



STATE REGULATORY REQUIREMENTS FOR EMERGENCY PREPAREDNESS PLANNING

This Document was originally developed under a previous contract with the Office of Child Care.

The following are excerpts from State child care licensing regulations about emergency preparedness planning and response. These examples do not include all States that have emergency preparedness requirements, but are meant to represent a range of approaches that States have taken to ensure that providers are prepared for emergencies. This information was compiled from the child care licensing regulations posted on the National Resource Center for Health and Safety in Child Care and Early Education's Web site at <http://nrckids.org/STATES/states.htm>.

State Licensing Regulations

Delaware

Rules for Early Care and Education and School-Age Centers (1/1/2007)
http://nrckids.org/default/assets/File/StateRegs/DE/de_school_age.pdf

EMERGENCY PLANNING

276. A licensee shall have a written emergency plan describing procedures for both natural and man-made disasters for such situations as a fire, flood, earthquake, extreme weather conditions, power failure or utility disruptions, chemical or toxic spills, bomb threat, or terrorist attack.

A. The emergency plan shall include procedures for training staff about disaster preparedness, staff's specific responsibilities during a disaster, accounting for all children and staff, relocation process (if appropriate), and contacting appropriate emergency response agencies and parents/guardians.

277. A licensee shall have a written evacuation plan of the Center posted in each room the children use.

A. Monthly evacuation drills shall be practiced from all exit locations at varied times of the day and during varied activities including nap time. Each drill shall be documented and include information on the date and time of day of the drill, the number of children and staff members who participated, and the total amount of time necessary to evacuate the Center.

278. A licensee shall develop a written plan for procedures in the event that children and staff must remain at the Center for an extended period due to a natural or man-made disaster.

A. This plan shall include a list of emergency supplies for the care of children and procedures for feeding children and staff during the extended stay at the Center.

Iowa

"Chapter 109 Child Care Centers," in "Human Services Department [441]," in *Iowa Administrative Code* (9/4/2013) http://nrckids.org/default/assets/File/StateRegs/IA/IA_441-109.pdf

109.10(15) Emergency plans.

a. The center shall have written emergency plans for responding to fire, tornado, flood (if area is susceptible to flood), intruders within the center, intoxicated parents and lost or abducted children. In addition, the center shall have guidelines for responding or evacuating in case of

blizzards, power failures, bomb threats, chemical spills, earthquakes, or other disasters that could create structural damage to the center or pose health hazards. If the center is located within a ten-mile radius of a nuclear power plant or research facility, the center shall also have plans for nuclear evacuations. Emergency plans shall include written procedures including plans for transporting children and notifying parents, emergency telephone numbers, diagrams, and specific considerations for immobile children.

b. Emergency instructions, telephone numbers, and diagrams for fire, tornado, and flood (if area is susceptible to floods) shall be visibly posted by all program and outdoor exits. Emergency plan procedures shall be practiced and documented at least once a month for fire and for tornado. Records on the practice of fire and tornado drills shall be maintained for the current and previous year.

c. The center shall develop procedures for annual staff training on these emergency plans and shall include information on responding to fire, tornadoes, intruders, intoxicated parents and lost or abducted children in the orientation provided to new employees.

d. The center shall conduct a daily check to ensure that all exits are unobstructed.

Maryland

"Subtitle 16: Child Care Centers," in "Title 13A: State Board of Education," in *Annotated Code of Maryland* (4/14/2014) http://nrckids.org/default/assets/File/StateRegs/MD/13A_16_CenterChildcare.pdf

COMAR 13A.16.10 Safety

.01 Emergency Safety Requirements.

A. Emergency and Disaster Plan.

(1) At least one center employee shall:

(a) Complete emergency preparedness training that is approved by the office;
and

(b) As part of the approved emergency preparedness training, prepare a written emergency and disaster plan for the center.

(2) The operator shall maintain the emergency and disaster plan prepared in accordance with § A(1)(b) of this regulation.

(3) The emergency and disaster plan shall:

(a) Establish procedures for:

(i) Evacuating the center, including an evacuation route;

(ii) Relocating staff and children to a designated safe site;

(iii) Sheltering in place in the event that evacuation is not feasible;

(iv) Notifying parents of children in care; and

(v) Addressing the individual needs of children, including children with special needs;

(b) Contain:

(i) The name of, and contact information for the local emergency operations center;

(ii) Assignment of staff responsibilities during an emergency or disaster;

(iii) A list of local emergency services numbers; and

- (iv) The radio station call sign and frequency for the local Emergency Alert System;
 - (c) Be practiced by staff and children at least:
 - (i) Once per month for fire evacuation; and
 - (ii) Twice per year for other emergency and disaster situations; and
 - (d) Be updated at least annually.
- (4) A copy of the emergency escape route floor plan shall be posted in each area and room in the center.
- (5) Each employee shall be oriented to the contents of the written emergency and disaster plan required at §A(2) of this regulation.
- (6) In the event of a declared emergency, the operator shall be prepared to respond as directed by the local emergency management agency through sources of public information.
- (7) During an emergency evacuation or practice, a staff member shall take attendance records out of the center and determine the presence of each child currently in attendance.
- B. If the child care center is included within a comprehensive emergency and disaster plan, the center operator shall ensure that:
- (1) The comprehensive plan contents meet all emergency and disaster plan requirements set forth at §A(2)(a) and (b) of this regulation; and
 - (2) A copy of the comprehensive plan is available to all staff.
- C. An operator shall post, immediately accessible to each telephone in the center, a notice stating the:
- (1) 9-1-1 emergency telephone number to summon fire, police, and rescue services;
 - (2) Center's name, address, and telephone number;
 - (3) Telephone number of the protective services unit of the local department of social services;
 - (4) Telephone number of a poison control center;
 - (5) Name and telephone number of the local health department or a physician to consult about issues regarding health and illnesses;
 - (6) Name and telephone number of the available adult as required by COMAR 13A.16.08.02D(3); and
 - (7) Telephone number of the office.

Massachusetts

"606 CMR 7.00 Standards for the Licensure or Approval of Family Child Care; Small Group and School Age and Large Group and School Age Child Care Programs," in *Code of Massachusetts Regulations* (1/22/2010) http://nrckids.org/default/assets/File/StateRegs/MA/MA_20100122-606-cmr%20Standards%20for%20Licensure.pdf

(7) Emergency Preparedness.

- (a) The educator must handle all emergency situations in an appropriate manner.
- (b) The educator must be able to communicate basic emergency information to emergency personnel.

- (c) The licensee must provide to educators a working telephone for the purpose of making and receiving phone calls during all hours of program operation, whether on or off the premises, whenever they are responsible for supervising children.
- (d) When considering evacuation or sheltering in place, the educator must follow the directions of the local emergency management authorities.
- (e) Exit signs must be posted in rooms that have direct access to the outdoors.
- (f) The licensee must have a written plan detailing procedures for meeting potential emergencies including but not limited to missing children, the evacuation of children from the program in the event of a fire, natural disaster, loss of power, heat or hot water or other emergency situation. The plan must include but not be limited to:
1. a method to obtain information from local authorities to determine whether to evacuate or shelter in place in the event of a natural disaster;
 2. escape routes from each floor level approved for child care;
 3. a designated meeting place outside and away from the child care home or facility
 4. a method of contacting the fire department or other appropriate authorities after the home or facility has been evacuated;
 5. a method of communication with parents in the event of an emergency evacuation; and
 6. a means to assure that no child is left in the home or facility after evacuation.
- (g) The plan must be kept current and must meet the needs of all children in care, including infants, toddlers and any children (including but not limited to those with disabilities) who may need additional assistance during an evacuation.
- (h) The educator must hold practice evaluation drills with all groups of children and all educators from each floor level of the approved space at least monthly. Drills must be held during different times of the program day, and must use alternative exits. The educator must document the date, time, exit route used, number of children evacuated and effectiveness of each drill.
- (i) Programs that use cribs for evacuation must assure that such cribs are safe for the intended purpose, easily moveable and small enough to fit through exit doors to the outside.

Missouri

“Chapter 62—Licensing Rules for Group Child Care Homes and Child Care Centers” in *Missouri Code of State Regulations* (9/30/2011) http://nrckids.org/default/assets/File/StateRegs/MO/mo_19c30-62.pdf

19 CSR 30-62.090 Disaster and Emergency Preparedness

(1) Disaster and Emergency Plan.

(A) The facility shall develop, implement, and maintain policies and procedures for responding to a disaster emergency, including a written plan for:

1. Medical and non-medical emergencies and disaster situations that could pose a hazard to staff and children, such as a fire, tornado, flood, chemical spill, exposure to carbon monoxide, power failure, bomb threat, person coming to the facility whose health or behavior may be harmful to a child or staff member, or kidnapping or missing child;
2. Evacuation from the facility in the event of a disaster or an emergency that could cause damage to the facility or pose a hazard to the staff and children;

3. Lock-down procedures in situations that may result in harm to persons inside the facility such as a shooting, hostage incident, intruder, trespassing, or disturbance or to be used at the discretion of the director, designee, or public safety personnel; and

4. Evacuation from a vehicle used to transport children.

(B) When developing disaster and emergency plans, the facility shall consider—

1. The age and physical and mental abilities of the children;

2. The types of services offered, including whether the facility provides care for nonambulatory children or overnight care;

3. The types of disasters or emergencies likely to affect the area;

4. The requirements of the Division of Fire Safety and the Department of Health and Senior Services' The ABC's of Emergency Preparedness Ready in 3 Program (2006), which is incorporated by reference and is published by the Department of Health and Senior Services, Center for Emergency Response and Terrorism, PO Box 570, Jefferson City, MO 65102-0570, telephone number 573-526-4768, and is available at www.health.mo.gov, and advice from the Red Cross or other health and emergency professionals. This rule does not include any later amendments or additions; and

5. The need for ongoing communication and data sharing with other types of agencies providing services to children and with state and local disaster emergency management agencies.

(C) At a minimum, a disaster and emergency plan shall identify the staff members responsible for implementing the plan and ensuring the safety of the children and shall include:

1. The location of the child's attendance record and emergency information and emergency supplies;

2. Diagrams that identify exit routes from each area of the facility used for child care to a safe location out of the facility and to a safe location within the facility where children and staff members can stay until the threat of danger passes;

3. A list of emergency contacts as set out in subsection (2)(B) below;

4. The disaster drill and emergency procedures to be followed, which include but are not limited to the following:

- A. Use of alarms to warn other building occupants and summon staff;

- B. Emergency telephone call to the fire department;

- C. Response to alarms;

- D. Isolation of a fire, including confinement by closing doors to the fire area;

- E. Evacuation of the immediate area;

- F. Two (2) off-site locations identified as meeting places in case of evacuation;

- G. Relocation of building occupants as detailed in the emergency plan, including individuals with special needs, such as nonambulatory children and children who sleep overnight, if applicable; and

- H. System of contact for parents of children and notification of parents of the plan to assist in re-unification; and

5. Lock-down procedures shall include:
 - A. An announcement of the lockdown by the director or designee. The alert may be made using a pre-selected code word;
 - B. In a lock-down situation, staff shall keep children in their rooms or other designated location that are away from the danger; and
 - C. Staff is responsible for accounting for children and ensuring that no one leaves the room or safe area until “all clear” is announced.
- (2) Access to Emergency Information. The licensee shall ensure that—
 - (A) At all times, a copy of the facility’s disaster and emergency plan is readily available in the office area and in each room used for care of children; and
 - (B) The following information is posted in each room used for child care and beside each telephone in the facility:
 1. Contact information, including the following:
 - A. The name, address, and telephone number of the facility;
 - B. A list of emergency numbers, including 911, if available, the fire department, police department, ambulance service, poison control center, and local radio station;
 - C. When a facility operates at more than one (1) site, the name and telephone number of the facility’s principal place of business; and
 - D. When a facility occupies space it does not own, the name and telephone number of the owner of the building or the building manager;
 2. A diagram of evacuation routes from the room; and
 3. Any special instructions for infants and non-ambulatory children;
- (3) Disaster Emergency Response Drills for Staff and Children.
 - (A) The licensee shall ensure that the facility has on file documentation that, at least every three (3) months, all staff and children at the facility have participated in a disaster or emergency drill based on the facility’s disaster and emergency plan.
 - (B) In addition to fire safety requirements found in 19 CSR 30-62.087, a review of the following disaster drill procedures with the staff and children shall be conducted:
 1. Staff duties and responsibilities in the event of an emergency;
 2. Disaster drill procedures such as fire drill, tornado drill, carbon monoxide exposure, power failure, bomb threat, chemical spill, intruder training, and CPR or other medical procedures;
 3. The use of and response to fire alarms; and
 4. The use of fire extinguishers.

Nevada

“Chapter 432A: Services and Facilities for Care of Children.” In *Nevada Administrative Code* (8/15/2012) http://nrckids.org/default/assets/File/StateRegs/NV/1_NAC432A_Codified.pdf

NAC 432A.280 Plan for emergencies; drills; posting of plans; daily sign-in sheets; fire safety; maintenance and availability of reports. (NRS 432A.077, 432A.180)

1. Each licensee shall develop an appropriate plan to ensure that the staff of his or her facility is prepared to respond in an emergency, including, without limitation, a fire or natural disaster. The

plan must, at a minimum, be reviewed on a quarterly basis during a meeting of the staff of the facility. Each licensee shall ensure that the plan is, at a minimum, evaluated annually and is changed as necessary.

2. Each plan developed pursuant to subsection 1 must include, without limitation:
 - a. The duties of the director and staff;
 - b. A procedure for removing staff and children to a shelter within a building of the facility if the staff and children are instructed to do so by emergency personnel;
 - c. A procedure for evacuating the facility;
 - d. A plan for transportation;
 - e. A list of sites that may be used for relocation;
 - f. A plan for the supervision of the children of the facility during the emergency;
 - g. The manner in which children and staff from the facility will be accounted for during the emergency; and
 - h. The method for contacting emergency personnel, including, without limitation, the fire department, a law enforcement agency or any other appropriate authority.
3. The licensee of a facility shall hold:
 - a. A fire drill at least once every month; and
 - b. A drill for natural disasters at least once every 3 months.
4. Appropriate plans for removing the staff and children of a facility to a shelter within a building of the facility and for the evacuation of the facility in case of emergency must be conspicuously posted in a public place in the facility.
5. The director of the facility shall maintain a daily sign-in sheet that includes:
 - a. The first and last names of staff and children; and
 - b. The times of arrival and departure for staff and children.
6. To maintain his or her license, the licensee must ensure that his or her facility meets all standards for fire safety which are established by the State Fire Marshal.
7. The State Fire Marshal or a designee thereof shall, at least annually:
 - a. Enter and inspect every building or the premises of each facility; and
 - b. Observe and make recommendations regarding the drills conducted pursuant to subsection 3.
8. Reports of the drills conducted pursuant to subsection 3 and the inspections concerning the fire safety of a facility conducted pursuant to subsection 7 must be maintained in a physical file at the facility and be available for review at the facility by a parent of a child who attends the facility or a parent who is considering enrolling his or her child at the facility for at least 2 years after the date of inspection.

Oregon

"Division 300: Rules for Certified Child Care Centers," in *Oregon Administrative Rules* (1/1/2011)
<http://nrckids.org/default/assets/File/StateRegs/OR/ChildCenters2011.pdf>

414-300-0170: Hazards and Emergencies

(2) Preparation for Emergencies:

- (a) A portable emergency light source, in working condition, shall be available with each group of children.
- (b) Telephone service shall be accessible and available in the center at all times when the children are in care.
- (c) The center must have a system in place to ensure that parents can have contact with facility staff at all times when children are in care.
- (d) Telephone numbers for fire, emergency medical care, and poison control shall be posted on or near all telephones. Portable telephones must have emergency numbers on the phone.
- (3) Written instructions for evacuating the building, including a map illustrating exiting, shall be posted in each room children use.

(3) Emergency Plan

- (a) The center shall have a written plan for handling emergencies, including, but not limited to, fire, acute illness of a child or staff, floods, earthquakes, and evacuation of the facility. The plan must include:
 - (A) How the center will ensure that parents or the parents' emergency contacts can be reached in person;
 - (B) Designation of an alternate site in the event of evacuation;
 - (C) How the center will inform parents where children will be located in the event of evacuation;
 - (D) An accessible file of emergency contact numbers for children and staff; and
 - (E) Designation of a staff member(s) to take the emergency contact numbers file to the evacuation site in the event of an evacuation.
- (b) All staff shall be familiar with the emergency telephone numbers and emergency procedures.
- (c) Fire drills shall be practiced monthly. In addition, one other aspect of the emergency plan shall be practiced every other month.
 - (A) The director shall keep a written record of the type, date, time, and duration of the practices.
 - (B) If a center has on-site swimming or is responsible for off-site swimming, the practices must include pool and swimming safety.
- (d) Fire and other emergency exiting shall not be through a swimming pool area.

Pennsylvania

"Chapter 3270. Child Day Care Centers," in "Article I. Licensing/Approval," in "Title 55. Public Welfare," in *Pennsylvania Code* (5/2009) <http://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html>

§ 3270.27. Emergency plan.

- (a) The facility shall have an emergency plan that provides for:
 - (1) Shelter of children during an emergency including shelter in place at the facility and shelter at locations away from the facility premises.
 - (2) Evacuation of children from the facility building and evacuation of children to a location away from the facility premises. The evacuation routes and evacuation plans to exit the building may be the same as those required by § 3270.94(f) and (g) (relating to fire drills).

- (3) A method for facility persons to contact parents as soon as reasonably possible when an emergency situation arises.
 - (4) A method for facility persons to inform parents that the emergency has ended and to provide instruction as to how parents can safely be reunited with their children.
- (b) The operator shall review the emergency plan at least annually and update the plan as needed. Each review and update of the emergency plan shall be documented in writing and kept on file at the facility.
 - (c) Each facility person shall receive training regarding the emergency plan at the time of initial employment, on an annual basis and at the time of each plan update. The date of each training and the name of each facility person who received the training shall be documented in writing and kept on file at the facility.
 - (d) The emergency plan shall be posted in the facility at a conspicuous location.
 - (e) The operator shall provide to the parent of each enrolled child a letter explaining the emergency procedures described in subsection (a). The operator shall also provide to the parent of each enrolled child a letter explaining any subsequent update to the plan.
 - (f) The operator shall send a copy of the emergency plan and subsequent plan updates to the county emergency management agency.

South Carolina

"114-500: Regulations for the Licensing of Child Care Centers," in *Chapter 114: Department of Social Services* (6/24/2005) http://nrckids.org/default/assets/File/StateRegs/SC/sc_centers.pdf

114-505 HEALTH, SANITATION AND SAFETY

H. Fire safety and emergency preparedness

- (1) Private and public child care centers shall comply with the regulations and codes of the State Fire Marshal.
- (2) In the event of a natural disaster or unscheduled closing of a child care center, the capacity may be exceeded temporarily to accommodate the displaced children. The director shall notify the Department of the situation and maintain appropriate staff child ratios at all times. Required records shall be kept on file for new enrollees.
- (3) The facility shall have an up to date written plan for evacuating in case of fire, a natural disaster, or other threatening situation that may pose a health or safety hazard. The facility shall also include procedures for staff training in this emergency plan.

Texas

Minimum Standard Rules for Licensed Child-Care Centers (6/2014)
http://nrckids.org/default/assets/File/StateRegs/TX/746_Centers.pdf

§746.5201 What is an emergency preparedness plan?

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in your area including but not limited to natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill.

§746.5202. What must my emergency preparedness plan include?

Your emergency preparedness plan must include written procedures for:

(1) Evacuation, including:

(A) That in an emergency, the first responsibility of staff is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, and volunteers;

(B) How children will be relocated to the designated safe area or alternate shelter, including specific procedures for evacuating children who are under 24 months of age, who have limited mobility, or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments;

(C) An emergency evacuation and relocation diagram as outlined in §746.5207 of this title (relating to Must I have an emergency evacuation and relocation diagram?);

(D) Name and address of the alternate shelter away from the center you will use as needed; and

(E) How children in attendance at the time of the emergency will be accounted for at the designated safe area or alternate shelter.

(2) Communication, including:

(A) The emergency telephone number that is on file with us;

(B) How you will communicate with local authorities (such as fire, law enforcement, emergency medical services, health department), parents and us; and

(3) How your staff will evacuate with the essential documentation including:

(A) Parent and emergency contact telephone numbers for each child in care;

(B) Authorization for emergency care for each child in care; and

(C) The child tracking system information for children in care.

§746.5203. With whom must I share this plan?

(a) You must share the emergency preparedness plan with employees during orientation as outlined in §746.1303 of this title (relating to What should orientation to my child-care center include?).

(b) Parents must be generally informed of your emergency procedures; and upon request, the emergency preparedness plan must be available for review by parents.

§746.5204. Who must coordinate the implementation of an emergency preparedness plan?

(a) The director is responsible for implementing the emergency preparedness plan.

(b) The director may also designate additional employees to be in charge during an emergency evacuation and relocation that occurs when the director is not at the operation.

§746.5205 Must I practice my emergency preparedness plans?

Yes, the following components of your center's emergency preparedness plans must be practiced as specified below:

(1) You must practice a fire drill every month. The children must be able to safely exit the building within three minutes;

(2) You must practice a severe weather drill at least once every three months; and

(3) You must document these drills, including the date of the drill, time of the drill, and length of time for the evacuation or relocation to take place.

§746.5207 Must I have an emergency evacuation and relocation diagram?

(a) Yes. Your emergency evacuation and relocation diagram must be on file at the child-care center and must show the following:

- (1) A floor plan of your child-care center;
- (2) Two exit paths from each room, unless a room opens directly to the outdoors at ground level;
- (3) The designated location outside of the child-care center where all caregivers and children meet to ensure everyone has exited the child-care center safely; and
- (4) The designated location inside the child-care center where all caregivers and children take shelter from threatening weather.

(b) You must post an emergency evacuation and relocation plan in each room the children use. You must post the plan in a prominent place near the entrance and/or exit of the room.

§746.5209 How many exits must my child-care center have?

(a) The child-care center must have at least two exits to the outside that are located in distant parts of each building.

(b) If any doors open into a fenced yard, the children must be able to open the doors easily from the inside.

(c) You may not count doors that are blocked or locked as exits.

(d) An exit through a kitchen or other hazardous area may not be one of the required exits unless the state or local fire marshal specifically approves in writing.

(e) Doors and gates leading into a pool area may not be counted as an exit.

(f) A window may be used as a designated fire exit only if all children and caregivers are physically able to exit through the window to the ground outside safely and quickly.

§746.5211 Must I have emergency lighting in case of an emergency evacuation?

Yes. You must have a source of emergency lighting that is approved by the state or local fire marshal, or battery-powered lighting, available in each classroom in case of electrical failure.

Utah

“Rule R430-100 Child Care Centers” in *430. Health, Health Systems Improvement, Child Care Licensing* (9/1/2013)

http://nrckids.org/default/assets/File/StateRegs/UT/UT_R430-100%20Centers%20Official%209-2013.pdf

R430-100-10. Emergency Preparedness.

- (1) The provider shall post the center’s street address and emergency numbers, including ambulance, fire, police, and poison control, near each telephone in the center.
- (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. Equivalent CPR certification must include hands-on testing.
- (3) The licensee shall maintain first-aid supplies in the center, including at least antiseptic, band-aids, and tweezers.

- (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 center is uninhabitable;
 - (e) a means of posting the relocation site address in a conspicuous location that can be seen even if the center 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, diapers if the center cares for diapered children, and a cell phone;
 - (j) procedures for ensuring adequate supervision of children during emergency situations, including while at the center's emergency relocation site; and
 - (k) staff assignments for specific tasks during an emergency.
- (5) The provider shall ensure that the emergency and disaster plan is followed in the event of an emergency
- (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.
- (7) The emergency and disaster plan shall be available for immediate review by staff, parents, and the Department during business hours.
- (8) The provider shall conduct fire evacuation drills monthly. Drills shall include complete exit of all children and staff from the building.
- (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
- (10) The provider shall conduct drills for disasters other than fires at least once 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.

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

Virginia

Standards for Licensed Child Day Centers (11/1/2012)

<http://nrckids.org/default/assets/File/StateRegs/VA/StandardsforLicensedChildDayCenters.pdf>

22 VAC 40-185-550. Procedures for emergencies.

- A. The center shall have an emergency preparedness plan that addresses staff responsibility and facility readiness with respect to emergency evacuation and shelter-in-place. The plan, which shall be developed in consultation with local or state authorities, addresses the most likely to occur emergency scenario or scenarios, including but not limited to natural disaster, chemical spills, intruder, and terrorism specific to the locality.
- B. The emergency preparedness plan shall contain procedural components for:
1. Sounding of alarms (intruder, shelter-in-place such as for tornado, or chemical hazard);
 2. Emergency communication to include:
 - a. Establishment of center emergency officer and back-up officer to include 24-hour contact telephone number for each;
 - b. Notification of local authorities (fire and rescue, law enforcement, emergency medical services, poison control, health department, etc.), parents, and local media; and
 - c. Availability and primary use of communication tools;
 3. Evacuation to include:
 - a. Assembly points, head counts, primary and secondary means of egress, and complete evacuation of the buildings;
 - b. Securing of essential documents (sign-in record, parent contact information, etc.) and special healthcare supplies to be carried off-site on immediate notice; and
 - c. Method of communication after the evacuation;
 4. Shelter-in-place to include:
 - a. Scenario applicability, inside assembly points, head counts, primary and secondary means of access and egress;
 - b. Securing essential documents (sign-in records, parent contact information, etc.) and special health supplies to be carried into the designated assembly points; and
 - c. Method of communication after the shelter-in-place;
 5. Facility containment procedures, (e.g., closing of fire doors or other barriers) and shelter-in-place scenario (e.g., intruders, tornado, or chemical spills);
 6. Staff training requirement, drill frequency, and plan review and update; and
 7. Other special procedures developed with local authorities.
- C. Emergency evacuation and shelter-in-place procedures/maps shall be posted in a location conspicuous to staff and children on each floor of each building.

- D. The center shall implement a monthly practice evacuation drill and a minimum of two shelter-in-place practice drills per year for the most likely to occur scenarios.
- E. The center shall maintain a record of the dates of the practice drills for one year. For centers offering multiple shifts, the simulated drills shall be divided evenly among the various shifts.
- F. A 911 or local dial number for police, fire and emergency medical services and the number of the regional poison control center shall be posted in a visible place at each telephone
- G. Each camp location shall have an emergency preparedness plan and warning system.
- H. The center shall prepare a document containing local emergency contact information, potential shelters, hospitals, evacuation routes, etc., that pertain to each site frequently visited or of routes frequently driven by center staff for center business (such as field trips, pickup/drop off of children to or from schools, etc.). This document must be kept in vehicles that centers use to transport children to and from the center.
- I. Parents shall be informed of the center's emergency preparedness plan.

Washington

Chapter 170-295: Minimum Licensing Requirements for Child Day Care Centers in Washington
Administrative Code (6/12/2014) <http://apps.leg.wa.gov/WAC/default.aspx?cite=170-295&full=true>

170-295-5030. What do I need to include in my disaster plan?

- (1) You must develop and implement a disaster plan designed for response to fire, natural disasters and other emergencies. The plan must address what you are going to do if there is a disaster and parents are not able to get to their children for two or three days.
- (2) The fire plan must follow the requirements in chapter 212-12 WAC or the state fire marshal requirements.
- (3) In areas where local emergency plans are in place, such as school district emergency plan, centers may follow those procedures and actions in developing their own plan.
- (4) The disaster plan must be:
 - (a) Specific to the child care center;
 - (b) Relevant to the types of disasters that might occur in the location of your child care center;
 - (c) Able to be implemented during hours of operation; and
 - (d) Posted in every classroom for easy access by parents and staff.
- (5) Your disaster plan must identify:
 - (a) The designated position of the person (example: Director, lead teacher, program supervisor, etc.) who is responsible for each part of the plan;
 - (b) Procedures for accounting for all children and staff during and after the emergency;
 - (c) How you evacuate the premises, if necessary, and the meeting location after evacuation;
 - (d) How you care for children with special needs during and after the disaster;
 - (e) How you provide for children until parents are able to pick them up;
 - (f) How you contact parents or how parents can contact the child care center; and
 - (g) Transportation arrangements, if necessary.

(6) Your written records must include a disaster plan, with signatures and dates of persons completing the disaster plan review on-site. The disaster plan must be read, reviewed and signed by:

- (a) The director and staff annually; and
- (b) Parents when children are enrolled.

(7) In addition to the requirements for fire drills and training set forth by the state fire marshal in chapter 212-12 WAC, you must:

- (a) Document staff education and training of the disaster plan;
- (b) Conduct and document quarterly disaster drills for children and staff (you do not have to conduct a drill quarterly for each potential disaster - just one drill per quarter);
- (c) Keep written documentation of the drills on-site; and
- (d) Debrief and evaluate the plan in writing after each disaster incident or drill.

(8) You must keep the twelve month record indicating the date and time you conducted the required monthly fire evacuation drills on-site for the current year plus the previous calendar year.

West Virginia

“Series 1: Child Care Centers Licensing” in “Title 78” in *Legislative Rules (7/1/2014)*

<http://nrckids.org/default/assets/File/StateRegs/WV/2014%20%20CSR%2078-1%20for%20Web.pdf>

§78-1-19. Safety and Emergency Operating Procedures.

19.6. Emergency Disaster Plan. A center shall develop, implement and maintain an emergency and disaster plan which addresses:

19.6.a. Medical and non medical emergencies, including situations that could pose a hazard to staff and children, such as a fire, storm, flood, chemical spill, power failure, bomb threat, persons coming onto the premises whose health or behavior may be harmful to a child or staff member or kidnapping;

19.6.b. Evacuation from the center in the event of an emergency that could cause damage to the center or pose a hazard to the staff and children;

19.6.c. Evacuation from a vehicle used to transport children;

19.6.d. The age and physical and mental abilities of the enrolled children; types of emergencies that are likely to affect the area; the requirements of the State Fire Marshal; and advice from the Red Cross or other health and emergency professionals;

19.6.e. Review of the emergency plans with new staff during orientation and with all staff at least once a year;

19.6.f. The notification of parents of procedures for relocation and reunification during evacuation emergencies and disasters;

19.6.g. Submission of an emergency and disaster evacuation plan to the Director of the Office of Emergency Services in the county where the center is located or any other designated authority with a procedure to submit any changes to that plan by December 31 of each year;

19.6.h. In the case of a medical emergency, identification of the staff responsible for implementing the plan. The plan for a medical emergency shall include:

19.6.h.1. The procedures to be followed;

19.6.h.2. The location of a center's first aid kit and other emergency supplies;

19.6.h.3. The location of the child's emergency information;

19.6.h.4. The name, address and telephone number of a health professional or facility available to provide medical consultation to the center;

19.6.h.5. The name, address, telephone number and location of the emergency facility to be used when a center cannot reach the child's parent or licensed health care provider, or when transporting the ill or injured child to the preferred hospital could result in a serious delay in obtaining medical attention;

19.6.h.6. Identification of a means of transportation that is always available in case of an emergency, and telephone numbers for an ambulance or other transportation that might be required; and

19.6.h.7. Other emergency telephone numbers as required in this rule; and

19.6.i. For a non medical emergency that identifies staff members responsible for implementing the plan and includes:

19.6.i.1. The procedures to be followed;

19.6.i.2. The location of the center's first aid kit and other emergency supplies;

19.6.i.3. The location of the child's attendance records and emergency information;

19.6.i.4. The identification of a safe location within a center where children and staff members can stay until the threat of danger passes;

19.6.i.5. A diagram of the routes to be used by the child and staff members to reach the safe location and a copy of the plan for moving to the safe location that the center shall post by the telephone and in each room of the center;

19.6.i.6. A procedure for notifying the local fire department when a center offers evening or night time care;

19.6.i.7. A procedure for practicing moving to the safe location within a center at least two (2) times a year;

19.6.i.8. A procedure for practicing relocation with staff members two (2) times per year;

19.6.i.9. A procedure for maintaining a written record of the dates and times when the practice sessions are conducted; and

19.6.i.10. A procedure for ensuring that a staff member determines that all of the children attending at the time of the non medical emergency are safe during an emergency or practice.

19.7. Evacuation and Drill Plan.

19.7.a. A center shall have a plan for evacuating the center in an emergency posted by the telephone in each room of the center that identifies staff members responsible for implementing the plan that includes:

19.7.a.1. The procedures to be followed;

19.7.a.2. The location of the child's attendance records and emergency information;

19.7.a.3. A diagram of safe routes by which the child and staff members may exit each area of the center used by the child; and

19.7.a.4. The name and address of a nearby relocation site and the name and address of a more distant relocation site that the center has arranged to use in temporarily relocating during an emergency or disaster, that can accommodate the children and staff until reunification of the children and parents can occur.

19.7.b. A center shall conduct a fire drill at least two (2) times a month during its regular hours of operation, keeping a written record of the dates and times when fire drills are conducted.

19.7.c. When a center offers evening or night time care, a center shall also conduct fire drills during the hours of operation of its evening or night time program at least once a month.

19.7.d. A center shall ensure that a staff member is responsible for determining that all of the children attending at the time of the event have been evacuated safely during an emergency evacuation or practice.

19.8. Evacuation from a Vehicle.

19.8.a. A vehicle evacuation plan shall be posted in each vehicle regularly used by the center to transport a child that includes:

19.8.a.1. The procedures to be followed;

19.8.a.2. The location of the vehicle's first aid kit and other emergency supplies;

19.8.a.3. The location of the vehicle's transportation passenger log and the children's emergency information; and

19.8.a.4. The name and address of the emergency medical facilities closest to the vehicle's route.

19.8.b. When it provides transportation according to a regular schedule, a center shall conduct a vehicle evacuation drill at least two (2) times a year.

19.8.c. A center shall maintain a written record of the dates and times when vehicle evacuation drills are conducted.

19.8.d. A center shall ensure that a staff member is responsible for determining that all of the children have been evacuated safely during an emergency evacuation or practice.

19.9. Staff Responsibility Regarding Medical Emergencies and Evacuation.

19.9.a. For a medical emergency at a center, a center shall develop, implement and maintain procedures for ensuring that staff members:

19.9.a.1. Attend to the injured child with first aid or follow appropriate emergency procedures if the child is experiencing an acute condition, including an asthma attack, seizure, or life-threatening anaphylactic reaction;

19.9.a.2. Notify the parent or other individual designated by the parent to assume responsibility for the child and inform him or her of the child's illness or injury and the center's response; and

19.9.a.3. Complete the required documentation.

19.9.b. For a medical emergency requiring treatment at a medical facility, a center shall provide staff to:

19.9.b.1. Accompany the ill or injured child to the medical facility;

19.9.b.2. Ensure that signed authorization for treatment accompanies the ill or injured child to a medical facility;

19.9.b.3. Notify the parent or other individual designated by the parent to assume responsibility for the child and inform him or her of the child's illness or injury and the center's response;

19.9.b.4. Inform the medical facility that the ill or injured child is being transported for treatment; and

19.9.b.5. Obtain substitute staff, if needed, to provide adequate supervision for the children who remain at the center.

19.9.c. A center shall ensure that staff members are informed of their responsibilities in the event of an evacuation of the premises or a center's vehicle, as required by the center's procedures and notify the Secretary.

19.10. First Aid Kit. A center shall provide a first aid kit for every twenty (20) children that is stored where it is easily accessible to staff members, but out of reach of the children. The location of the first aid kit shall be clearly marked and in view of the staff member. The kit shall be:

19.10.a. Equipped with band aids, a non mercury thermometer, gauze, tape, scissors, tweezers, disposable nonporous gloves, a first aid guide, the telephone number of a poison control center, and pencil and paper. A bottle of clean water shall be stored with or accompany the first aid kit; and

19.10.b. Readily available at all times, including in the outdoor activity area, on all field trips away from the center and in each vehicle provided by the center for the transportation of children.

19.11. Telephone. A center shall provide at least one (1) operable landline telephone that is in the center space, is not a pay station or locked telephone, and is available during the center's hours of operation, or shall provide at least one (1) activated mobile or cellular telephone that remains on-site at all times. Close to the location of each landline telephone or, or in case of a center using a mobile phone, in each administrative space and classroom, a center shall post:

19.11.a. The name, address and telephone number of the center;

19.11.b. A list of emergency numbers, including 911, the fire department, police department, ambulance service, the center's medical consultant and a poison control center;

19.11.c. When a center operates at more than one (1) site, the name and telephone number of the center's principal place of business; and

19.11.d. When a center occupies space it does not own, the name and telephone number of the owner of the building.

The Child Care State Systems Specialist Network does not endorse any non-Federal organization, publication, or resource.