

# Emergency Preparedness and Response Rules

## WHAT IS REQUIRED?



### Welcome to the *EPR in Child Care* training!

You will receive many professional requirements and recommendations in this training. This document will help you know what is *required* to be in compliance with the NC Child Care Rules.

#### Icons

 Means specific NC Child Care Rule applies. Find complete text for emergency preparedness and response rules at:  
[http://ncchildcare.nc.gov/providers/v\\_emergency.asp](http://ncchildcare.nc.gov/providers/v_emergency.asp)

 Means Fire Code Requirement applies. Find Chapter 4 of the NC Fire Code, 2012 at:  
[http://codes.iccsafe.org/app/book/content/PDF/2012/North\\_Carolina/Fire/PDFs/Chapter%204%20-%20Emergency%20Planning%20and%20Preparedness.pdf](http://codes.iccsafe.org/app/book/content/PDF/2012/North_Carolina/Fire/PDFs/Chapter%204%20-%20Emergency%20Planning%20and%20Preparedness.pdf)

### 1. Drills

The facility must conduct one shelter-in-place OR lockdown drill every three months in addition to the monthly fire drills.

A record of the drills must be available.

 .0604(s); .1720(a)(12)

 *Fire Code applies to centers.*

### 2. EPR in Child Care Training

All family child care home operators and one person on staff per center must take the *EPR in Child Care* training by July 2017. Programs opening after July 2015 have one year from the date on their license to have a person complete the training.

 .0607(b); .1705(b)(6)

### 3. EPR Plan

The person taking the training must complete an EPR Plan on the online template provided by the DCDEE within four months of the completion date of the training.

The EPR Plan must include:

- 1) Written procedures for accounting for all in attendance. Include:
  - ◇ The location of the children, staff, volunteer, and visitor attendance lists.
  - ◇ The name of the person(s) responsible for bringing the lists in an emergency.
  - ◇ How the person will use the lists to account for the children. For example: *At the evacuation site, the Lead Teacher will read aloud the lists and visually check that each person marked present is present at the site. She will check off those seen and report any missing to the person in charge.*
- 2) A description for how and when children will be transported. Include:
  - ◇ Staff instructions and process. For example include:
    - how you will assign staff and children to vehicles/walks.
    - use of car seats; what to do if there are not enough car seats.
  - ◇ Equipment used to transport non-mobile children. If building does not meet institutional code and exit is 8 inches above grade, center must develop a plan to ensure safe and immediate evacuation of the crib or device.

 .0604(p)

*Continued.* The EPR Plan must include:

- ◇ When you will walk to an onsite or nearby location.
  - ◇ When you will use a vehicle to transport children.
- 3) Methods for communicating with parents and emergency personnel or law enforcement. Include:
- ◇ Parents: voicemail; email; website might be used.
  - ◇ Law enforcement: 911 or local emergency number.
- 4) A description of how children's nutritional and health needs will be met. Include:
- ◇ List of supplies that will be stored for emergency purposes: realistic amounts of food, water, diapers and other hygiene items. Note the location of these items.
  - ◇ List of medications and equipment/assistive devices you will need in an emergency.
- 5) The relocation (evacuation) and reunification process. Include:
- ◇ At least two off-site evacuation locations; one of which is out of the neighborhood or out-of-town.
  - ◇ Directions and contact information for the two off-site evacuation sites.
  - ◇ How you will notify parents when it is okay to pick up children.
  - ◇ How families will sign children out.



*Fire Code applies to centers.*

- 6) Emergency telephone numbers. Include:
- ◇ Fire Department: 911 and local number
  - ◇ Law Enforcement: 911 and local number
  - ◇ Emergency Medical Service: 911 and local number

- ◇ Poison Control Center: 1-800-222-1222 (automatically populated in EPR Plan)
  - ◇ FCCH operator must include the number of the Emergency Substitute.
- 7) Evacuation diagrams showing how the staff, children, and any other individuals who may be present will evacuate during an emergency.
- ◇ Primary and secondary exits
  - ◇ Primary and secondary evacuation routes
  - ◇ Handicap accessible exits
  - ◇ Safe meeting place in outdoor space



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- 8) The date of the last revision of the EPR Plan.
- 9) Specific considerations for children who are non-mobile and children with special needs, as applicable. Include:
- ◇ Location of children who are non-mobile, including older children who are non-mobile.
  - ◇ Name additional staff who may be needed to transport or supervise children.
  - ◇ Instructions to meet the needs of individual children. For example, special nutritional needs; special transportation instructions.
  - ◇ Equipment. For example, assistive devices.
- 10) The location of the Ready to Go File. The file must include:
- ◇ EPR Plan
  - ◇ Contact information for individuals to pick-up children
  - ◇ Each child's completed application for child care

- ◇ FCCH operators may use health and emergency information form as equivalent to child application
- ◇ Medication authorizations and instructions
- ◇ Action plans for children for children with special health care needs, including allergies, asthma, diabetes or seizures
- ◇ List of any known food allergies of children and staff
- ◇ Staff/additional caregiver contact information
- ◇ Incident report forms
- ◇ Area map
- ◇ Emergency telephone numbers

#### **4. EPR Plan Review**

- ◇ Staff who completed the *EPR* in Child Care training and the facility's EPR Plan must review the EPR plan annually or when information changes to ensure information is current.

#### **5. EPR Plan Review with Staff**

- ◇ Staff who completed the *EPR* in Child Care training must review the program's EPR Plan during orientation and on an annual basis with all staff.
- ◇ FCCH providers must review the EPR plan with additional caregivers prior to employment date and, then, annually.

#### **6. Notice of EPR Plan for Substitutes and Volunteers**

- ◇ Substitutes and volunteers counted in the staff/child ratio must be informed of the EPR Plan and its location.
- ◇ Documentation of the notice of the EPR Plan and its location must be maintained on file.

