

Comprehensive Emergency Management Plans

Henrico County Emergency Management & Workplace Safety (EMWS) has developed this guide to help State licensed facilities meet the requirement for developing Comprehensive Emergency Management Plans (CEMP). The State of Virginia requires these plans to get a license. These plans should address staff responsibility and facility readiness with respect to emergency evacuation and shelter-in-place. These plans, which shall be developed in consultation with local or state authorities address the most likely to occur emergency scenario or scenarios specific to the locality. These templates will help facilities meet the requirements set forth by the state.

Henrico County EMWS is available to review these plans, however EMWS does not serve as a ratifying or approval agency for the plans. Submission of your plan to Henrico County EMWS may be required by the overseeing State licensure agency and is recommended to be used in conjunction with guidance offered by the Office of the Fire Marshal in review of facility planning.

For more information, please contact:

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Child Day Centers

<https://www.childcare.virginia.gov/providers/program-types/licensed-child-day-center>

Child day centers are child day programs offered to (i) two or more children under the age of 13 years in a facility that is not the residence of the provider or of any of the children in care or (ii) 13 or more children at any location. A child day program is a regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of 13 years for less than a 24-hour period.

Licensed programs must meet the standards promulgated by the Virginia Board of Education. The Virginia Department of Education (VDOE) enforces these standards by inspecting centers at least twice a year and investigating complaints.

Certified Preschools

<https://www.childcare.virginia.gov/providers/program-types/certified-preschools>

Section §22.1-289.032 of the Code of Virginia allows preschool programs operated by private schools that are accredited by a statewide accrediting organization (or another accrediting organization recognized by the Board of Education) to be exempt from licensure.

The State Board of Education recognizes the accreditation process for private schools administered through the Virginia Council for Private Education (VCPE) Commission on Accreditation. Accrediting organizations that are approved by VCPE administer their own accrediting process for schools in their organizations. Henrico County Emergency Management & Workplace Safety offers the planning template as a suggested guide for these facilities to consider in use of development of their emergency plans.

Adult Day Care Centers

<https://www.dss.virginia.gov/facility/adcc.cgi>

Adult day care centers are regulated, non-residential facilities that provide a variety of health, social and related support services in a protective setting during part of the day to four or more aged, infirm, or disabled adults who reside elsewhere. Residential adult facilities are listed under [Assisted Living Facilities](#).

Assisted Living Facilities

<https://www.dss.virginia.gov/facility/alf.cgi>

Assisted living facilities (ALFs) are non-medical residential settings that provide or coordinate personal and health care services, 24-hour supervision, and assistance for the care of four or more adults who are aged, infirm, or disabled. This care may be provided in one or more locations. Non-residential adult facilities are listed under [Adult Day Care](#).

Children's Residential Facilities

<https://www.dss.virginia.gov/facility/crf.cgi>

Children's Residential Facilities (CRF): These provide 24-hour care, guidance and protection to children placed through local family assessment and planning teams under the Comprehensive Services Act or private placement by parents or legal guardians.

Child Placing Agencies

<https://www.dss.virginia.gov/facility/lcpa.cgi>

Child-placing agencies as defined in §63.2-100 of the Code of Virginia and in 22VAC40-131. It shall specifically apply to the following:

1. Licensed child-placing agencies that provide foster care services as stipulated in this chapter. Specific sections also apply to or impact the foster parents approved by them;
2. Licensed child-placing agencies that provide adoption services as stipulated in this chapter. Specific sections also apply to or impact the adoptive applicants;
3. Licensed child-placing agencies that provide interstate or intercountry services as stipulated in this chapter;
4. Licensed child-placing agencies that provide independent living arrangements as stipulated in this chapter;
5. Licensed child-placing agencies that provide treatment foster care case management services as stipulated in this chapter. Specific sections also apply to or impact the treatment foster parents approved by them; and
6. Local departments of social services certified by the department to provide treatment foster care case management services as stipulated in this chapter. Specific sections apply to or impact the treatment foster parents approved by them.

Religious Exempt Child Day Centers

<https://www.childcare.virginia.gov/providers/program-types/religiously-exempt-child-day-centers>

Childcare centers operated by religious institutions may be exempt from licensure, per section §22.1-289.031 of the Code of Virginia. Outlined in the Code are the requirements for religious exempt child day centers, who, unlike licensed centers do not have to meet the regulations prescribed by the Child Day Care Council. Religious exempt childcare facilities must meet the requirements for exemption from federal taxes for religious purposes or be exempt from paying local real estate taxes on the property owned by the sponsoring religious institution. Henrico County Emergency Management & Workplace Safety offers the planning template as a suggested guide for these facilities to consider in use of development of their emergency plans.

Voluntary Registered

<https://www.childcare.virginia.gov/providers/program-types/voluntary-registration-for-family-day-homes>

Voluntary Registration is a form of regulation available to family day homes that are not required to be licensed. These homes have four or fewer children in care at any one time, not including the provider's own child and any children who legally reside in the home. Voluntary Registration is not available in areas where local ordinances regulate unlicensed providers (Alexandria, Arlington, and Fairfax). The program is administered by the Office of Child Care Health and Safety and community-based agencies that have a contract with the Virginia Department of Education (VDOE) to administer the program in specific areas of the state. Regulations for voluntarily registered programs are set forth in 8VAC20-850. Henrico County Emergency Management & Workplace Safety offers the planning template as a suggested guide for these facilities to consider in use of development of their emergency plans.

Family Day Homes

<https://www.childcare.virginia.gov/providers/program-types/licensed-family-day-home>

Family day home care is the most common form of childcare in this country, especially for younger children. Parents may choose family childcare for its intimate, home-like setting, flexible hours, consistency of caregiver, and small group size.

The Code of Virginia mandates the licensure of family day homes that provide care for five through twelve children (exclusive of the provider's own children and any children who reside in the home). The care may be offered in the home of the provider or in the home of any of the children in care.

A family day home caring for more than four children under the age of two, including the provider's own children and any children who reside in the home, must be licensed or voluntarily registered. A family day home where the children in care are all related to the provider by blood or marriage is not required to be licensed.

During the absence (less than 24 hours) of a parent or guardian, the licensed family day home provider assumes responsibility for the supervision, protection, and well-being of a child under 13 years of age.

Licensing standards, which are proposed by the Virginia Board of Education and enforced by the Virginia Department of Education, ensure that the activities, services, and facilities of the family day home are conducive to the welfare of the children in care.

Family Day System

<https://www.childcare.virginia.gov/providers/program-types/licensed-family-day-system>

The Code of Virginia requires licensure of any person who approves family day care homes as a member of its system and who refers children to available day care homes in that system.

The system refers children to member homes, as well as provides the operators with training, technical assistance and consultation, inspection, supervision, and monitoring. The system is also responsible for referring children to available health and social services.

The system is inspected at least twice a year by licensing inspectors. Regulations require the system to visit member homes quarterly (two visits must be unannounced) to ensure compliance with the system's policies and procedures. Licensing inspectors may make unannounced visits to member homes at any time.

A member home of a system may provide child day care for a maximum of 9 children. The operator of the home is subject to the same requirements for criminal record checks, child abuse/neglect central registry checks, and tuberculosis screenings as a licensed family day home provider.