

**DPHHS Policy Manual: Child Care Licensing  
Temporary Operating Standards for Emergency Disasters**

**Introduction**

**ARM 37.95.124** requires that *“all child care facilities must have a written emergency disaster plan. The plan for each structure used for child care must be developed in such a way that the plan can be followed in the event of a natural or human-caused disaster, such as flood, fire, tornado, or responding to an intruder. Written emergency plans must include plans for evacuation, including identification of at least one off-site gathering point; plans for evacuation of nonmobile children and children with special health care needs; contingencies that address children's individual needs; staff responsibilities; plans for reunification of children with their parents; plans for shelter in place and lock down; and **plans for continuity of operation**. Facilities must have on site an emergency supply of blankets, water, food, and supplies.”*

**ARM 37.95.124** also requires that a facility to conduct ten emergency drills per year to include eight fire drills; and two other disaster drills that are likely to occur in the facility. *“All emergency drills must be documented and include the following minimum information: who conducted the drill; date and time of drill; the number of adults and children present during the drill; the length of time to evacuate; and problems identified during the drill and corrective actions. Emergency plans must be submitted prior to license approval.”*

**ARM 37.95.163** requires that Early Childhood Teachers complete a 2-hour emergency preparedness and response course as part of their orientation. This course walks through all the steps to prepare for an emergency including the relocation plan, shelter in place plan and evacuation plan and how to create an emergency go kit.

**Continuity of Operation**

In cases of emergency relocation, it may be prohibitive for a child care facility to maintain compliance with all requirements and inspection processes. To accommodate continuity of services, Child Care Licensing will allow temporary modifications to rule, policy, and/or processes when necessary. Temporary operating standards must meet basic health and safety standards.

Child care facilities who relocate because of a disaster or other

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emergency must communicate to Child Care Licensing a **Temporary Operating Plan** within 72 hours of relocation.

**Temporary  
Operating Plan**

**Temporary Operating Standards**

- A **Temporary Operating Plan** must include the following:
  - Address of temporary facility
  - Expected length of time at temporary location, if known
  - Plan for any modifications to licensing requirements
  - For Child Care Centers, current fire and health inspection information if available

The licensing worker will work with the facility to ensure plans meet basic health and safety standards.

The licensing worker will conduct an on-site inspection of the temporary facility within 90 days.

**Sections 52-2-733, MCA, 52-2-734, MCA, and 52-2-735, MCA**