

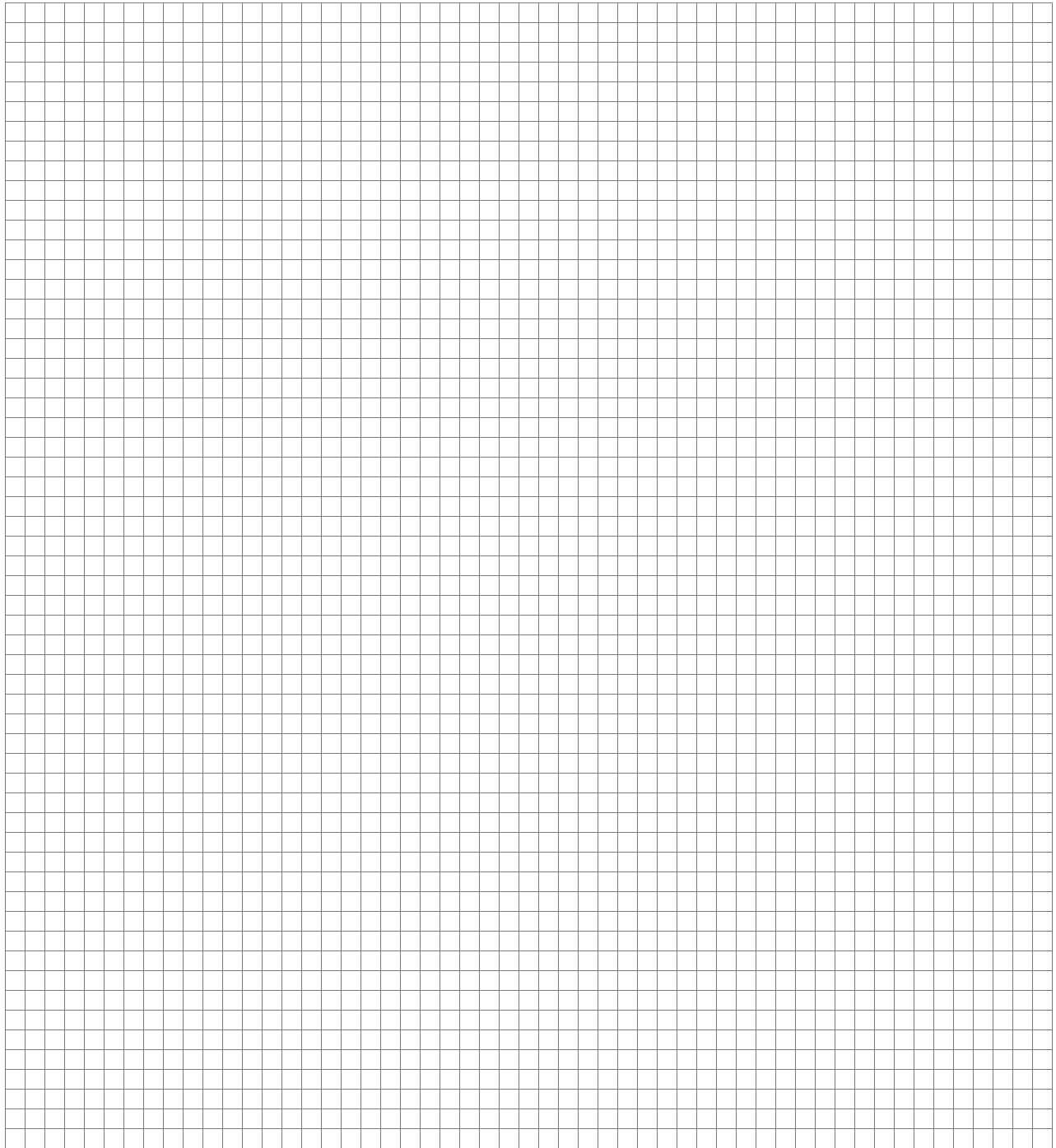


# FACILITY SKETCH (Floor Plan) - Family Child Care Home

Applicants are required to provide a sketch of the floor plan of the home or facility and outside yard. The floor sketch must label rooms such as the kitchen, bath, living room, etc. Please identify areas which will be "off limits" to children. Door and window exits from the rooms must be shown in case of an emergency. Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the space below. See back for yard sketch.

FACILITY NAME:

ADDRESS:



## FACILITY SKETCH (Yard) - Family Child Care Home

---

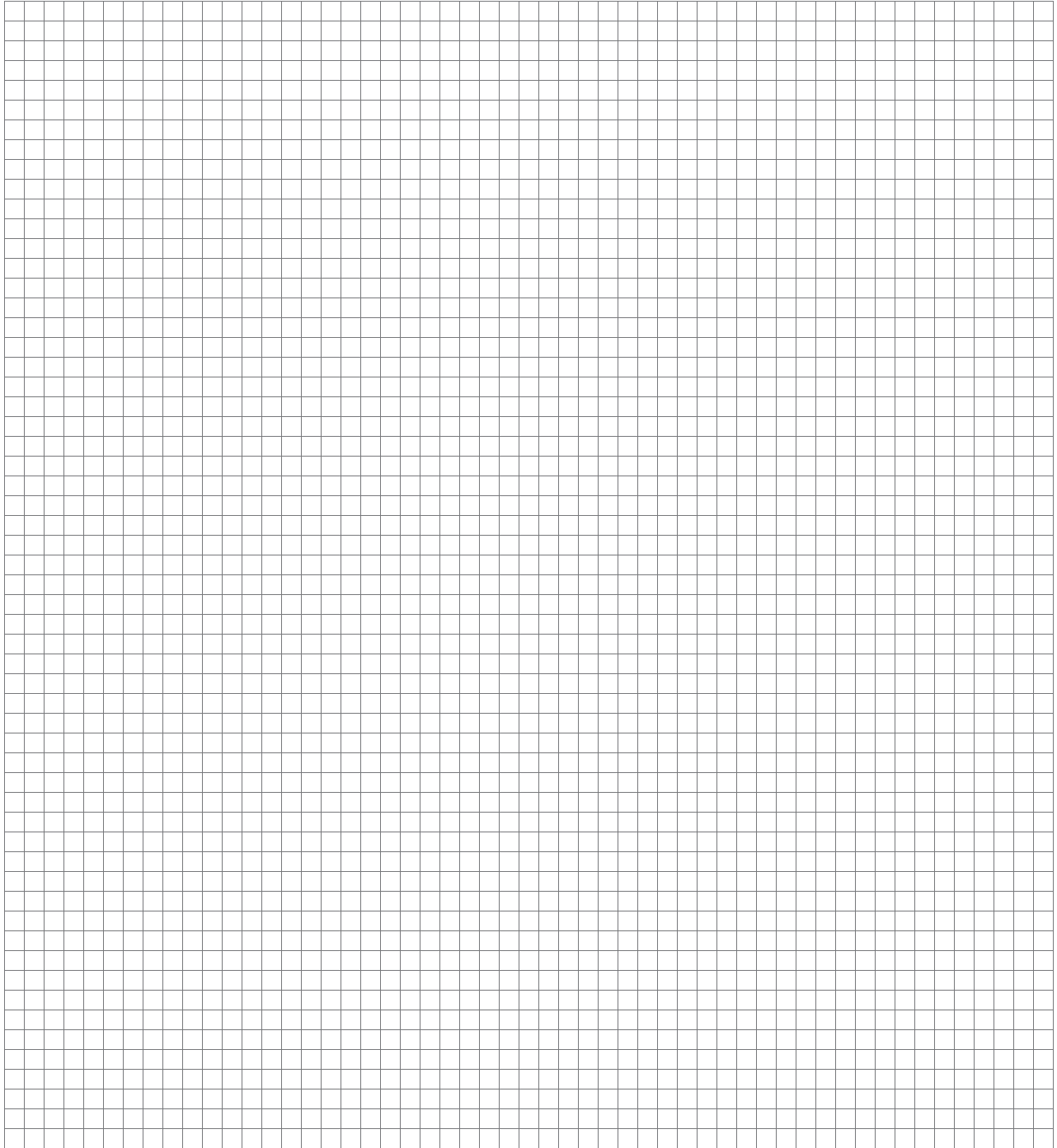
The yard sketch should show all buildings in the yard including the home (with no detail), garage and storage building. Include walks, driveways, play area, fences, gates. Please identify areas which will be "off limits" to children. Show any potential hazardous areas such as pools, garbage storage, animal pens, etc. Show the overall yard size. Try to keep the sizes close to scale. Use the space below.

---

FACILITY NAME:

ADDRESS:

---



# EMERGENCY DISASTER PLAN FOR FAMILY CHILD CARE HOMES

Keep updated and post near telephone or a prominent location in home.

|       |       |
|-------|-------|
| NAME: | DATE: |
|-------|-------|

**1. EMERGENCIES - LIFE THREATENING** - Call 9-1-1 - Tell them: Number Calling from:

HOME ADDRESS:

**2. EMERGENCY NAMES AND TELEPHONE NUMBERS** (In addition to 9-1-1)

|                  |                            |            |
|------------------|----------------------------|------------|
| Fire/Paramedics: |                            | Ambulance: |
| Hospital:        | Police/Sheriff:            | Other:     |
|                  | Poison Control:            |            |
|                  | Child Protective Services: |            |

**3. FACILITY EVACUATION** - Some disasters require evacuation of the building. Using a copy of the Facility Sketch, show arrows for the safest way to exit rooms. Be sure that exit doors are not locked from the inside. In the event of a fire, get everyone out, follow the escape routes, meet at a prearranged location, account for everyone, do not let anyone return to the building and call the fire department.

**4. TEMPORARY RELOCATION SITE(S)** - Some disasters require moving to a safe location. When relocating, determine whether you need food, water, blankets and flashlight and meet at a prearranged easily accessible location. Be sure to obtain permission from the property owner.

|       |        |
|-------|--------|
| NAME: | PHONE: |
|-------|--------|

ADDRESS:

|       |        |
|-------|--------|
| NAME: | PHONE: |
|-------|--------|

ADDRESS:

**5. UTILITY SHUT OFF** -Indicate locations on the Facility Sketch with the exit routes.

|           |                     |
|-----------|---------------------|
| GAS:      | GAS CO. PHONE:      |
| ELECTRIC: | ELECTRIC CO. PHONE: |
| WATER:    | WATER CO. PHONE:    |

**6. EQUIPMENT LOCATION** - The fire department may help you with installation information.

|                             |                          |
|-----------------------------|--------------------------|
| FIRE EXTINGUISHER LOCATION: | SMOKE DETECTOR LOCATION: |
|-----------------------------|--------------------------|

|   |      |
|---|------|
| FIRE ALARM LOCATION ( IF YOU HAVE ONE): | TYPE |
|---|------|

**7. OTHER EMERGENCY EQUIPMENT** - Where appropriate identify location of first aid kit, blankets, food and water, flashlight, radio and other emergency equipment.

LOCATION:

## EMERGENCY DISASTER PLAN FOR FAMILY CHILD CARE HOMES

### Need help filling out the Emergency Disaster Plan Form?

Applicants need to submit a plan to handle possible emergencies. The Emergency Disaster Plan is a plan that identifies resources when an emergency occurs. A copy of the form must be posted in a conspicuous place near a telephone and a copy sent with the application packet. Licensee is responsible for updating information as required and all information should be typed or clearly handwritten.

1. **EMERGENCIES - LIFE THREATENING** - Whenever a life threatening emergency occurs, use the 9-1-1 telephone number. Operators are able to speed dial help for any life threatening emergency. If the call is interrupted, they are usually able to identify the home address from the open line.
2. **EMERGENCY NAMES AND TELEPHONE NUMBERS** (In addition to 9-1-1) - This is a list of additional emergency resources that you may need.
3. **FACILITY EVACUATION** - The most important action in a fire emergency is getting the children safely out and grouped together in a safe location. As part of your application packet, you need to complete a facility sketch. Take a copy of the sketch and identify the quickest exiting routes from each room. You also need to identify a safe location where everyone should gather to be sure everyone is counted and no one remains in the building. **We recommend you have regular fire drills with the children.** Your fire department is an excellent resource for fire and evacuation instructions.
4. **TEMPORARY RELOCATION SITES** - In the event of an emergency or disaster, you need to make arrangements to move to a temporary site, such as at the home of a friend or a local church. You need to identify a second site in the event the first site is not immediately available in the emergency. Be sure to get permission from the property owner of the relocation site.
5. **UTILITY SHUT OFF** - In some emergencies it may be necessary to shut the utilities off. It is important to identify the locations of the utility shut off for such emergencies. You should also have a wrench on hand for the gas line. It also may be helpful to put the utility shut off locations on the Facility Sketch.
6. **EQUIPMENT LOCATION** - Your home must contain a fire extinguisher and smoke detector device which meet the standards established by the Fire Chief. The fire extinguisher must be in a location that is easily accessible and identified in this plan. The local fire department may help you with the location of fire equipment. In addition to smoke alarms, you need to identify and locate any other emergency alarms that are on the premises. If a fire is just beginning, it may be possible to extinguish the fire with a fire extinguisher. However, the children should be safely relocated before attempting to extinguish any fire.
7. **OTHER EMERGENCY EQUIPMENT** - In the event of an emergency, it may be necessary to have a first aid kit, blankets, food and water, radio, flashlight and other provisions. The plan needs to identify where this other emergency equipment is kept.

## PRE-REGISTRATION READINESS GUIDE

Before your registration for home daycare can be approved, the Fire Chief, or designee, will visit your home to make sure your home meets registration requirements. Below is a checklist of requirements to help you get ready for our visit. As each requirement is completed, please put a check mark next to it.

| <b>THE FOLLOWING ITEMS ARE REQUIRED BY REGULATION</b>   |
|---|
| <input type="checkbox"/> Exit doors not less than 28" wide.   |
| <input type="checkbox"/> Each room used for sleeping or dining purposes must have at least two ways out.  |
| <input type="checkbox"/> All hallways, doorways, entrances, ramps, steps, and corridors are to be unobstructed, free of storage and readily accessible.   |
| <input type="checkbox"/> The interior finish of rooms used for daycare is restricted to rated material. Non-rated material shall not exceed 60% of the wall.  |
| <input type="checkbox"/> Safety area around hot surfaces and open flames.   |
| <input type="checkbox"/> Closet door latches must be capable of being opened by children from the inside. Each bathroom door lock must be designed to permit opening of the locked door from the outside in an emergency. The opening device must be readily accessible to the staff. |
| <input type="checkbox"/> Post emergency contact numbers and home exit plan.   |
| <input type="checkbox"/> One operable flashlight in an accessible location.   |
| <input type="checkbox"/> Mounted fire extinguisher not more than 5' above the floor.  |
| <input type="checkbox"/> CO detector if building has gas-fired appliances.  |
| <input type="checkbox"/> Smoke detectors in proper operating condition.   |
| <input type="checkbox"/> Arrange storage in orderly manner to provide for exiting and fire department access.   |
| <input type="checkbox"/> No smoking in areas occupied by children.  |
| <input type="checkbox"/> Store flammable liquids away from exits, aisles, corridors, or stairways.  |
| <input type="checkbox"/> Electrical receptacles covered with special protective covers in all areas occupied by children.   |
| <input type="checkbox"/> Discontinue use of extension cords in lieu of permanent wiring.  |
| <input type="checkbox"/> Maintain wiring in good condition and protect from damage.   |

**Ready to schedule your inspection? Call (605) 677-7098.**

**My inspection is scheduled for \_\_\_\_\_ at \_\_\_\_\_ am/pm.**  
DATE TIME