

R381-100-10: EMERGENCY PREPAREDNESS

Purpose

This section provides rules and information about preparing for and handling emergencies.

General Information

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 judgments 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*

- (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.**

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

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.

Assessment

Posting 911 can meet the requirement for posting emergency numbers for ambulance, fire, and police, but not Poison Control or the facility address.

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.

If a cell phone or portable phone is used, emergency numbers need to be posted in plain view so that anyone needing the information can easily find it. If a cell phone or portable phone is used, emergency numbers need to be posted in plain view so that anyone needing the information can easily find it. **Emergency numbers can be posted either on the phone, on or near the base, or in a conspicuous place.**

- (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.

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

Level 2 Noncompliance if:

- Required persons do not have CPR certification.
- The certification training was not hands on.
- The certification does not include infant and child CPR.

Level 3 Noncompliance for no first aid certification.

Assessment

The expiration date on the first aid and CPR card determines whether the certification is current. If there is no expiration date listed on the card but the issue date is less than 1 year old, Child Care Licensing will accept the card as 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.

Cards that include basic life support or BLS will be accepted as being compliant this rule. These cards do not have the words infant and child written on them.

Due to differences in training courses, CNA certificate will not be accepted as approved CPR certification. Current certification for RN's, LPN's or First Responders certification will be accepted for both CPR and First Aid.

This rule will be out of compliance if there is not documentation for the required staff members.

Current first aid certificates from any source will be accepted.

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

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.

Assessment

First aid items do not have to be in kits, they can be anywhere at the facility. For this rule, Neosporin is considered a topical antiseptic.

- (4) The licensee shall submit to the Department a written emergency preparedness and disaster response plan for approval on a form provided by Child Care Licensing.

Rationale / Explanation

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.

Assessment

If at anytime changes are made to the emergency and disaster plan, the Owners/Directors must provide a copy of the updated plan to Child Care Licensing. Once the plan has been approved, Child Care Licensing will scan the plan into the database and send the approved plans to the facility.

Electronic copies of Emergency and Disaster plans are acceptable, however, these plans still must be documented each time the plan is reviewed and updated.

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

Rationale / Explanation

This rule is closely tied to R381-100-8(5), which requires that either the center director or a designee with authority to act on behalf of the center director is present at the facility whenever the center 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 2 Noncompliance.

- (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.**

Enforcement

Always Level 3 Noncompliance.

- (8) **The provider shall conduct fire evacuation drills monthly. Drills shall include complete exit of all children and staff from the building.**

Rationale / Explanation

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

Level 1 Noncompliance if there were not any drills 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 1 to 4 drills were conducted in the previous 12 months and there was not a fire. Level 3

Noncompliance otherwise.

Assessment

The center must hold a fire drill each month unless the center is closed for the whole month.

If the staff conduct an actual evacuation due to an emergency situation, this can count as a fire drill provided the required information is documented.

- (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.

Enforcement

Always Level 3 Noncompliance.

Assessment

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

- (10) The provider shall conduct drills for disasters other than fires at least once every six months.

Enforcement

Level 1 Noncompliance if two drills have not been conducted during the previous 12 months and there is an actual disaster in which children were not effectively evacuated.

Level 2 Noncompliance if two drills have not been conducted during the previous 12 months.

Assessment

If the center staff conduct an actual evacuation due to an emergency situation, this can count as a fire or disaster drill provided the required information is documented.

If a center is open six months of the year or less (for example, a ski resort), only one disaster drill is required.

- (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.

Enforcement

Always Level 3 Noncompliance.

Assessment

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

If the form used has check boxes for the type of drill conducted the box does not have to be checked if the type of disaster is documented in another way.

- (12) The center 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

Always Level 3 Noncompliance.

Assessment

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.