

Child Care Facility Emergency Preparedness Checklist Review Process

Licensing Program Evaluators will use this checklist to review the facility's multi-hazard plan to confirm that it includes all the basic elements required by law. The checklist will also be used to document any consultation provided by the Local Emergency Management office.

Process Overview:

1. The Licensing Program Evaluator will introduce the checklist to the provider and review the process to confirm that the facility plan is in compliance with the law.
2. The Licensing Program Evaluator will advise the provider to contact the Local Emergency Management Office to request consultation on the plan which will preferably include a walk-through of the facility.

Scenario A – The EMA agrees to conduct a walk-through and schedules a time with the provider. Upon completion of the walk-through and review of the plan the EMA will document any recommendations/comments on the checklist in the space provided.

Scenario B – In the event that the provider is unable to establish contact with the EMA or it is determined that a walk-through is not possible; the provider will notify the Licensing Program Evaluator who will then contact the TEMA regional office director to determine what alternatives for consultation can be provided.

Note: If a walk-through does not take place and consultation has been provided in another manner, the provider will document the alternative consultation on the checklist in the space provided for the EMA.

3. The provider will update the plan as necessary based upon the consultation received from the Local Emergency Management office.
4. The Licensing Program Evaluator will review the checklist to confirm that the consultation with the EMA has been completed and that the facility plan meets or exceeds the basic requirements of the law. The Licensing Program Evaluator will sign and date the checklist in the space provided.
5. A copy of the completed checklist shall be maintained in the agency records.

CHILD CARE FACILITY EMERGENCY PREPAREDNESS CHECKLIST



In consultation with local authorities and local emergency management, child care agencies shall develop a written multi-hazard plan to protect children in the event of emergencies as required by T.C.A. § 71-3-517. The written plan shall include:

- Provisions for a range of possible events that include, but are not limited to:
 - Fires
 - Tornados
 - Earthquakes
 - Chemical Spills, and
 - Floods
- Potential risks specific to location have been identified
- Procedures for notifying parents in an emergency
- Designated relocation sites and evacuation routes to those sites
- Reunification plans for children and families
- Written individualized plans to accommodate children with special needs in an emergency
- Documentation that the emergency plan is reviewed monthly
- Agency staff trained on the emergency plan annually
- Documentation of the following practice drills shall be maintained for one (1) year:
 - Monthly fire drill
 - Alternating monthly drills to cover each shift (including extended hours)
 - One drill other than fire every six (6) months

- Practice drills conducted to simulate (as closely as practical) conditions of a real emergency (utilize alarms, practice evacuation)
- The following emergency numbers posted next to agency telephones and readily available to staff:
 - Fire Department;
 - Police Department and Sheriff's Office;
 - Nearest Hospital Emergency Room;
 - Department of Children's Services Child Abuse Hotline;
 - Local Emergency Management Agency;
 - Ambulance or Rescue Squad;
 - Poison Control Center
 - Department of Human Services Child Care Complaint Hotline
 - 911 or equivalent generic emergency numbers
- Emergency contact information for parents/guardians readily available to staff and maintained in a portable travel format
 - Includes work, home and cell phone numbers
- Parents/Guardians of enrolled children have been informed of the plan

Child Care Facility Information (completed by Licensing Program Evaluator):

Facility Name: _____

Location Address: _____

Facility Contact: _____

Facility Phone: _____ Facility Contact Email: _____

Child Care Facility Emergency Preparedness Law

71-3-517. Development of a written multi-hazard plan to protect children in emergencies.

(a) All persons or entities operating a child care agency as defined in this part, excluding drop-in child care centers and those programs and facilities exempt from licensing as provided in § 71-3-503, shall, in consultation with appropriate local authorities and local emergency management, develop a written multi-hazard plan to protect children in the event of emergencies, including, but not limited to, fires, tornados, earthquakes, chemical spills, and floods. Such persons or entities shall also inform parents and guardians of children attending the child care agency of the plan.

(b) The written plan required pursuant to this section shall include:

- (1) Procedures for child care agency staff to notify parents in an emergency;
- (2) The development of designated relocation sites and evacuation routes to those sites;
- (3) Reunification plans for children and families; and
- (4) Written individualized plans for accommodating a child's special needs in an emergency situation.

(c) The child care agency shall maintain documentation that the emergency plan is reviewed monthly.

(d) All child care agency staff persons shall be trained on the plan annually.

(e) The child care agency shall implement these emergency procedures through timely practice drills to meet local regulations and local emergency services plans and shall maintain documentation of drills for one (1) year. Such drills shall involve the following:

- (1) At least one (1) fire drill shall be conducted monthly;
- (2) Child care agencies shall alternate drills each month to cover each shift while children are present, including extended care hours;
- (3) At least one (1) drill other than fire shall be conducted every six (6) months; and
- (4) All drills shall be conducted in such a way as to simulate, as closely as is practical, conditions of a real emergency, with alarms to be utilized and evacuation plans to be practiced.

(f) (1) Emergency telephone numbers for the following entities shall be posted next to all child care agency telephones and shall be readily available to all child care agency staff members:

- (A) Fire department;
- (B) Police department and sheriff's office;
- (C) Nearest hospital emergency room;
- (D) Department of children's services child abuse hotline;
- (E) Local emergency management agency;
- (F) Ambulance or rescue squad;
- (G) Poison control center; and
- (H) Department of human services child care complaint hotline.

(2) If a generic emergency number, including, but not limited to, 911 service, is operable in the community, it shall also be posted in the manner prescribed in this subsection (f).

(g) All contact information for parents, guardians, and emergency personnel shall be readily available to all child care agency staff, including work, home and cell phone numbers.

HISTORY: Acts 2013, ch. 216, § 1.