

## Statement of Deficiencies

### 1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

#### Finding:

1921-A Based on record review: The provider failed to have a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that addresses the following include procedures for sheltering in place, evacuation to a pre-determined site for potential threats to the safety health and well being of children in care.

### 2103-E: Master Transportation Log

Not Met

2103-E: Master Transportation Log

1. A copy of the current master transportation log shall be maintained on file at the center and shall include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released. Documentation shall be maintained whether transportation is provided by the center or contracted.
2. Each driver or monitor, whether provided by the center or through a contractor, shall be provided a current master transportation log.

#### Finding:

2103-E Based on record review:

The Provider's master transportation log provided to the center driver and bus monitor was incomplete as it did not include the pickup and drop off locations. Review of center's master transportation log from 8/227/2018 to 9/6/2018 did not contain the pick up and drop off locations. S1 states the pick up and drop off location is at Slidell Head start located at 61260 Airport Rd. Slidell Louisiana, however this information was not documented on the master log.

### 2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### Finding:

2103-F Based on record review: The Center's current Passenger transportation log provided to the center driver or bus monitor was incomplete as it did not include the pick up and drop off locations. Specialist review of center's transportation log from 8/27/2018 to 9/6/2018 did not contain a pick up or drop of locations. S1 states the children are picked up in the mornings from Slidell Head start located at 61260 Airport Blvd Slidell Louisiana, however this information was documented on the passenger log.