

This checklist has been prepared as a tool to assist adult day care programs in developing a disaster preparedness plan. You may use any or all of the checklist in order to enhance or develop the program's emergency plan. You should refer to current Missouri Adult Day Care licensure regulations to ensure you have included the minimum standards regarding written plans that assure the safety of participants, staff and volunteers in case of fire or other disaster. See 19 CSR 30-90.070 (2) and other applicable regulations.

See regulation

**DISASTER AND EMERGENCY PREPAREDNESS CHECKLIST
Adult Day Care (ADC)**

ADC Program _____
Director _____ Date _____

- ☐ Program has written Disaster and Emergency Plan
- ☐ Plan developed **in consultation with state or local fire authorities.**
- ☐ Plan identifies possible hazards that might occur (Hazard Vulnerability Assessment)
- ☐ **Plan identifies possible fire or safety hazards on the premises** (Fire and Safety Hazard Assessment)
- ☐ Program **coordinates Fire Drills with local fire safety authority.**

PLAN INCLUDES:

- ☐ Identification of staff responsible for implementing plan and ensuring safety of participants
- ☐ Location of daily participant's attendance records
- ☐ Location of emergency contact information for participant
- ☐ Location of emergency supplies
- ☐ Local Emergency Contact Information, specific to facility location
 - ☐ Name, Address, and telephone number of facility
 - ☐ Emergency numbers
 - ☐ 911
 - ☐ Fire Department
 - ☐ Police Department
 - ☐ Ambulance Service
 - ☐ Poison Control
 - ☐ Name and telephone number of the facility's principle place of business if operated at more than one location
 - ☐ Name and telephone number of the owner or manager of the building if not owned by facility
- ☐ Diagram that identifies exit routes from each area of the facility used for to a safe location outside the facility
- ☐ Diagram that identifies routes to safe location inside the facility

PLAN CONSIDERS:

- ☐ Ages of participants
- ☐ Mental ability of participant
- ☐ Types of disability of other special needs of participants (ambulatory, nonambulatory, etc.)
- ☐ The need for on-going communication with other agencies providing services to participant and with state and local disaster emergency management agencies

PLANS ARE INCLUDED FOR RESPONSE TO FIRE OR OTHER DISASTER (see *Hazard Vulnerability Assessment*):

- ☐ Plan developed in consultation with state or local fire authorities
- ☐ Evacuation (fire, flood, chemical exposure, bomb threat, etc)
 - ☐ Transportation
- ☐ Shelter in Place (tornado, earthquake, severe storm, etc)
- ☐ Utility Failure (power, water, etc)
- ☐ Missing Participant (elopement, etc)
- ☐ Lock-down (intruder, shooting, trespasser)
 - ☐ Designate where staff should keep participants (in their rooms or other designated area)
 - ☐ Staff responsibility to account for all participants and to ensure no one leaves the safe area until “all clear” is announced
- ☐ Evacuation from a Vehicle, if applicable (accident, flooded road, etc)
- ☐ Other Disasters Likely to Affect Area (see Hazard Vulnerability Assessment)

PROCEDURES INCLUDE, AT MINIMUM:

- ☐ Use of alarms
- ☐ Emergency call to 911 or fire department
- ☐ Isolation of fire, closing doors to fire area
- ☐ Evacuation of building
- ☐ Identify two (2) off-site locations as meeting places (location other than the facility)
- ☐ Plan for relocation of staff and participants, including individuals with special needs and non-ambulatory participants to the off-site location
- ☐ System of contact for caregivers/guardians of participants
- ☐ Prior notification to caregivers/guardians of re-unification plan in the event of an evacuation

PLANS ARE INCLUDED FOR IDENTIFYING AND MINIMIZING POTENTIAL DANGER OF FIRE OR SAFETY HAZARDS on the premises (See *Fire or Safety Hazard Assessment*):

- | | |
|--|---|
| ☐ Hazardous Chemicals | ☐ Damaged floors |
| ☐ Locked exit doors | ☐ Carbon monoxide exposure |
| ☐ Carbon Monoxide exposure | ☐ Highly combustible materials |
| ☐ Oxygen equipment | ☐ Furnace/boiler room |
| ☐ Pilot light/open flame | ☐ Gas appliance |
| ☐ Evacuation routes blocked | ☐ Other _____ |

FIRE AND SAFETY TRAINING AND DRILLS:

- ☐ A written training plan and schedule for staff and volunteers on safety responsibilities and actions to be taken.
 - ☐ Familiarity with emergency plan
 - ☐ The use of fire extinguishers;

- ☐ Evacuation procedures
- ☐ Staff duties and responsibilities in an emergency
- ☐ Disaster drill procedures
- ☐ The use of and response to alarms
- ☐ other _____
- ☐ A written plan for conducting fire drills and other emergency procedures.
 - ☐ Fire drills coordinated with local fire safety authorities
 - ☐ Fire drills scheduled at least one per month
 - ☐ Includes staff responsibilities and assignments to ensure orderly evacuations and participants' safety.
- ☐ Staff assigned to assist participants with disabilities or other special needs
- ☐ Includes staff member responsible for documentation of periodic drills and training of staff, volunteers and participants.
- ☐ The plan includes all program staff, volunteer and participants in the fire and disaster drills
- ☐ Describes how the drills will be conducted, including staff responsibilities and assignments
- ☐ Includes a written schedule for periodic checks for battery strength of smoke detectors and adequate pressure of fire extinguishers.

ACCESS TO EMERGENCY INFORMATION:

- ☐ A copy of the facility's disaster and emergency preparedness plan is readily available
 - ☐ Posted by phone:
 - ☐ Local Emergency Contact Information, specific to facility
 - ☐ Diagrams of evacuation routes (to locations outside and inside the building)
 - ☐ Special instructions for non-ambulatory or special needs participants

ADDITIONAL COMMENTS
