

.39 EMERGENCY SAFETY

The provider shall:

A. Post next to each telephone in the home, located in or near space approved for use by children, a notice with the:

- (1) 911 emergency telephone number to summon fire, police, and rescue services,**
- (2) Provider's name, address, location, and telephone number, and**
- (3) Telephone number of a poison control center;**

INTENT: You must have emergency telephone numbers posted in or close to the child care area so that they will be immediately available to you in the event of an emergency.

INSPECTION REPORT ITEM: "Emergency information posted, accessible"

COMPLIANCE CRITERIA: You have emergency telephone numbers posted in or close to the child care area.

ASSESSMENT METHOD: Observation of if and where emergency telephone numbers are posted.

Note: You should consider using the "[Posted Information](#)" form to list the emergency numbers.

B. Keep in a readily accessible location in the home the:

- (1) Emergency substitute's name and telephone number, and**
- (2) Name of each child's parent and the home and work phone numbers where the parent can be reached during the child's hours of care;**

INTENT: You must be able quickly to call your substitute for back-up, if necessary, and to contact the children's parents in case a child-related emergency arises.

INSPECTION REPORT ITEM: "Emergency information posted, accessible"

COMPLIANCE CRITERIA: Contact information for the substitute and for each child's parent is readily accessible.

ASSESSMENT METHOD: Observation or discussion to determine if the required contact information is kept and where it is located.

Note:

You are encouraged to keep your substitute's contact information together with the children's "Emergency Forms" (DHR/CCA [1214](#)), since these must also be kept in or near the child care area.

C. Prepare a written emergency escape plan and shall post the plan in the home in a location in or near the area where the children play;

INTENT: An emergency escape plan must be posted in or near the child care area to facilitate prompt and safe evacuation in the event of an emergency.

INSPECTION REPORT ITEM: "Emergency escape plan posted"

COMPLIANCE CRITERIA: You have a completed "Emergency Escape Plan" (DHR/CCA [1261](#)) posted where it is easily and clearly visible from within the approved child care area.

ASSESSMENT METHOD: Observation to determine if and where the "Emergency Escape Plan" is posted.

D. Regularly orient children, who are old enough to understand, in procedures to be used in the event of a fire or other emergency requiring escape from the home;

INTENT: You must teach proper evacuation procedures to the children so that they can respond promptly and appropriately in the event of an emergency.

INSPECTION REPORT ITEM: "Children trained for emergency escape"

COMPLIANCE CRITERIA: You regularly review evacuation procedures with the older children.

ASSESSMENT METHOD: Discussion to determine if, how, and how often you review

evacuation procedures with the children.

E. Conduct fire drills once per month;

INTENT: Emergency fire evacuation procedures must be practiced with the children every month.

INSPECTION REPORT ITEM: "Fire drills conducted at least monthly"

COMPLIANCE CRITERIA: You conduct monthly fire evacuation drills with the children.

ASSESSMENT METHOD: If you maintain records of evacuation drills, review of program records to determine how often drills are held. Otherwise, discussion to determine this information.

Notes:

- It is strongly recommended that you maintain a log or other documentation of monthly evacuation drills. Some local fire authorities may require documentation of the date, time, and result of each drill. To get information about local fire code requirements, call the local Fire Marshal's office. The phone number is listed in the blue pages of your telephone directory.
- You are strongly encouraged to conduct fire drills from all the areas of your home that are used for child care so that the children can learn different evacuation routes.
- The outside assembly place for evacuation drills should be in front of your home, where you, the children, and your house number would be visible to firefighters in the event of a real emergency.

F. Instruct children in the use of the 911 telephone number to summon help in an emergency;

INTENT: Children who are able to self-direct and are ready to learn to use a telephone must be instructed how to call for emergency assistance.

INSPECTION REPORT ITEM: "Children instructed in the use of 911"

COMPLIANCE CRITERIA: You teach older children how to call 911 and request assistance.

ASSESSMENT METHOD: If possible, observation of instruction in 911 calling. Otherwise, discussion to determine if older children are instructed in 911 procedures.

G. Meet the following requirements for first aid supplies:

- (1) Maintain first aid supplies as the Office requires in a location that is readily accessible to the areas of the home approved for child care;**
- (2) Store first aid supplies in a manner that makes them inaccessible to children in care; and**
- (3) Bring the first aid supplies along on any activity away from the family day care home.**

INTENT: At all times, appropriate and adequate first aid supplies must be kept so that they are quickly accessible for use with the children but inaccessible to the children.

INSPECTION REPORT ITEM: "First aid supplies maintained, stored as required"

COMPLIANCE CRITERIA:

- You maintain a portable first aid kit that contains only the items that are approved by the Office (see "[First Aid Supply List](#)"). All items in the kit are clean, organized, and usable;
- The kit is always kept close to where the children are (at the home or off-site); and
- The kit is not accessible to any child in care.

ASSESSMENT METHOD: At the home, observation of where the kit is stored and of its contents. Discussion to determine if the kit is brought along on off-site activities.

Notes:

If you transport children in care in your own vehicle, it is strongly recommended that you get a second first aid kit and keep it in the vehicle. That way, you will always have first aid supplies on hand, and you won't have to remember to bring the kit back inside with you so that first aid supplies are available indoors.