

Statement of Deficiencies

7328.A & B: Emergency Preparedness and Evacuation Plan

Not Met

7328.A & B: The director, in consultation with appropriate state or local authorities, shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of an emergency. The plan shall include shelter in place, lock down situations, and evacuations with regard to natural disasters, man-made disasters, and attacks while children are in care. The plan shall be appropriate for the area in which the center is located and address any potential disaster due to that particular location. The plan shall be reviewed with all staff at least twice per calendar year. Documentation evidencing that the plan has been reviewed with all staff shall include staff signatures and date reviewed. At a minimum, the plan shall be reviewed annually by the director for accuracy and updated as changes occur. Documentation of review by the director shall consist of the director's signature and date. The plan shall also include information regarding handling children with special needs enrolled in the child care center as well as instructions for infants through children age two. The plan shall specifically address the evacuation and transportation of children in wheelchairs. The plan shall include but shall not be limited to a system to account for all children whether sheltering in place, locking down, or evacuating to a pre-determined relocation site. The plan shall include a system and backup system to contact parents or authorized third party release caretakers of children notifying them of the emergency situation (how and when parents will be notified). The plan shall include a system to reunify children and parents following an emergency. Parents shall be informed of the details of this emergency plan prior to an emergency event.

The multi-hazard emergency and evacuation plan shall include lock down procedures for situations that may result in harm to persons inside the child care center, including but not limited to a shooting, hostage incident, intruder, trespassing, disturbance, or any situation deemed harmful at the discretion of the director, or public safety personnel. The director shall announce the 'lock down' over the public address system or other designated system. The alert may be made using a pre-selected code word. In a 'lock down' situation, all children shall be kept in classrooms or other designated safe locations that are away from the danger. Staff members shall account for children and ensure that no one leaves the classroom/safe area. Staff shall secure center entrances and ensure that no unauthorized individual leaves or enters the center.

Staff and children shall remain in the classroom/safe area, locking the classroom door, turning off the lights, and covering the windows. Staff shall encourage children to get under tables, behind cabinets, etc., and, if possible, engage in quiet story time activities with the children until 'all clear' is announced.

Parent or authorized representative shall be notified no later than at the time of pick-up at the child's release of a 'lock down' situation at the center on the date of the occurrence.

Finding:

Based on record review: Center failed to have a detailed plan in place to account for all emergency situations and actions the day care would take. Specialist gave Director sample plan to use in writing the emergency preparedness and evacuation plan.