

**Child Day Care Facility
Short-Term Child Day Center
Family Day Homes
Religious Exempt CDC
Certified Preschools
Voluntary Registered**

Comprehensive Emergency Management Plans

- STATUTORY REFERENCE
- GUIDANCE
- CRITERIA

The Henrico County Division of Fire's Office of Emergency Management provides this template in an effort to guide facilities in the development of their personalized emergency operations plans. Submission of your plan to the Office of Emergency Management 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:

Anna M. McRay, PEM (Virginia)
Deputy Coordinator of Emergency Management
County of Henrico Division of Fire
P.O. Box 90775
Henrico, VA 23273-0775
Office: (804) 501-7183 | Fax: (804) 501-4642
EmergencyManager@co.henrico.va.us



Table of Contents

Child Day Care Centers	3
Short-Term Child Day Center.....	3
Family Day Homes	6
Religious Exempt Child Day Center	10
Certified Preschools	10
Voluntary Registered	10
Suggested Template	11

Child Day Care Centers **Short-Term Child Day Center**

Statutory Reference Virginia Administrative Code 22 VAC 40-185-550 **Rules establishing standards**

Legislation enacted at the 2012 General Assembly session abolished the Child Day-Care Council and transferred authority for promulgating the Child Day-Care Council regulations to the State Board of Social Services. As a result of this transfer, the Virginia Registrar of Regulations created a new number for the *Standards for Licensed Child Day Centers*.

Effective November 1, 2012 the *renumbered Standards for Licensed Child Day Centers* will be identified as, 22VAC40-185.

The State Board of Social Service has authority for the following set of standards for centers serving children under the age of 13 who are separated from their parents or guardians during a part of the day. The purposes of the standards are (i) to ensure that the activities, services, and facilities of child day centers are conducive to the well-being and development of children and (ii) to reduce health and safety risks in the care-giving environment

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 State Board of Social Services. The Virginia Department of Social Services enforces these standards by inspecting centers at least twice a year and investigating complaints.
(http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/)

Part VII. Special Care Provisions and Emergencies [22VAC40-185-550](#) Procedures for emergencies

- A. The center shall have an emergency preparedness plan that addresses staff responsibility and facility readiness with respect to emergency evacuation and shelter-in-place. The plan, which shall be developed in consultation with local or state authorities, addresses the most likely to occur emergency scenario or scenarios, including but not limited to natural disaster, chemical spills, intruder, and terrorism specific to the locality.
- B. The emergency preparedness plan shall contain procedural components for:
 - 1. Sounding of alarms (intruder, shelter-in-place such as for tornado, or chemical hazard);

2. Emergency communication to include:
 - a. Establishment of center emergency officer and back-up officer to include 24-hour contact telephone number for each;
 - b. Notification of local authorities (fire and rescue, law enforcement, emergency medical services, poison control, health department, etc.), parents, and local media; and
 - c. Availability and primary use of communication tools;
 3. Evacuation to include:
 - a. Assembly points, head counts, primary and secondary means of egress, and complete evacuation of the buildings;
 - b. Securing of essential (sign-in record, parent contact information, etc.) and special healthcare supplies to be carried off-site on immediate notice; and
 - c. Method of communication after the evacuation;
 4. Shelter-in-place to include:
 - a. Scenario applicability, inside assembly points, head counts, primary and secondary means of access and egress;
 - b. Securing essential documents (sign-in records, parent contact information, etc.) and special health supplied to be carried into the designated assembly points; and
 - c. Method of communication after the shelter-in-place;
 5. Facility containment procedures, (e.g., closing of fire doors or other barriers) and shelter-in-place scenario (e.g., intruders, tornado, or chemical spills);
 6. Staff training requirement, drill frequency, and plan review and update; and
 7. Other special procedures developed with local authorities.
- C. Emergency evacuation and shelter-in-place procedures/maps shall be posted in a location conspicuous to staff and children on each floor of each building.
- D. The center shall implement a monthly practice evacuation drill and a minimum of two shelter-in-place practice drills per year for the most likely to occur scenarios.
- E. The center shall maintain a record of the dates of the practice drills for one year. For centers offering multiple shifts, the simulated drills shall be divided evenly among the various shifts.
- F. A 911 or local dial number for police, fire and emergency medical services and the number of the regional poison control center shall be posted in a visible place at each telephone.
- G. Each camp location shall have an emergency preparedness plan and warning system.
- H. The center shall prepare a document containing local emergency contact information, potential shelters, hospitals, evacuation routes, etc., that pertain to each site frequently visited or of routes frequently driven by center staff for center business (such as field trips, pick-up/drop off of children to or from schools, etc.). This document must be kept in vehicles that centers use to transport children to and from the center.
- I. Parents shall be informed of the center's emergency preparedness plan.
- J. Based on local authorities and documented normal ambulance operation, if an ambulance service is not readily accessible within 10 to 15 minutes, other transportation shall be

available for use in case of emergency.

- K. The center or other appropriate official shall notify the parent immediately if a child is lost, requires emergency medical treatment or sustains a serious injury.
- L. The center shall notify the parent by the end of the day of any known minor injuries.
- M. The center shall maintain a written record of children's serious and minor injuries in which entries are made the day of occurrence. The record shall include the following:
 - 1. Date and time of injury;
 - 2. Name of injured child;
 - 3. Type and circumstance of the injury;
 - 4. Staff present and treatment;
 - 5. Date and time when parents were notified;
 - 6. Any future action to prevent recurrence of the injury;
 - 7. Staff and parent signatures or two staff signatures; and
 - 8. Documentation on how parent was notified.

Statutory Authority: §§ [63.2-217](#) and [63.2-1734](#) of the Code of Virginia.

Historical Notes:

Former [22VAC15-30-610](#) derived from VR175-08-01 § 7.5, eff. November 1, 1993; amended, Virginia Register Volume 12, Issue 4, eff. March 1, 1996; Volume 14, Issue 21, eff. September 1, 1998; Volume 21, Issue 12, eff. June 1, 2005; amended and renumbered as 22VAC40-185-550, Virginia Register Volume 29, Issue 1, eff. November 1, 2012.

Family Day Homes

(http://www.dss.virginia.gov/facility/child_care/licensed/fdh/)

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

The Code of Virginia mandates the licensure of family day homes that provide care for six to 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.

During the (less than 24 hour) absence 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 State Board of Social Services and enforced by the Division of Licensing Programs, ensure that the activities, services, and facilities of the family day home are conducive to the welfare of the children in care.

[22VAC40-111-800](#) Emergency preparedness and response plan.

- A. The family day home shall have a written emergency preparedness and response plan that:
 - 1. Includes emergency evacuation, emergency relocation, and shelter-in-place procedures;
 - 2. Addresses the most likely to occur scenarios, including but not limited to fire, severe storms, flooding, tornadoes, and loss of utilities; and
 - 3. Includes provisions for a responsible person who is 18 years of age or older and is able to arrive at the family day home within 10 minutes for emergency backup care until the children can be picked up by their parents.
- B. The provider shall review the emergency plan at least annually and update the plan as needed. The provider shall document in writing each review and update to the emergency plan.
- C. The provider shall ensure that each caregiver receives training regarding the emergency evacuation, emergency relocation, and shelter-in-place procedures by the end of his first week of assuming job responsibilities, on an annual basis, and at the time of each plan update.

Statutory Authority §§ [63.2-217](#), [63.2-1701](#), and [63.2-1734](#) of the Code of Virginia.

Historical Notes Derived from Virginia Register Volume 26, Issue 7, eff. July 1, 2010; revised July 17, 2013.

[22VAC40-111-810](#) Evacuation and relocation procedures.

Evacuation procedures shall include:

1. Methods to alert caregivers and emergency responders;
2. Designated primary and secondary routes out of the building;
3. Designated assembly point away from the building;
4. Designated relocation site;
5. Methods to ensure all children are evacuated from the building and, if necessary, moved to a relocation site;
6. Methods to account for all children at the assembly point and relocation site;
7. Methods to ensure essential documents, including emergency contact information, medications, and supplies are taken to the assembly point and relocation site;
8. Method of communication with parents and emergency responders after the evacuation; and
9. Method of communication with parents after the relocation.

Statutory Authority §§ [63.2-217](#), [63.2-1701](#), and [63.2-1734](#) of the Code of Virginia.

Historical Notes Derived from Virginia Register Volume 26, Issue 7, eff. July 1, 2010, Revised July 17, 2013.

[22VAC40-111-820](#). Shelter-in-place procedures.

Shelter-in-place procedures shall include:

1. Methods to alert caregivers and emergency responders;
2. Designated safe location within the home;
3. Designated primary and secondary routes to the safe location;
4. Methods to ensure all children are moved to the safe location;
5. Methods to account for all children at the safe location;
6. Methods to ensure essential documents, including emergency contact information, and supplies are taken to the safe location; and
7. Method of communication with parents and emergency responders.

Statutory Authority §§ [63.2-217](#), [63.2-1701](#), and [63.2-1734](#) of the Code of Virginia.

Historical Notes Derived from Virginia Register Volume 26, Issue 7, eff. July 1, 2010.

[22VAC40-111-830](#). Emergency response drills.

- A. The emergency evacuation procedures shall be practiced monthly with all caregivers and children in care during all shifts that children are in care.
- B. Shelter-in-place procedures shall be practiced a minimum of twice per year.
- C. Documentation shall be maintained of emergency evacuation and shelter-in-place drills that includes:
 - 1. Identity of the person conducting the drill;
 - 2. The date and time of the drill;
 - 3. The method used for notification of the drill;
 - 4. The number of caregivers participating;
 - 5. The number of children participating;
 - 6. Any special conditions simulated;
 - 7. The time it took to complete the drill;
 - 8. Problems encountered, if any; and
 - 9. For emergency evacuation drills only, weather conditions.
- D. Records of emergency evacuation and shelter-in-place drills shall be maintained for one year.

Statutory Authority §§ [63.2-217](#), [63.2-1701](#), and [63.2-1734](#) of the Code of Virginia.

Historical Notes Derived from Virginia Register Volume 26, Issue 7, eff. July 1, 2010, Revised July 17, 2013.

[22VAC40-111-840](#). Injury records.

- A. The provider shall record in the child's record an injury or accident sustained by a child while at the family day home that requires first aid or emergency medical or dental treatment.
- B. The information recorded shall include the following:
 - 1. Date and time of injury;
 - 2. Name of injured child;
 - 3. Type and circumstance of the injury;
 - 4. Caregiver present and action taken;

5. Date and time when parents were notified;
6. Any future action to prevent recurrence of the injury;
7. Caregiver and parent signatures or two caregiver signatures; and
8. Documentation on how the parent was notified.

Statutory Authority §§ [63.2-217](#), [63.2-1701](#), and [63.2-1734](#) of the Code of Virginia.

Historical Notes Derived from Virginia Register Volume 26, Issue 7, eff. July 1, 2010; revised July 17, 2013.

[22VAC40-111-850](#). Reports to department.

- A. The provider shall report to the department within 24 hours of the circumstances surrounding the following incidents:
 1. Lost or missing child when local authorities have been contacted for help;
 2. Serious injury to a child while under the family day home's supervision; and
 3. Death of a child while under the family day home's supervision.
- B. A written report shall be completed and submitted to the department within five working days of the date the incident occurred.

Statutory Authority §§ [63.2-217](#), [63.2-1701](#), and [63.2-1734](#) of the Code of Virginia.

Historical Notes Derived from Virginia Register Volume 26, Issue 7, eff. July 1, 2010; revised July 17, 2013.

[22VAC40-111-860](#). Reports of suspected child abuse or neglect and disease outbreaks.

- A. A caregiver shall immediately call the local department of social services or call the toll free number of the Child Abuse and Neglect Hotline (1-800-552-7096/TDD) whenever there is reason to suspect that a child has been or is being subjected to any kind of child abuse or neglect by any person.
- B. The provider shall immediately make or cause to be made a report of an outbreak of disease as defined by the Virginia Board of Health. Such report shall be made by rapid means to the local health department or to the Commissioner of the Virginia Department of Health.

Statutory Authority §§ [63.2-217](#), [63.2-1701](#), and [63.2-1734](#) of the Code of Virginia.

Historical Notes Derived from Virginia Register Volume 26, Issue 7, eff. July 1, 2010; revised July 17, 2013.

Religious Exempt Child Day Center

(http://www.dss.virginia.gov/facility/child_care/unlicensed/recdc/)

Child care centers operated by religious institutions may be exempt from licensure, per section 63.2-1716 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 child care 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's Office of Emergency Management offers the planning template as a suggested guide for these facilities to consider in use of development of their emergency plans.

- [Code of Virginia: Title 63.2 - Welfare \(Social Services\) 07/2009](#) (PDF)

Certified Preschools

(<http://www.dss.virginia.gov/facility/preschool.cgi>)

Section 63.2-1717 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's Office of Emergency Management offers the planning template as a suggested guide for these facilities to consider in use of development of their emergency plans.

- [Code of Virginia: Title 63.2 - Welfare \(Social Services\) 07/2009](#) (PDF)

Voluntary Registered

(http://www.dss.virginia.gov/facility/child_care/unlicensed/vrfdh/)

Voluntary registration is a form of regulation offered to family day homes that are not required to be licensed. These homes have fewer than 6 children in care not including provider's own children and any children who reside in the home. Henrico County's Office of Emergency Management offers the planning template as a suggested guide for these facilities to consider in use of development of their emergency plans.

- [Voluntary Registration of Family Day Homes Requirements for Providers \(April 15, 1993\)](#) (PDF)

**Suggested Template
for Building a Comprehensive Emergency Management Plan for Your Facility**

The following minimum criteria should be used when developing Comprehensive Emergency Management Plans (CEMP) for childcare or daycare facilities or comparable non-residential childcare facilities. The criteria will serve as the recommended plan format for the CEMP. Henrico County Office of Emergency Management is available to review the documents submitted in this template; however, HOEM does not serve as a ratifying or approval agency for the plans. The purpose of the template is to assist providers in the development of their plans to be in compliance with state regulations. These minimum criteria satisfy the basic emergency management plan requirements.

These criteria are not intended to limit or exclude additional information that facilities may decide to include in their plans in order to satisfy other requirements, or to address other arrangements that have been made for emergency preparedness. Any additional information that is included in the plan will not be subject to review by Henrico County Office of Emergency Management personnel, although they may provide information comments.

**EMERGENCY MANAGEMENT PLANNING CRITERIA FOR
CHILD DAY CARE FACILITIES**

Use this form as a cross-reference to your plan, by listing the page number and paragraph where the criteria are located in the plan on the line to the left of each item. This will ensure accurate review of your facility's plan if you choose to submit it for review by Henrico County Emergency Management personnel.

I. INTRODUCTION

_____ A. Provide basic information concerning the facility to include:

- _____ 1. Name of facility, address, telephone number, emergency contact telephone number and pager number if available, and fax number, type of facility and license.
- _____ 2. Owner of facility, address, telephone.
- _____ 3. Year facility was built, type of construction and date of any subsequent construction.
- _____ 4. Name of Administrator, address, work/home telephone number of his/her alternate.
- _____ 5. Name, address, work and home telephone number of person implementing the provisions of this plan, if different from the Administrator.
- _____ 6. Name and work and home telephone number of person(s) who develop this plan.
- _____ 7. Provide an organizational chart, including phone numbers, with key management positions identified.

*****As a note, this contact information should be updated at least quarterly or as soon as contact information changes*****

_____ B. Provide an introduction to the Plan that describes its purpose, time of implementation, and the desired outcome that will be achieved through the planning process. Also provide any other information concerning the facility that has bearing on implementation of this plan.

II. AUTHORITIES AND REFERENCES

- _____ A. Identify the legal basis for plan development and implementation to include statutes, rules and local ordinances, etc. (*why the plan is being written*)
- _____ B. Identify reference material used in the development the Plan.
- _____ C. Identify the hierarchy of authority in place during emergencies. Provide an organizational chart, if different from the previous chart required.

III. HAZARD ANALYSIS

_____A. Describe the potential hazards that the facility is vulnerable to such as tornadoes, flooding, fires, hazardous materials from fixed facilities or transportation accidents, proximity to a nuclear power plant, power outages during severe cold or hot weather, etc. Indicate past history and lessons learned.
(Visit http://www.richmondregional.org/Publications/Reports%20and%20Documents/Planning/hazmit_final07.pdf for a comprehensive review of hazards – the plan includes hazards specific to Henrico County.)

_____B. Provide site-specific information concerning the facility to include:

_____1. Maximum number of:

_____a. Maximum number of children on site, average number of children on site.

_____b. Maximum number of staff on site, average number of staff on site.

_____2. Type of children served by the facility to include but not limited to:

_____a. Clients requiring special equipment or other special care, such as oxygen or dialysis.

_____b. Number of clients who are self-sufficient.

_____3. Identification of which flood zone facility is in as identified on a Flood Insurance Rate Map.

_____4. Proximity of facility to a railroad or major transportation artery (per hazardous materials incidents).

_____5. Identify if facility is located within 10 mile or 50 mile of emergency planning zone of a nuclear power plant.

IV. CONCEPT OF OPERATION

This section of the plan defines the policies, procedures, responsibilities and actions that the facility will take before, during and after any emergency situation. At a minimum the facility plan needs to address direction and control, notification, evacuation and sheltering.

_____A. **Direction and Control** - Define the management function for emergency operations. Direction and control provide a basis for decision-making and identifies who has the authority to make decisions for the facility.

- _____ 1. Identify, by title who is in charge during an emergency, and one alternate, should that person be unable to service in that capacity.
 - _____ 2. Identify the chain of command to ensure continuous leadership and authority in key positions.
 - _____ 3. State the procedures to ensure timely activation and staffing of the facility in emergency functions.
 - _____ 4. State the operational and support roles for all facility staff. (This will be accomplished through the development of Standard Operating Procedures, which should be attached to this Plan).
 - _____ 5. State the procedures to ensure the following needs are supplied:
 - _____ a. Emergency power, natural gas or diesel. If natural gas, identify alternate means should loss of power occur which would effect the natural gas system. What is the capacity of emergency fuel system?
 - _____ b. Transportation (may be covered in the evacuation section).
- _____ B. **Notification** - Procedures must be in place for the facility to receive timely information on impending threats and the alerting of facility decision makers, staff and clients of potential emergency conditions.
- _____ 1. Define how the facility will receive warnings.
 - _____ 2. Define how key staff will be alerted.
 - _____ 3. Define the procedures and policy for reporting to work for key workers.
 - _____ 4. Define how parents will be alerted and the precautionary measures that will be taken.
 - _____ 5. Identify alternative means of notification should the primary system fail.
 - _____ 6. Identify procedures for notifying those facilities to which children will be evacuated.
 - _____ 7. Identify procedures for notifying families of children that facility is being evacuated or closed.
- _____ C. **Evacuation** - Describe polices, roles, responsibilities, and procedures for the evacuation of children from the facility.

- _____ 1. Identify the individual responsible for implementing facility evacuation procedures.
- _____ 2. Identify transportation arrangements made through mutual aid agreements or understandings that will be used to evacuate children (copies of the agreements should be attached).
- _____ 3. List vehicles that will be used in the event of an evacuation (i.e. personal cars, facility owned vans, etc...)
- _____ 4. List titles of personnel responsible for operating vehicles
- _____ 5. Describe transportation arrangements for logistical support to include moving records, medications, food, water and other necessities.
- _____ 6. Identify the pre-determined locations where children will evacuate.
- _____ 7. Provide a copy of the mutual aid agreement that has been entered into with a facility to receive children if applicable (copies should be current, signed each year).
- _____ 8. Identify evacuation routes that will be used and secondary routes that would be used should the primary route be impassable.
- _____ 9. Specify the amount of time it will take to successfully evacuate all clients to the receiving facility.
- _____ 10. Identify the staff who will be required to accompany evacuees to the receiving facility.
- _____ 11. Identify the staff who will be required to stay with evacuees if a public shelter is utilized.
- _____ 12. Identify procedures that will be used to keep track of children once they have been evacuated (to include a log system). Include the designated person(s) by title who will be maintaining this system.
- _____ 13. Determine what belongings and how much should each child should take if there is an evacuation.
- _____ 14. Establish procedures for responding to family inquiries about children who have been evacuated.
- _____ 15. Establish procedures for ensuring all children are accounted for and are out of the facility.

- _____ 16. Determine at what point to begin the pre-positioning of necessary medical supplies and provisions, if needed by children.
- _____ 17. Specify at what point the mutual aid agreements for transportation and the notification of alternate facilities will begin.
- _____ D. **Re-Entry** - Once a facility has been evacuated, procedures need to be in place for allowing children and staff to re-enter the facility once authorized to do so by the appropriate emergency services agency.
 - _____ 1. Identify by title who is the responsible person(s) for authorizing re-entry to occur for the facility.
 - _____ 2. Identify procedures for inspection of the facility to ensure it is structurally sound.

V. INFORMATION, TRAINING AND EXERCISES

This section shall identify the procedures for increasing employee, and parents of the children awareness of possible emergency situations and providing training on their emergency roles before, during and after a disaster.

- _____ A. Identify how key workers will be instructed in their emergency roles during non-emergency times.
- _____ B. Identify a training schedule for all employees and identify the provider of the training.
- _____ C. Identify the provision for training new employees regarding their disaster related role(s).
- _____ D. Identify a schedule for exercising all or portions of the disaster plan on at least an annual basis.
- _____ E. Establish procedures for correcting deficiencies noted during training exercises.

VI. ANNEXES

The following information needs to be included in a solid plan, yet placement in an annex is optional, if the material is included in the body of the plan.

- _____ A. Roster of employee and companies with key disaster related roles.
 - _____ 1. List the names, addresses, and telephone numbers of all staff with disaster related roles.
 - _____ 2. List the name of the company, contact person, telephone number and address of emergency service providers such

as transportation, emergency power, fuel, water, police, fire, emergency medical services, etc.

AS A NOTE- THIS INFORMATION MUST BE MAINTAINED AND UPDATED AT LEAST QUARTERLY OR AS SOON AS CONTACT INFORMATION CHANGES

_____ B. Agreements and Understandings

- _____ 1. Provide copies of any mutual aid agreement entered into pursuant to the fulfillment of this plan. This is to include reciprocal host facility agreements, transportation agreements, current vendor agreements or any other agreement needed to ensure the operational integrity of this plan.

_____ C. Evacuation Route Map

- _____ 1. A map of the evacuation routes and description of how to get to a receiving facility for drivers.

_____ D. Support Material

- _____ 1. Any additional material needed to support the information provided in the plan.
- _____ 2. Copy of the facility's fire safety plan that is approved by the Henrico County Division of Fire Office of the Fire Marshal.