Administrative Policy and Procedure Manual Kansas Department of Health and Environment Bureau of Family Health	Program Child Care Licensing: Early Care and Youth Program
Policy: Emergency plans to provide for the safety of children and staff in the facility	**Applies to:** Licensed day care homes, group day care homes, preschools , child care centers and school age programs for children and youth
Effective Date: July 1, 2014	

EMERGENCY PLANS TO PROVIDE FOR THE SAFETY OF CHILDREN AND STAFF IN THE FACILITY

I. POLICY

Child care facility regulations require facilities to develop an emergency plan for the safety of children and staff in emergencies such as fire, tornadoes, storms, floods, and serious injury. The plan is to be posted in a conspicuous place in the facility. The emergency plan should be shared with parents and legal guardians of each children enrolled. Each person caring for children, including each substitute, is to be informed of and shall follow the emergency plans.

The emergency plans required in K.A.R. 28-4-128(a) and K.A.R. 28-4-592(b) should address the types of emergencies likely to occur in or near the facility including a fire, weather related event, missing child, chemical release, utility failure, acts of violence/ terrorism or other situations that might require evacuation, lock-down or shelter in place.

Plans are to include the following information:

a) a designated relocation site and evacuation route;
b) procedures to meet the needs of individual children, including those with special health care or mobility needs; and
c) procedures for notifying parents and legal guardians of the relocation and for reunification.

II. PROCEDURES

This policy is effective as of the date stated above and remains in effect unless the Kansas Department of Health and Environment (KDHE) determines the policy is no longer in the best interest of children and families. Child care licensing surveyors review emergency plans during the annual inspection and provide consultation and technical assistance to assist licensees in maintaining compliance with the requirement.

III. PURPOSE

This policy clarifies the essential components of an emergency plan and supports licensees in their efforts to provide for the health and safety of the children in their care.

IV. AUTHORITY

The Secretary of KDHE has the authority to interpret the KDHE's regulations and to establish policies and procedures for conducting the Child Care Licensing Program.

Lori Steelman 6/30/14
Section Director Date

Rachel Sisson 6.30.14
Bureau Director Date