

## Emergency Preparedness Emergency Disaster Contact Form



In order to assist the entire child care community during an emergency or disaster situation, please have a facility representative contact the Bureau of Child Care Licensing (BCCL) with the following information:

<b>NAME of facility:</b>			
<b>ADDRESS of facility:</b>			
<b>Working Telephone Number:</b>		<b>CDC/SGH #:</b>	

### BEFORE declaration of a disaster/emergency

**Please provide the following information, if possible, to your regional office or your Licensing Surveyor.**

Would you be willing to exceed your capacity on a temporary basis?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Would you be willing to re-locate to a temporary site, if necessary?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you aware of a possible temporary site to which you could relocate?	<b>WHERE:</b>	
Do you have a working emergency generator?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have an email address BCCL can use to send you information related to a disaster?	NO <input type="checkbox"/> YES <input type="checkbox"/>	
Do you have a cell phone number BCCL can use to send you a text message related to a disaster?	NO <input type="checkbox"/> YES <input type="checkbox"/>	
Your Licensing Surveyor:		
Your regional BCCL office telephone number:		

### AFTER declaration of a disaster/emergency

Contact your local regional BCCL office and provide the following information:

Can you operate at <b>full</b> capacity?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you operate at <b>partial</b> capacity? YES	Number of children you can care for:	
Can you only operate at an emergency <b>temporary site</b> ? WHERE:		
<b>CANNOT OPERATE and need assistance RELOCATING children in your care.</b>		<input type="checkbox"/>

#### Bureau of Child Care Licensing Regional Offices

**Phoenix Metro/Yuma Areas:**

150 North 18<sup>th</sup> Avenue, Suite 400  
Phoenix, Arizona 85007  
Phone: (602) 364-2539  
Fax: (602) 364-4768

**Tucson Area:**

400 West Congress, Suite 100  
Tucson, Arizona 85701  
Phone: (520) 628-6541  
Fax: (520) 628-6537

**Flagstaff/Northern Arizona Area:**

2532 N 4<sup>TH</sup> Street #352 (mail only)  
Flagstaff, Arizona 86004  
Phone: (800) 615-8555  
Fax: (602)- 364-4768

### **At ONSET or DURING a Disaster/Emergency**

In the event of a natural disaster or other emergency causing an unscheduled closing of a neighboring child care center, capacity may be exceeded temporarily for a limited time (to be determined by BCCL) to accommodate the displaced children **WITH APPROVAL** from BCCL.

**If planning to accept displaced children:** Notify BCCL for approval AFTER plans have been made by the director

<b>If APPROVED:</b>	Appropriate staff-to-child ratios MUST be maintained at all times
	Required records must be on file for new (temporary) enrollees
	The facility may hire staff from the “closed” facility temporarily to ensure ratios, but staff RECORDS must be ON SITE and available for review

Note: In order to exceed capacity, BCCL will determine capacity issues PRIOR to children being accepted in the hosting facility.

#### **The following are key safety requirements that will NOT be exempted:**

- Supervision
- Staff first aid & CPR certification (documentation)
- Staff-to-children ratios
- Staff qualification documentation
- Child sign-in/out records maintained
- Emergency record cards for children
- Transportation requirements
- Emergency information for staff
- Health, Safety
- Hazards – materials & equipment that are hazardous must remain as inaccessible to children as possible

These exemptions and their implementation are subject to programmatic review based on determinations made by State Licensing staff through observation, review of documentation and the unique requirements of the emergency situation.

For additional information, please see the Emergency Exemption Guide provided by the Bureau of Child Care Licensing, Arizona Department of Health Services Division of Licensing.