

**WAC 110-305-2850 Disaster plan.** (1) The licensee must have a written disaster plan for emergencies other than fire. The plan must be:

- (a) Reviewed by the licensee annually and updated as needed;
- (b) Reviewed by program staff annually or when updated, with signature documentation of review; and
- (c) Reviewed with parents or guardians when a child is enrolled, and when the plan is updated.

(2) The written disaster plan must cover at minimum the following:

- (a) For disasters that may require evacuation:
    - (i) How the licensee or program staff will evacuate all children, especially those who are nonambulatory;
    - (ii) What to take when evacuating the children, including:
      - (A) First-aid kit;
      - (B) Child medication records; and
      - (C) If applicable, individual children's medication;
    - (iii) Where to go;
    - (iv) How the licensee and program staff will account for all of the children in attendance; and
    - (v) How the children will be reunited with their parents or guardians after the event;
  - (b) Earthquake procedures including:
    - (i) What the licensee or program staff will do during an earthquake;
    - (ii) How the licensee or program staff will account for all of the children in attendance; and
    - (iii) After an earthquake, how the licensee or designee will assess whether the licensed space is safe for the children;
  - (c) Lockdown of the facility or shelter-in-place, including:
    - (i) How doors and windows will be secured if needed; and
    - (ii) Where children will stay safely inside the facility; and
  - (d) How parents and guardians will be contacted after the emergency situation is over.
- (3) The licensee must keep on the premises a three-day supply of food, water, and medications required by individual children for use in a disaster, lockdown, or shelter-in-place incident.
- (4) As used in this section, "lockdown" means to remain inside the child care facility when police or an official emergency response agency notifies the licensee or program staff that it is unsafe to leave the facility or be outdoors during an emergency situation.
- (5) As used in this section, "shelter-in-place" means an identified neighborhood location that the licensee or program staff must take the children to during an emergency situation.

[WSR 18-14-078, recodified as § 110-305-2850, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapter 43.215 RCW. WSR 12-23-057, § 170-297-2850, filed 11/19/12, effective 12/20/12.]