

R430-70-10: EMERGENCY PREPAREDNESS.

- (1) **The provider shall post the program's street address and emergency numbers, including ambulance, fire, police, and poison control, near each telephone in the facility.**

Rationale / Explanation

It is easy for caregivers to panic in an emergency situation. The purpose of this rule is so that caregivers have easy and immediate access to phone numbers they might need to use in an emergency, and can give emergency personnel, such as the police or the fire department, the center's street address. CFOC, 3rd Ed. pgs. 380-381 Standard 9.4.1.6

Enforcement

The rule is in compliance if "911" is posted for ambulance, fire, and police, but not if 911 is posted for poison control.

If a telephone will not make outgoing phone calls, the emergency numbers do not have to be posted near that telephone.

If a classroom telephone is programmed such that it will only dial 911, the only thing that needs to be posted at that telephone is the center's physical address and the number for poison control.

If only a cell phone is used, this information needs to be posted in plain view in an obvious place in the facility so that anyone needing the information can find it.

Level 1 Noncompliance if failure to post this information resulted in an emergency situation in which emergency personnel were not contacted or able to respond in a timely manner.

Level 3 Noncompliance otherwise.

- (2) **At least one person at the facility at all times when children are in care shall have a current Red Cross, American Heart Association, or equivalent first aid and infant and child CPR certification.**

Rationale / Explanation

To ensure the health and safety of children in a child care setting, including during off-site activities, someone who is qualified to respond to common life-threatening emergencies must be present at all times. The presence of such a qualified person can mitigate the consequences of injury and reduce the potential for death from life-threatening conditions. Having these emergency skills, and the confidence to use them, are critically important to the outcome of an emergency situation. CFOC, 3rd Ed. pgs. 24-25 Standard 1.4.3.1, 1.4.3.2

Enforcement

The expiration date on the first aid and CPR card determines whether the certification is current.

The person with a current first aid certification and the person with a current CPR certification do not have to be the same person.

Level 2 Noncompliance for no CPR certification.

Level 3 Noncompliance for no first aid certification.

- (3) **The program shall maintain first aid supplies in the center, including at least antiseptic, band-aids, and tweezers.**

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Rationale / Explanation

The purpose of this rule is to ensure there are supplies needed to respond to minor injuries of children. CFOC, 3rd Ed. pg. 257-258 Standard 5.6.0.1

Enforcement

Always Level 3 Noncompliance.

- (4) The provider shall have a written emergency and disaster plan which shall include at least the following:
- (a) procedures for responding to medical emergencies and serious injuries that require treatment by a health care provider;
 - (b) procedures for responding to fire, earthquake, flood, power failure, and water failure;
 - (c) the location of and procedure for emergency shut off of gas, electricity, and water;
 - (d) an emergency relocation site where children may be housed if the facility is uninhabitable;
 - (e) a means of posting the relocation site address in a conspicuous location that can be seen even if the facility is closed;
 - (f) the transportation route and means of getting staff and children to the emergency relocation site;
 - (g) a means of accounting for each child's presence in route to and at the relocation site;
 - (h) a means of accessing children's emergency contact information and emergency releases; including contact information for an out of area/state emergency contact person for the child, if available;
 - (i) provisions for emergency supplies, including at least food, water, a first aid kit, and a cell phone;
 - (j) procedures for ensuring adequate supervision of children during emergency situations, including while at the program's emergency relocation site; and
 - (k) staff assignments for specific tasks during an emergency.

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgement in the stress of an emergency situation. CFOC, 3rd Ed. pgs. 366-368 Standard 9.2.4.3.

The requirement for posting the relocation site address in a conspicuous location is so that, in the event of an emergency when the center has been evacuated, parents coming to the center will know where the children have been evacuated to.

Additional helpful (but not mandatory) emergency supplies could include blankets, a flashlight, and books, toys, or activities to occupy children.

Enforcement

Level 2 Noncompliance if there is no written emergency and disaster plan, but this has not resulted in injury to a child.

Level 3 Noncompliance otherwise.

- (5) The provider shall ensure that the emergency and disaster plan is followed in the event of an

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emergency.

Rationale / Explanation

This rule is closely tied to R430-70-8(5), which requires that either the program director or a designee with written authority to act on behalf of the program director is present at the facility whenever the program is open for care. In an emergency situation, it is crucial that there be a clearly designated line of authority, and that the person in charge directs all staff to carry out the emergency plan as written and practiced. This cannot happen unless staff have regular training in the plan and practice in carrying it out.

Enforcement

Level 1 Noncompliance if the failure to follow the written emergency and disaster plan results in injury to a child.

Level 2 Noncompliance otherwise.

- (6) The provider shall review the emergency and disaster plan annually, and update it as needed. The provider shall note the date of reviews and updates to the plan on the plan.**

Rationale / Explanation

The purpose of this rule is to ensure that the information in the emergency and disaster plan is up-to-date, so that staff do not attempt to follow an out-of-date plan in the event of an emergency.

Enforcement

Always Level 3 Noncompliance.

- (7) The emergency and disaster plan shall be available for immediate review by staff, parents, and the Department during business hours.**

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. It is crucial for staff to have access to the written plan to refer to in the event of an emergency. Parents need access to the plan to ensure they understand what procedures the center will follow in the event of an emergency. CFOC, 3rd Ed. pgs. 366-368 Standard 9.2.4.3 , pgs. 349-350 Standard 9.2.1.3

Review of records by the Department staff is used to determine, in part, compliance with the licensing rules. CFOC, 3rd Ed. pg. 380 Standard 9.4.1.5

Enforcement

Always Level 3 Noncompliance.

- (8) The provider shall conduct fire evacuation drills monthly during each month that the program is open. Drills shall include complete exit of all children and staff from the building.**

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, 3rd Ed. pgs. 366-368 Standard 9.2.4.3

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*It is easy for caregivers to panic in an emergency situation. The purpose of this rule is so that caregivers can practice any additional procedures that are needed for children who might need extra attention. If these procedures are not in place, caregivers are in danger of neglecting some children or paying too much attention to others while they are in charge of evacuating **all** children.*

Furthermore, explicit attention to special needs children in practicing drills and in the evacuation plan itself is needed since there is such a wide variety of what might occur in the variety of emergencies. Some children are physically vulnerable. They may be in wheelchairs or rely on feeding tubes. Others have intellectual and/or emotional challenges such as autism. Any disruption in their routines can pose serious challenges. If a disaster strikes, these children are the most vulnerable, least able to protect themselves. Therefore, identification of the children with special needs; and the practice of evacuating them along with all the other children are both critical for adequate preparation. Save the Children National Guidance, October 2012

Enforcement

A fire evacuation drill must be conducted every month that the program is open for one week or longer.

Level 1 Noncompliance if there is not a record of any drills being conducted for each of the previous 12 months and there is an actual fire in which children were not effectively evacuated.

Level 2 Noncompliance if there were no drills conducted for 1 to 7 of the previous 12 months.

Level 3 Noncompliance if there were no drills conducted for 8 to 11 of the last previous months.

- (9) The provider shall document all fire drills, including:**
- (a) the date and time of the drill;**
 - (b) the number of children participating;**
 - (c) the name of the person supervising the drill;**
 - (d) the total time to complete the evacuation; and**
 - (e) any problems encountered.**

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, 3rd Ed. pgs. 366-368 Standard 9.2.4.3

Review of records by the Department staff is used to determine, in part, compliance with the licensing rules. CFOC, 3rd Ed. pg. 380 Standard 9.4.1.5

Enforcement

To be in compliance with this rule, providers must document all required information.

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- (10) The provider shall conduct drills for disasters other than fires at least once every six months that the program is open.**

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Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, 3rd Ed. pgs. 366-368 Standard 9.2.4.3

Enforcement

A disaster drill must be conducted once every six months that the program is open.

Level 1 Noncompliance if there is not a record of at least one drill having been conducted every six months and there is an actual disaster in which children were not effectively evacuated.

Level 2 Noncompliance if there is not a record of at least one drill having been conducted every six months.

- (11) **The provider shall document all disaster drills, including:**
- (a) **the type of disaster, such as earthquake, flood, prolonged power outage, tornado;**
 - (b) **the date and time of the drill;**
 - (c) **the number of children participating;**
 - (d) **the name of the person supervising the drill; and**
 - (e) **any problems encountered.**

Rationale / Explanation

Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, 3rd Ed. pgs. 366-368 Standard 9.2.4.3

Review of records by the Department staff is used to determine, in part, compliance with the licensing rules. CFOC, 3rd Ed. pg. 380 Standard 9.4.1.5

Enforcement

To be in compliance with this rule, providers must document all required information.

Always Level 3 Noncompliance.

- (12) **The program shall vary the days and times on which fire and other disaster drills are held.**

Rationale / Explanation

The purpose of this rule is so that all staff and children, including part-time staff and children, have opportunities to practice the emergency drills, and to ensure that drills are practiced during different routine times, such as meal times, nap times, etc.

Enforcement

In order for the day and time of the drills to be considered "varied", drills must be held on at least two different days of the week and two different times of the day.

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