

A provider shall have:

- (1) A written emergency preparedness and response plan for emergencies resulting from a natural disaster or a man-caused event;
- (2) A written plan for evacuation, relocation, shelter-in-place, or a lock-down, that includes accommodations for infants, toddlers, and children with disabilities or medical conditions;
- (3) A written procedure for communication and reunification with parents; and
- (4) A written procedure for the continuity of operations.

A provider shall practice the evacuation, shelter-in-place, and lock down procedures, outlined in the emergency preparedness and response plan, at least twice each calendar year. The provider shall document the dates on which the procedures are practiced. A provider shall communicate the emergency preparedness and response plan to each individual at the time the individual begins employment. Except for family day care, all child care providers shall have liability insurance. Proof of current liability insurance shall be made available to the department, upon request.

Summary of Non-Compliance Finding:

The program did not have an emergency preparedness plan. An emergency preparedness plan must be on-site and reviewed with providers.

Corrections to be Made:

Program must ensure that an emergency preparedness plan is on-site, accessible to staff, and that staff and parents are aware of the plan.

Corrections Made:

The program emailed OLA and stated that a copy of the emergency preparedness plan is at the program, and staff and parents are aware of the plan.

Anticipated Completion Date:
March 06, 2025

Date Completed:
February 27, 2025

Your signature below certifies you have read and understand the non-compliance findings and agree to make corrections to be compliant with the identified administrative rules.

Eve Finnegan

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

February 25, 2025
Date

The Department of Social Services, Office of Licensing and Accreditation has reviewed and accepted the above plan.

Tina Uecker

Printed Name of DSS Staff

A handwritten signature in black ink, appearing to be 'L. Allen'.

2/25/2025, 10:08:03 AM

Signature of DSS Staff:

February 25, 2025

Date