for care. Alternate emergency care centers would have to be designated by the other Child Care Resource and Referral (CCR&R) agencies across the State of Montana. The CCR&R's will be responsible for storing 72 hours worth of emergency supplies for the Emergency Child Care.

- The manipulatives and other learning materials which will be used by the children in the emergency child care center will be stored at the perspective CCR&R sites across the state or agreements to use equipment can be made with local providers. MOU's regarding these agreements will be signed and attached to each of the CCR&R's emergency preparedness plans.
- The emergency childcare center will be staffed by DPHHS staff and CCR&R staff not essential to other functions in the Continuity of Operations and Devolution of Operations plans. Volunteers from the "Guardian" program will assist with care once they arrive.
- Background checks are required for all state employment and employees of the CCR&R's; therefore, emergency background checks will not be required for these staff members.

e. **Adaptations Made to Administrative Processes**

**Emergency Background Checks**

The Bureau Chief, Joe Wodnik, will contact the FBI Compact Office to request them to invoke the use of federal laws to authorize the emergency background check process, which will be needed for emergency child care providers..

Upon the approval of the FBI, the FBI Compact Office will provide Mr. Wodnik or someone in his chain of command with the procedures, processes, record-keeping requirements for doing the emergency background checks. The approval will allow us, in part, to obtain name-based background checks, with fingerprints to be submitted within 15 days. Depending on the available technology, name-based checks may be processed via telephone, Internet, or other means of communication.

**3. Leadership**

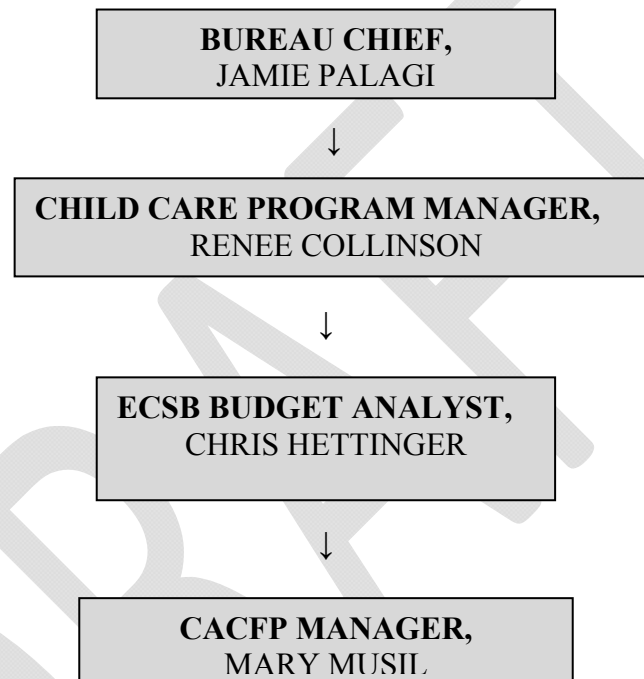
**a. Orders of Succession**

**Succession to the Position of Bureau Chief, Early Childhood Services Bureau**

In the event of the death, resignation, or if otherwise unable to perform the functions and duties of the position of Bureau Chief, Early Childhood Services Bureau, pursuant to the Federal Vacancies Reform Act of 1998, (5 U.S.C 3345-3349), The Administrator of the Human and Community Services Division, Linda Snedigar, may direct an officer or

employee to perform the functions and duties of the vacant Bureau Chief office temporarily in an acting capacity.

Absent the specific direction of the Administrator of the Human and Community Services Division, Linda Snedigar, no official shall sit as the Acting Bureau Chief, Early Childhood Services Bureau. However, in the event of the death, resignation or if otherwise unable to perform the functions and duties of the position, the Bureau Chief, Early Childhood Services Bureau, has delegated to the following positions in order of succession (see chart) those functions and duties, subject to any conditions or restrictions set forth in the Delegation of Authority document for the Early Childhood Services Bureau.



**b. Delegation of Authority**

Generally, The Early Childhood Services Bureau pre-determined delegations of authority will take effect when normal channels of direction are disrupted and terminate when these channels have resumed. Pre-determined delegations of authority are particularly important in a disaster situation.

The Early Childhood Services Bureau has identified the following delegations of authority:

- Orderly succession of officials to the position of Bureau Chief in the case of the Bureau Chief's absence, a vacancy at that office, or the inability of the Bureau Chief to act during an emergency or national security emergency.

**c. Devolution**

*The devolution process is outlined in the Devolution of Operations Plan which accompanies the ECSB Continuity of Operations Plan.*

The Early Childhood Services Bureau's delegations of authority for each CCR&R are found in the Emergency Preparedness plans developed by each agency. These plans will be stored in binders in a filing cabinet in the R & R Program Specialist's office (Chauntel Luchier) in Missoula Montana at 2681 Palmer, 2<sup>nd</sup> floor. For access to the building call Brett

The Early Childhood Services Bureau has informed those officials who might be expected to assume authorities during a continuity situation. Documentation that this has occurred is found with the Emergency Preparedness plans for each agency, which is located: with their agency emergency preparedness plans, which will be stored in binders in a filing cabinet in the R & R Program Specialist's office (Chauntel Luchier) in Missoula Montana at 2681 Palmer, 2<sup>nd</sup> floor. Further, The Early Childhood Services Bureau has trained those officials who might be expected to assume authorities during a continuity situation at least annually for all pre-delegated authorities for making policy determinations and all levels using web-ex and other computer training. This training is reflected in agency training records located with the CCR&R emergency plans.

## **B. PHASE II: ALTERNATE FACILITY OPERATIONS**

### **1. Vital Files, Records, and Databases:**

#### **Resource Requirements**

This section identifies the resources, equipment, and vital records, files, and databases needed to assume and continue the mission and essential functions for the Early Childhood Services Bureau when the need to devolve operations occur.

Table 1: Vital Files, Records, and Databases

| <b>Vital File, Record, or Database</b>                           | <b>Form of Record (e.g., hardcopy, electronic)</b> | <b>Pre-Positioned at Devolution Facility</b> | <b>Hand Carried to Devolution Facility</b> | <b>Storage Location(s)</b>                 |
|--|--|--|--|--|
| <b>Early Childhood Services Continuity of Operations Plan</b>    | electronic   |  | ×  | CC/Renee/Disaster planning/emergency plans |
| <b>Early Childhood Services Devolution of Operations Plan</b>    | electronic   |  | ×  | CC/Renee/Disaster planning/emergency plans |
| <b>Early Childhood Services Bureau Delegations of Authority</b>  | electronic   |  | ×  | CC/Renee/Disaster planning/emergency plans |
| <b>Early Childhood Services Emergency Call lists</b>             | electronic   |  | ×  | CC/Renee/Disaster planning/emergency plans |
| <b>Early Childhood Services Devolution Agreements</b>            | hardcopy   |  | ×  | Disaster planning file in Renee's office   |
| <b>Emergency Volunteer Database</b>                              | electronic   |  | ×  | Local CCR&R's                              |
| <b>Emergency Childcare Relocation Information</b>                | electronic   |  | ×  | Local CCR&R's                              |
| <b>PSA's</b>   | electronic   |  | ×  | CC/Renee/Disaster planning/emergency plans |
| <b>MOU's</b>   | hardcopy   |  | ×  | Disaster planning file in Renee's office   |
| <b>Emergency Child Care Intake Forms</b>                         | hardcopy   | ×  |  | Montana Yikes Manual                       |
| <b>Emergency Transportation Forms</b>                            | hardcopy   | ×  |  | Montana Yikes Manual                       |
| <b>Provider Database for payment purposes</b>                    | electronic   |  | ×  | CCUBS backup                               |
| <b>Backed-up Contract, Scholarship and Financial Information</b> | electronic   |  | ×  | CCUBS backup                               |

### C. PHASE III: RECONSTITUTION

When the ECSB has been cleared to occupy their primary Operating Facility or a new operating facility has been created the ECSB will go through the process of setting up the environment so that it can begin the process of transitioning back to its fully functioning capabilities. None of the staff should report back to the Primary Operating Facility until it has been cleared by a structural engineer and it is deemed safe. The ECSB staff will be notified about the status and reconstitution expectations by phone, cell phone or e-mail, depending on the media is available during the disaster. Staff members should continue to monitor all media for information from the ECSB.

*Reconstitution activities should focus should be placed on the following activities;*

- Review and analysis of after disaster staffing; evaluate staffing concerns and job duties.
- Review and analysis of primary operating location after disaster;( i.e., reorganize office space, equipment assessment etc.)
- Implement communication plan to let community organization and partner agencies know that the ECSB is going through reconstitution.
- Gather the data and information potentially used in the devolution of operations plan or at the Continuity of Operations site and implement a transitional plan so the transfer of duties is as seamless as possible.
- Transition ECSB back to focusing on mission and essential function at Primary Operating facility.
- Staff and partner agencies will hold a debriefing about the emergency. Team members will analyze the plan and create an After Action Report (AAR), regarding the effectiveness of the COOP plan.

### XII. COOP PLANNING RESPONSIBILITES

| Early Childhood Services Job Title | Early Childhood Continuity Personnel Name and Telephone Number | COOP Plan Responsibility  |
|------------------------------------|--|---|
| Bureau Chief, or Successor         | Jamie Palagi 406-444-1828                                      | Will direct the emergency for the ECSB. She will coordinate ECSB efforts with Federal, State, and local disaster-wide management efforts. Interface with and represent ECSB at the main DPHHS Incident Command Center located in the USDA food distribution |

|                            |                              |  |
|----------------------------|------------------------------|--|
|                            |                              | center. One of her first priorities is to establish and activate a communication plan through the Incident Command Site (ICS) for ECSB.  |
| Child Care Program Manager | Renee Collinson 406-444-0309 | Oversees set-up and supervises Emergency Child Care Center for ECSB. Supervises the ECSB staff and staff from the partner agencies that are responsible for setting up and staffing the Emergency Child Care Center (CCR&R staff.) Supervise the operation of the emergency child care center and child care intake. Assign staff and volunteer caregivers once they arrive. |
| ECSB Budget Analyst        | Chris Hettinger 406-444-2803 | Human Resources, staff job assignments, performance assessments, trouble-shooting. Monitors costs, account procurement, time recording and cost analysis. Supervise the emergency payment process and assist in making payments as necessary.  |
| CACFP Manager              | Mary Musil 406-444-2803      | Implement delivery plans after child care needs assessments have been completed. Coordinate efforts with CACFP staff and licensing to facilitate the delivery of food and supplies to the child care centers that need it. Work with Mike the Structural Engineer at Stahl regarding integrity of provider buildings and sanitarians to test viability of water supply.      |
| Management Analyst         | Melody Olson 406-444-2803    | Responsible for directly supervising child care intake and verify that data security   |

|   |                              |   |
|---|------------------------------|---|
|   |                              | procedures are being followed.  |
| Administrative Assistant/LUP Specialist | Angie Rayfield 406-444-9120; | Supervise volunteers. Will coordinate volunteer acceptance process; which includes, but is not limited to, emergency background checks.   |
| Quality Assurance Reviewer              | Carrie Leu 406-444-3657      | Notify partner agencies of relocation and possible Devolution of Operation strategies. Oversee emergency communication plan implementation to assess damage to child care facilities in the area and ascertain needed supplies and log relocation and evacuation plans. Oversee community communication plan, which includes; verifying PSA's on the relocation and evacuation locations have been sent to the radio and television stations. |
| Child Care Development Specialist       | Lisa Murphy 406-444-1400     | Conduct brief orientations and "training" for volunteers as they arrive.  |
| ECSB Contracts Coordinator              | Rennet Sarbu                 | Supervise administrative volunteers, and administrate partner agency staff. Refer clients to appropriate location and assist in all emergency payments.   |

### **XIII LOGISTICS**

#### **A. ALTERNATE LOCATION**

*PRIMARY*

- *The Child Care Partnerships office  
901 N Benton Avenue  
Helena MT, 59601  
406-443-4608*

*SECONDARY*

- *Helena YMCA  
1200 N. Last Chance Gulch  
Helena, MT 59601  
442-9622*

## **B. INTEROPERABLE COMMUNICATIONS**

Two emergency laptops with the back-up data will be available to use at the Continuity of Operations site. The site has computers, which if available during a disaster can be used to complete ECSB essential functions, track the disaster, and use e-mail. Both alternate sites have access to a phone system with an answering machine that can be used to pre-record a message to incoming callers. Staff also has access to cell phones, which can be used if the service is functional during the time of the disaster.

## **XIV TEST, TRAINING AND EXERCISES**

- A. Emergency training will take place with the ECSB staff, CCR&R's, and other partner agencies on the emergency preparedness plan, Continuity of Operations plan and the Devolution of Operations plan will occur in person and/or on web-ex as needed.
- B. Table Top tests of the COOP plan within ECSB and as a joint interagency test will occur annually.
- C. Communication and notification plans will be tested annually; to include, notifications for the Guardian program.
- D. Annual refresher training on the Emergency Preparedness plan, COOP plan, and the Devolution of operations plan will occur with ECSB staff, CCR&R staff and all other partner agencies.

### **Multi-Year Strategy and program Management Plan**

The Coop Plan working group is comprised of the Bureau Chief and the Program Managers. The COOP plan working group will meet twice a year to discuss changes in the bureau, which may impact the plan. Plan revisions are made prior to the Table Top Test. Once the after action report has been compiled the COOP plan working group will convene to discuss any problems experienced during the exercise and revise the plan accordingly.

### **COOP Plan Maintenance**

Revisions to the plan are made by the Child Care Program Manager. Key evacuation routes, roster and telephone information, as well as maps and room/building designations of alternate locations will be updated as changes occur. The ECSB Management Analyst will back up the laptops and jump drives with information twice a year. The backup process will happen in January and July of each year.

## Annex A: Authorities and References

### Authorities

- National Security Presidential Directive (NSPD) 51/Homeland Security Presidential Directive (HSPD) 20, *National Continuity Policy*, May 2007.
- National Continuity Policy Implementation Plan, August 2007.
- *The National Security Act of 1947*, 50 U.S.C. 401, as amended.  
*The Homeland Security Act of 2002*, PL 107-296, enacted November 25, 2002, hereafter referred to as *HAS of 2002*.
- *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (42 U.S.C. 5121, et seq.), hereafter referred to as *Stafford Act of 2003*.
- Executive Order 12148, *Federal Emergency Management*, dated July 20, 1979, as amended.
- *National Response Framework*, January 2008.
- Department of Homeland Security Management Directive 9300.1, *Continuity of operations Programs and Continuity of Government Functions*.
- State of Montana Disaster and Emergency Plan, Volume XIII, Department of Public Health and Human Services Emergency Operations Plan, November 2008.
- Human and Community Services Division, Early Childhood Services Bureau Emergency Preparedness Plan, January 2010.

### References

- Title 44, Code of Federal Regulations (CFR) Part 2, Subpart A – *Organization, Function, and Delegations of Authority*, dated October 1, 2005.
- Title 41, CFR 102-74.260, *Occupant Emergency Program*, revised on July 1, 2005.
- Title 36, CFR Part 1236, *Management of Vital Records*, revised on July 1, 2005.
- Homeland Security presidential Directive (HSPD) 3, *Homeland Security Advisory System (HSAS)*, dated March 11, 2002.
- Early Childhood Services Bureau, *Continuity of Operations Plan*, dated January 2010.
- Child Care Partnerships and YMCA Site Support Procedures, and MOU, Early Childhood Services Bureau Continuity of Operations, dated January 2010.
- State of Montana Disaster and Emergency Plan, Volume XIII, Department of Public Health and Human Services Emergency Operations Plan, November 2008.
- Human and Community Services Division, Early Childhood Services Bureau Emergency Preparedness Plan, January 2010.
- National Continuity Policy Implementation Plan, August 2007.
- *The National Security Act of 1947*, 50 U.S.C. 401, as amended.

- *The Homeland Security Act of 2002*, PL 107-296, enacted November 25, 2002, hereafter referred to as HAS of 2002.
  - *Robert T. Stafford disaster Relief and Emergency Assistance Act*, as amended (42 U.S.C. 5121, et seq.), hereafter referred to as *Stafford Act of 2003*.
  - Executive Order 12148, *Federal Emergency Management*, dated July 20, 1979, as amended.
  - *National Response Framework*, January 2008.
- 
- Department of Homeland Security Management Directive 9300. 1, *Continuity of Operations Programs and Continuity of Government Functions*.
  - National Security Presidential Directive (NSPD) 51/Homeland Security Presidential Directive (HSPD) 20, *National Continuity Policy*, May 2007.
  - Maine’s Y.I.K.E.S. Planning guide for Emergency Response Planning in Child Care, which can be accessed at [www.maine.gov/dhhs/ocfs/ec/occhs/yikesplanning.pdf](http://www.maine.gov/dhhs/ocfs/ec/occhs/yikesplanning.pdf)
  - North Dakota DPHHS for providing us with forms and other Emergency Preparedness documentation.
  - U.S. Department of Health and Human Development Administration for Children & Families website which can be accessed at: [www.acf.hhs.gov/programs/ccb/initiatives/emergency/index.htm](http://www.acf.hhs.gov/programs/ccb/initiatives/emergency/index.htm)
  - Montana Public Health and Safety Division [www.dphhs.mt.gov/PHSD/phsi/pdf/PHEPFactSheet.doc](http://www.dphhs.mt.gov/PHSD/phsi/pdf/PHEPFactSheet.doc)
  - Emergency Response Planning Guide for Iowa Child Care which can be accessed at [www.idph.state.ia.us/hcci/common/pdf/emergency\\_planning\\_guide.pdf](http://www.idph.state.ia.us/hcci/common/pdf/emergency_planning_guide.pdf)
  - DPHHS State of Montana SNAP Disaster Operations Plan Fiscal Year 2010

## Annex B: Operational Checklists

### ECSB CALL LIST

|                         |  |                     |   |  |
|-------------------------|--|---------------------|---|--|
| <b>Jamie Palagi</b>     | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>(W) 444-1828</b> | <b>jpalagi@mt.gov</b>                                   | <b>Bureau Chief/Early Childhood Services Bureau</b>                            |
| <b>Renee Collinson</b>  | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>(W) 444-0309</b> | <b>rcollinson@mt.gov</b>                                | <b>Child Program Manager/Early Childhood Services Bureau</b>                   |
| <b>Chris Hettinger</b>  | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-2803</b>     | <b>chettinger@mt.gov</b>                                | <b>ECSB Budget Analyst/Early Childhood Services Bureau</b>                     |
| <b>Mary Musil</b>       | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-4080</b>     | <b>MMusil@mt.gov</b>                                    | <b>CACFP Manager/Early Childhood Services Bureau</b>                           |
| <b>Chauntel Luchier</b> | <b>2677 Palmer, Suite 222 Missoula, MT 59808</b> | <b>406-329-1286</b> | <b>clucier@mt.gov</b>                                   | <b>R &amp; R Program Specialist/Early Childhood Services Bureau</b>            |
| <b>Angie Rayfield</b>   | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-9120</b>     | <b>ARayfield@mt.gov</b>                                 | <b>Administrative Assistant/LUP Specialist/Early Childhood Services Bureau</b> |
| <b>Carrie Leu</b>       | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-3657</b>     | <b>CLeu@mt.gov</b>                                      | <b>Quality Assurance Reviewer/Early Childhood Services Bureau</b>              |
| <b>Melody Olson</b>     | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-1839</b>     | <b><a href="mailto:molson@mt.gov">molson@mt.gov</a></b> | <b>Management Analyst/Early Childhood Services Bureau</b>                      |
| <b>Renne't Sarbu</b>    | <b>111 N. Jackson St, 5<sup>th</sup> floor</b>   | <b>444-5925</b>     | <b>resarbu@mt.gov</b>                                   | <b>ECSB Contract Coordinator/Early Childhood Services Bureau</b>               |
| <b>Linda</b>            | <b>MSU Billings,</b>                             | <b>406-657-2067</b> | <b>lkjorstad@mt.gov</b>                                 | <b>Best Beginnings</b>   |

|                       |  |                 |                           |  |
|-----------------------|--|-----------------|---------------------------|--|
| <b>Kjorstad</b>       | <b>MT</b>                                      |                 |                           | <b>Program Specialist/Early Childhood Services Bureau</b>                |
| <b>Lisa Murphy</b>    | <b>111 N. Jackson St, 5<sup>th</sup> floor</b> | <b>444-1400</b> | <b>limurphy@mt.gov</b>    | <b>Child Care Development Specialist/Early Childhood Services Bureau</b> |
| <b>Deby McNally</b>   | <b>111 N. Jackson St, 5<sup>th</sup> floor</b> | <b>444-2789</b> | <b>dmcnally@mt.gov</b>    | <b>Nutrition Program Specialist/Early Childhood Services Bureau</b>      |
| <b>Becky Moog</b>     | <b>111 N. Jackson St, 5<sup>th</sup> floor</b> | <b>444-4547</b> | <b>RMoog@mt.gov</b>       | <b>CACFP Administrative Support/Early Childhood Services Bureau</b>      |
| <b>Liv Steinbarth</b> | <b>111 N. Jackson St, 5<sup>th</sup> floor</b> | <b>444-2674</b> | <b>LSteinbarth@mt.gov</b> | <b>CACFP Program Specialist/Early Childhood Services bureau</b>          |

### ESSENTIAL FUNCTIONS

| PRIORITY | ESSENTIAL FUNCTIONS  |
|----------|--|
| 1        | Activate the action plan for the emergency child care center for rescue and relief workers.  |
| 2        | Assist municipal leaders and child care providers in facilitating Continuity of Care for the early childhood population who is affected by the disaster. Facilitation activities may include, but are not limited to; Dissemination of food, water, and healthcare to the disaster effected early childhood population and child care sites. |
| 3        | Activate emergency communication plan: roll call with ESCB staff, provider status reports; establishing need for assistance in early childhood community, initiate process of calling volunteer caregivers to help with the emergency child care center from the “Guardian Database. “   |
| 4        | Initiate Parent Alert System. Alerting them to relocation facilities through PSA’s.  |
| 5        | Payments made to child care providers for scholarships and food program.   |

### KEY PERSONNEL ROSTER AND ESSENTIAL FUNCTIONS CHECKLIST

| Early Childhood Services Job Title | Early Childhood Continuity Personnel Name and Telephone Number | COOP Plan Responsibility      |
|------------------------------------|--|-------------------------------|
| Bureau Chief, or Successor         | Jamie Palagi 406-444-1828                                      | Will direct the emergency for |

|                            |                              |   |
|----------------------------|------------------------------|---|
|                            |                              | the ECSB. She will coordinate ECSB efforts with Federal, State, and local disaster-wide management efforts. Interface with and represent ECSB at the main DPHHS Incident Command Center located in the USDA food distribution center. One of her first priorities is to establish and activate a communication plan through the Incident Command Site (ICS) for ECSB.               |
| Child Care Program Manager | Renee Collinson 406-444-0309 | <b>Oversees set-up and supervises Emergency Child Care Center for ECSB.</b> Supervises the ECSB staff and staff from the partner agencies that are responsible for setting up and staffing the Emergency Child Care Center (CCR&R staff.) Supervise the operation of the emergency child care center and child care intake. Assign staff and volunteer caregivers once they arrive. |
| ECSB Budget Analyst        | Chris Hettinger 406-444-2803 | Human Resources, staff job assignments, performance assessments, trouble-shooting. Monitors costs, account procurement, time recording and cost analysis. <b>Supervise the emergency payment process</b> and assist in making payments as necessary.  |
| CACFP Manager              | Mary Musil 406-444-2803      | <b>Implement delivery plans after child care needs assessments have been completed.</b> Coordinate efforts with CACFP staff and licensing to facilitate the delivery of food and supplies to the child care centers that need it. Work with Mike the Structural Engineer  |

|   |                              |   |
|---|------------------------------|---|
|   |                              | at Stahl regarding integrity of provider buildings and sanitarians to test viability of water supply.   |
| Management Analyst                      | Melody Olson 406-444-2803    | Responsible for directly supervising child care intake and verify that data security procedures are being followed.   |
| Administrative Assistant/LUP Specialist | Angie Rayfield 406-444-9120; | Supervise volunteers. Will coordinate volunteer acceptance process; which includes, but is not limited to, emergency background checks.   |
| Quality Assurance Reviewer              | Carrie Leu 406-444-3657      | Notify partner agencies of relocation and possible Devolution of Operation strategies. <b>Oversee emergency communication plan implementation to assess damage to child care facilities in the area and ascertain needed supplies and log relocation and evacuation plans. Oversee community communication plan, which includes; verifying PSA's on the relocation and evacuation locations have been sent to the radio and televisions stations.</b> |
| Child Care Development Specialist       | Lisa Murphy 406-444-1400     | Conduct brief orientations and "training" for volunteers as they arrive.  |
| ECSB Contracts Coordinator              | Rennet Sarbu                 | Supervise administrative volunteers, and administrate partner agency staff. Refer clients to appropriate location <b>and assist in all emergency payments.</b>  |

**\*\*Essential functions highlighted in orange.\*\***

### SENIOR EMERGENCY RESPONSE TEAM ROSTER (SERT)

|   |                              |
|---|------------------------------|
| Office of Economic Security Services,<br>Director | Hank Hudson                  |
| Human and Community Services,<br>Administrator    | Linda Snedigar 406-5902      |
| Bureau Chief, or Successor                        | Jamie Palagi 406-444-1828    |
| Child Care Program Manager                        | Renee Collinson 406-444-0309 |
| ECSB Budget Analyst                               | Chris Hettinger 406-444-2803 |
| CACFP Manager                                     | Mary Musil 406-444-2803      |

### EMERGENCY RELOCATION TEAM CHECKLIST

### EMERGENCY EQUIPMENT CHECKLIST

#### **Annex C: Alternate Location/Facility Information**

#### **MOU**

#### **Annex D: Maps and Evacuation Routes**

This annex should provide maps, driving directions, and available modes of transportation from the primary facility to the alternate location. Evacuation routes from the primary facility should also be included.

#### **Annex E: Definitions and Acronyms**

This annex should contain a list of key words, phrases, and acronyms used throughout the COOP Plan and within the COOP community. Each key word, phrase and acronym should be clearly defined.

DRAFT