

Family Child Care Homes: 19 CSR 61.090 Disaster and Emergency Preparedness

Group Child Care Homes and Child Care Centers: 19 CSR 62.090 Disaster and Emergency Preparedness

(1) Disaster 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;
2. Evacuation from the facility in the event of a disaster emergency that could cause damage to the facility or pose a hazard to the staff and children;
3. Lock-down procedures in a situation 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 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 non-ambulatory children or overnight care;
3. The types of disasters 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; and
5. The need for ongoing communication and data sharing with other types of agencies providing services to children and with state and local emergency management agencies.

(C) At a minimum, a disaster 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 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 as detailed in the disaster and emergency plan, including individuals with special needs, such as non-ambulatory 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 procedure shall include:
- A. An announcement of the lock-down 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 Disaster Emergency Information. The licensee shall ensure that –
- (A) At all times, a copy of the facility’s disaster 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 30-61.086, 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.