

## **.39 Emergency Safety Requirements.**

- A. An operator shall post, immediately accessible to each telephone in the center, a notice stating the:**
- (1) 911 emergency telephone number to summon fire, police, and rescue services;**
  - (2) Center's name, address, and telephone number;**
  - (3) Number of the protective services unit of the local department of social services;**
  - (4) Number of a poison control center;**
  - (5) Name and telephone number of the available adult as required in Regulation .18C(3) of this chapter; and**
  - (6) Number of the office.**

INTENT: Written emergency contact information must be posted by each telephone so that it is immediately available for reference by facility staff in the event of an emergency.

INSPECTION REPORT ITEM: "Emergency numbers posted and accessible"

COMPLIANCE CRITERIA: The required contact information is posted by each telephone, easily visible, and legible.

ASSESSMENT METHOD: Observe to determine if and where the required information is posted.

- B. An operator shall:**

- (1) Prepare an emergency evacuation plan which is approved by the local fire authority having jurisdiction, including a:**
  - (a) Diagram of safe routes by which the staff and children may exit each area of the center used by a child in care in the event of a fire or other emergency requiring evacuation of the center, and**
  - (b) Location with a telephone, such as another center, a school, or a public building, that can be used by the staff and children in the event of a fire or other emergency until the operator or director can contact the parents of the children in care;**
- (2) Post a copy of the plan in each area and room in the center;**
- (3) Require that, at least once a month, the staff and the children practice the procedures to be used in the event of a fire or other emergency requiring escape from the center; and**
- (4) Maintain a written record of the dates and times at which the practices were conducted.**

INTENT: An approved evacuation plan must be posted throughout the facility and evacuation drills must occur regularly so that all staff and children can evacuate promptly and safely in the event of an emergency and proceed to an alternate sheltered location.

INSPECTION REPORT ITEMS: "Emergency evacuation plan"

"Fire drill record"

COMPLIANCE CRITERIA:

- Emergency evacuation plan:
  - The facility has an evacuation plan that has been approved by the appropriate fire authority.
  - The plan specifies an alternate sheltered location.
  - A copy of the plan is posted where it can easily be seen in each area and room of the facility.
- Fire drill record:
  - A written log or similar document is maintained that records the date and time of each evacuation drill.
  - Evacuation drills occur at least monthly.

ASSESSMENT METHOD:

- Verify that the facility has an approved emergency plan that contains the required information.
- Observe to determine if and where copies of the plan are posted.
- Review facility records for evidence that evacuation drills occur as required.

- C. An operator shall ensure that, during an emergency evacuation or practice, a staff member takes attendance records out of the center and determines the presence of each child currently attending.**

INTENT: Facility staff must be able to verify after a facility evacuation that all children in attendance are present and accounted for.

INSPECTION REPORT ITEM: "Fire drill record"

**COMPLIANCE CRITERIA:** During each facility evacuation, a staff member brings along the current child attendance record.

**ASSESSMENT METHOD:** Observe an evacuation to determine if attendance records are brought along. If observation of an evacuation is not possible, interview facility staff as necessary to determine if the records are brought along.