



Ohio Administrative Code

Rule 5180:2-12-16 Emergency and health-related plans for a licensed child care center.

Effective: July 1, 2026

(A) What are the emergency posting, weather emergency drill and safety drill requirements for a child care center licensed by the Ohio department of children and youth (DCY)?

The center shall:

(1) Post emergency phone numbers, readily in view in each classroom and other spaces used by the children. Phone numbers are to include the seven digit backup number as well as the area code if area code must be dialed to complete the call and include the following emergency numbers:

- (a) Emergency squad.
- (b) Hospital.
- (c) Police department.
- (d) Fire department.
- (e) Poison control.
- (f) Public children's services agency (PCSA).
- (g) Local health department.
- (h) Local emergency management agency (EMA).

(2) Post a weather and fire alert plan in each classroom and other spaces used by the children that includes a diagram indicating evacuation routes and any instructions needed to safely evacuate.

(3) Conduct monthly fire drills at varying times. Written documentation of these drills shall be kept on-site.

(4) Conduct monthly weather emergency drills in the months March through September. Written documentation of these drills shall be kept on-site.

(5) Conduct emergency/lockdown drills in each quarter of the calendar year. Written documentation of these drills shall be kept on-site.

(B) What are the first aid kit requirements for a licensed child care center?

(1) The first aid kit shall be kept in a clearly marked, unlocked container out of the reach of children.



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- (2) One complete kit shall be readily available for every seventy-five children at the center. Centers that operate on separate floors or separate buildings shall have a complete kit on each floor and in each building.
 - (3) Adequate and sufficient first-aid supplies will be readily available at all times the program is in operation, including on field trips. This includes, at a minimum, band-aids, gauze squares, adhesive tape, an instant ice pack, disposable non-latex gloves, and a working digital thermometer. First-aid supplies are to be reviewed and replaced regularly by a staff member.
- (C) What are the specific procedures the licensed child care center needs to follow for standard precautions?
- (1) Blood spills shall be treated cautiously and decontaminated promptly. Disposable non-latex gloves shall be worn during contact with blood or bodily fluids which contain blood, such as vomit or feces in which blood can be seen.
 - (2) Surfaces contaminated with blood or bodily fluids containing blood shall first be cleaned with hot, soapy water and then sanitized with an appropriate bleach solution which is prepared on a daily basis, according to product guidelines, or other acceptable disinfectant solution which is environmental protection agency (EPA) rated as hospital disinfectant with a label claim for mycobactericidal activity.
 - (3) Disposal of materials that contain blood requires a sealable, leakproof plastic bag or double bagging in plastic bags that are securely tied.
 - (4) Non-disposable items, such as clothing that contain blood, shall be placed in a sealable, leakproof plastic bag or double bagged in plastic bags that are securely tied and sent home with the child.
 - (5) Sharp items used for procedures on children with special care needs, such as lancets for finger sticks or syringes, require a disposable container called a "sharps container." This is a container made out of durable, rigid material which safely stores the lancets or needles until they are disposed of properly. Sharps containers must be stored out of the reach of children.
- (D) What are the communicable disease requirements for a licensed child care center?
- (1) Any child enrolled and attending the center with signs or symptoms of illness listed in appendix A to this rule shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian.



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- (2) The DCY 08087 "Communicable Disease Chart" shall be posted in a location readily available to parents, child care staff members and employees. The chart is to be displayed in the size available in the Ohio department of job and family services (ODJFS) forms central in order for individuals to easily read, identify and respond to communicable diseases.
 - (a) The center is to follow the requirements listed on the DCY 08087.
 - (b) If the communicable disease is required to be reported to the local health department, the center is to report the communicable disease in the Ohio statewide licensing system in accordance with paragraph (G) of this rule by the end of the next business day.
 - (3) No later than the end of the next business day, the center shall notify parents when their child has been exposed to a communicable disease listed on the DCY 08087.
 - (4) The center shall release employees and child care staff members who have a communicable disease or who are unable to perform their duties due to illness.
- (E) When shall a child care staff member complete the DCY 01299 "Incident/Injury Report for Child Care"?
- (1) Staff shall complete the DCY 01299 and provide a copy to the child's parent or the person picking up the child on the day of the incident or injury if:
 - (a) A child becomes ill or receives an injury which requires first aid treatment.
 - (b) A child is transported in accordance with this rule to a source of emergency assistance.
 - (c) A child receives a bump or blow to the head.
 - (d) An unusual or unexpected incident occurs which jeopardizes the safety of a child or employee of a center, such as a child leaving the center unattended, a vehicle accident with or without injuries or exposure of children to a threatening person or situation.
 - (2) Copies of the DCY 01299 shall be kept on file at the center for at least one year and shall be available for review by DCY.
- (F) What is a serious incident?
- (1) Death of a child at the center.



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- (2) An incident, injury, or illness that requires professional medical consultation or treatment for a child.
- (3) An unusual or unexpected incident which jeopardizes the safety of a child, child care staff member or employee of a center.
- (4) An incident defined as a serious risk non-compliance in appendix A to rule 5180:2-12-03 of the Administrative Code.

(G) What does the center do if there is a serious incident?

- (1) The center shall log in to the Ohio statewide licensing system by the next business day to report the incident, as defined in paragraph (F) of this rule.
- (2) This notification does not replace reporting to the public children services agency (PCSA) if there are concerns of child abuse and neglect as required by rule 5180:2-12-19 of the Administrative Code.
- (3) The center may print the completed serious incident report in the Ohio statewide licensing system and give to the parent to meet the parent notification requirements of paragraph (E) of this rule.
- (4) If a child is transported by anyone other than a parent for emergency treatment, the child's health and medical records required by rule 5180:2-12-15 of the Administrative Code are to accompany the child. The center administrator or a child care staff member is to stay with the child until the parent assumes responsibility for the child's care.

(H) What are the emergency preparedness and response plan (EPRP) requirements for a center?

The center is to develop a written EPRP and train child care staff members and employees on the plan annually. Written documentation of this training is to be kept on-site.

- (1) The EPRP shall include procedures that will be used to prepare for and respond to the following types of emergency or disaster situations:
 - (a) Medical or dental emergencies, including emergency transportation.
 - (b) Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms or earthquakes.



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- (c) Emergency outdoor or indoor lockdown due to threats of violence which includes active shooter, bioterrorism or terrorism.
- (d) Emergency evacuation and relocation procedures due to hazardous materials and spills, gas leaks or bomb threats; or due to threats of violence which include active shooter, bioterrorism, or terrorism.
- (e) Outbreaks, epidemics or other infectious disease emergencies.
- (f) Loss of power, water or heat.
- (g) Other threatening situations that may pose a health or safety hazard to the children in the center.

(2) The EPRP is to include details for:

- (a) Emergency numbers for medical, dental, and transport-related emergencies, in addition to 9-1-1.
- (b) Shelter in place or evacuation, how the center will care for and account for the children until they can be reunited with the parent.
- (c) Assisting infants, toddlers, and children with special needs and/or health conditions.
- (d) A designated safe site where staff and children can safely relocate and remain when evacuated.
- (e) Reunification with parents.
 - (i) Emergency contact information for the parents and the center.
 - (ii) Procedures for notifying and communicating with parents regarding the location of the children if evacuated.
 - (iii) Procedures for communicating with parents during loss of communications, no phone or internet service available.
- (f) The location of supplies and procedures for gathering necessary supplies for staff and children if required to shelter in place.
- (g) What to do if a disaster occurs during the transport of children or when on a field trip or routine trip.
- (h) Making the EPRP available to all child care staff members and employees.



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- (i) Training of staff or reassignment of staff duties as appropriate.
- (j) Updating the EPRP on a yearly basis.
- (k) Contact with local emergency management officials.