

## **Foundational Quality Standards for Early Learning Programs Covered in this Learning Session**

### **WAC 110-300-0166 Emergency preparation and exiting.**

- (1) To be properly prepared for an emergency, an early learning program must have an emergency preparedness plan pursuant to WAC [110-300-0470](#).
- (2) An early learning provider must have the following in case of an emergency:
  - (a) A working flashlight or other emergency lighting device must be available for use as an emergency light source. Battery powered flashlights must have an extra set of batteries easily available; and
  - (b) A working telephone must be available for use with sufficient backup power to function for at least five hours.
- (3) To ensure a safe exit from the premises during an emergency, the early learning provider must comply with the following requirements:
  - (a) Emergency exit doors must remain unlocked from the inside, but may be locked from the outside while the early learning program is open. The door handle must be of the type that can be opened from the inside without the use of a key, tools, or special knowledge, and must automatically unlock when the knob or handle is turned;
  - (b) Exit doors that are not designated as an emergency exit door may be locked during operating hours. Locking interior doors in early learning program space must be designed to be unlocked from either side. An unlocking device must be readily available;
  - (c) Exit doors must not be partially or entirely blocked; and
  - (d) Family home early learning programs must have at least one pivoting or side-hinged swinging exit door. Other exit doors may be sliding glass doors.

### **WAC 110-300-0170 Fire safety.**

- (1) An early learning provider must comply with the state building code, as now and hereafter amended, pursuant to RCW [19.27.031](#).
- (2) An early learning provider must arrange for a fire safety inspection annually. A provider must arrange a fire safety inspection with a local government agency. If a local government agency is not available to conduct a fire safety inspection, a provider must inspect for fire safety using the state fire marshal form.
- (3) To ensure a safe environment for children in care, an early learning provider must comply with the following fire safety requirements:
  - (a) **Combustible materials.**

**Be Prepared- Handling Emergencies and Fires**

- (i) Combustible materials must be properly discarded pursuant to local jurisdictions, removed from the premises, or properly stored in closed metal containers specifically designed to hold such combustible materials;
- (ii) Combustible materials stored in a closed metal container must not be stored in the premises licensed space or any place that may be accessible to children in care;
- (iii) Combustible materials include, but are not limited to, lint, gasoline, natural gas, diesel, fuel, propane, rags soaked in combustible materials, oils, chemicals, or solvents.

**(b) Furnaces and other heating devices.**

- (i) Paper, rubbish, or other combustible materials must be at least three feet from furnaces, fireplaces, or other heating devices;
- (ii) Furnaces and other heating devices must be inaccessible to children in care; and
- (iii) An appliance or heating device that has a surface capable of burning a child or reaching 110 degrees Fahrenheit must be inaccessible to children in care unless a program activity involves such an appliance or device and children are being actively supervised.

**(c) Electrical motors.** Electrical motor fans and appliances must be regularly cleaned to prevent accumulation of dust or lint.

**(d) Open flame devices, candles, matches and lighters.**

- (i) Except for the use of a gas kitchen range, open flame devices must not be used in early learning program space or any other space accessible to children in care during operating hours;
- (ii) Candles must not be used during operating hours;
- (iii) Matches and lighters must be inaccessible to children.

**(e) Portable heaters and generators.** Portable heaters or fuel powered generators must not be used inside early learning program space during operating hours.

- (i) In case of an emergency, a generator may be used but must be placed at least twenty feet from buildings, windows, doors, ventilation intakes, or other places where exhaust fumes may be vented into the premises or early learning space; and
- (ii) Appliances must be plugged directly into a generator or into a heavy duty outdoor-rated extension cord that is plugged into a generator.

**(f) Fireplaces, woodstoves, or similar wood burning heating devices.** Chimneys, fireplaces, gas burning fireplaces, wood stoves or similar wood-burning devices must be inspected annually by a state or locally certified inspector, unless the provider submits to the department a written statement that the chimney, fireplace, wood stove or similar wood-burning device will not be used at any time.

**(g) Fire alarms and smoke and carbon monoxide detectors.**

(i) An early learning provider must have and maintain at least one smoke detector per licensed sleeping area and one per floor. Pursuant to the state building code, center early learning providers must comply with WAC [51-50-0907](#), as now and hereafter amended, and family early learning providers must comply with WAC [51-51-0314](#), as now and hereafter amended; and

(ii) An early learning provider must have and maintain carbon monoxide detectors. Pursuant to the state building code, center early learning providers must comply with WAC [51-50-0915](#), as now and hereafter amended, and family early learning providers must comply with WAC [51-51-0315](#), as now and hereafter amended.

**(h) Backup method to sound an alarm.** In addition to working smoke detectors, an early learning provider must have another method to alert all staff and enrolled children of a fire, emergency situation, or drill.

**(i) Extinguishers.** An early learning provider must have and maintain working fire extinguishers that are marked with a minimum rating of 2A:10 BC.

(i) Fire extinguishers must be located pursuant to the state building code chapter [51-54A](#) WAC, as now and hereafter amended, and must be readily available for use in case of an emergency;

(ii) Fire extinguishers must be located on each level of the early learning program space used by children and mounted within seventy-five feet of an exit next to the path of the exit; and

(iii) If a fire extinguisher is mounted in a closet, there must be a sign indicating the location of the extinguisher and obstructions must not block access to the closet.

**(j) Monthly inspections.** An early learning provider must involve staff responsible for different groups of children or individual classrooms during monthly inspections. At least once per month, a provider must inspect the premises to identify possible fire hazards and eliminate any hazards found including, but not limited to:

- (i) Fire extinguishers;
- (ii) Smoke detectors;
- (iii) Alternate alarms; and
- (iv) Emergency lighting.

**WAC 110-300-0470 Emergency preparedness plan.**

(1) An early learning provider must have and follow a written emergency preparedness plan. The plan must be reviewed and approved by the department prior to when changes are made. Emergency preparedness plans must:

***Be Prepared- Handling Emergencies and Fires***

- (a) Be designed to respond to fire, natural disasters, and other emergencies that might affect the early learning program;
  - (b) Be specific to the early learning program and able to be implemented during hours of operation;
  - (c) Address what the provider would do if he or she has an emergency and children may be left unsupervised;
  - (d) Address what the early learning program must do if parents are not able to get to their children for up to three days;
  - (e) Must follow requirements in chapter [212-12 WAC](#), Fire marshal standards, as now or hereafter amended and the state fire marshal's office requirements if a center early learning program;
  - (f) Be reviewed at program orientation, annually with all early learning program staff with documented signatures, and when the plan is updated; and
  - (g) Be reviewed with parents or guardians when a child is enrolled and when the plan is updated.
- (2) The written emergency preparedness plan must cover at a minimum:
- (a) Disaster plans, including fires that may require evacuation:
    - (i) An evacuation floor plan that identifies room numbers or names of rooms, emergency exit pathways, emergency exit doors, and for family home based programs, emergency exit windows if applicable;
    - (ii) Methods to be used for sounding an alarm and calling 911;
    - (iii) Actions to be taken by a person discovering an emergency;
    - (iv) How the early learning provider will evacuate children, especially those who cannot walk independently. This may include infant evacuation cribs (for center early learning programs), children with disabilities, functional needs requirements, or other special needs;
    - (v) Where the alternate evacuation location is;
    - (vi) What to take when evacuating children, including:
      - (A) First-aid kit(s);
      - (B) Copies of emergency contact information;
      - (C) Child medication records; and
      - (D) Individual children's medication, if applicable.
    - (vii) How the provider will maintain the required staff-to-child ratio and account for all children;
    - (viii) How parents or guardians will be able to contact the early learning program; and
    - (ix) How children will be reunited with their parents or guardians after the event.
  - (b) Earthquake procedures including:
    - (i) What a provider will do during an earthquake;
    - (ii) How a provider will account for all children; and
    - (iii) How a provider will coordinate with local or state officials to determine if the licensed space is safe for children after an earthquake.
  - (c) Public safety related lockdown scenarios where an individual at or near an early learning program is harming or attempting to harm others with or without a

***Be Prepared- Handling Emergencies and Fires***

weapon. This plan must include lockdown of the early learning program or shelter-in-place steps including:

- (i) How doors and windows will be secured to prevent access, if needed; and
  - (ii) Where children will safely stay inside the early learning program.
- (d) How parents or guardians will be contacted after the emergency ends.

(3) An early learning provider must keep on the premises a three day supply of food, water, and life-sustaining medication for the licensed capacity of children and current staff for use in case of an emergency.

(4) An early learning provider must practice and record emergency drills with staff and children as follows:

- (a) Fire and evacuation drill once each calendar month;
- (b) Earthquake, lockdown, or shelter-in-place drill once every three calendar months;
- (c) Emergency drills must be conducted with a variety of staff and at different times of the day, including in the evening and during overnight hours for early learning programs that care for children during those hours; and
- (d) Drills must be recorded on a department form and include:
  - (i) The date and time of the drill;
  - (ii) The number of children and staff who participated;
  - (iii) The length of the drill; and
  - (iv) Notes about how the drill went and how it may be improved.

(5) In areas where local emergency plans are already in place, such as school districts, an early learning program may adopt or amend such procedures when developing their own plan.