



Ohio Administrative Code

Rule 5180:2-14-07 Emergency and health-related plans for a certified in-home aide.

Effective: July 1, 2026

(A) What are the emergency posting, weather emergency drill and safety drill requirements for a certified in-home aide (IHA)?

The IHA is to:

(1) Post emergency phone numbers, readily in view in all spaces used for child care. 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 all spaces used for child care. The plan is to include 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 is to be kept on-site.

(B) When is the certified IHA to complete the DCY 01299 "Incident/Injury Report for Child Care"?

(1) The IHA is to complete the DCY 01299 and provide a copy to the parent 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.



5180:2-14-07

2

(d) An unusual or unexpected incident occurs which jeopardizes the safety of a child or IHA, such as a child leaving the home unattended, a vehicle accident with or without injuries, or exposure of children to a threatening person or situation.

(2) Copies of the DCY 01299 are to be kept on file at the home for at least one year and are to be available for review by the Ohio department of children and youth (DCY) or the county agency.

(C) What is a serious incident?

(1) Death of a child at the home.

(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 or IHA in the home where care is taking place.

(D) What does the certified IHA do if there is a serious incident, as defined in paragraph (C) of this rule?

(1) The IHA is to log into the Ohio statewide licensing system by the next business day to report the incident.

(2) This notification does not replace reporting to the county children's protective services agency if there are concerns of child abuse or neglect as outlined in rule 5180:2-14-08 of the Administrative Code.

(3) The IHA may print the completed serious incident report in the Ohio statewide licensing system and give to the parent to meet the parent notification requirements in paragraph (B) of this rule.

(4) If the child is transported by anyone other than a parent for emergency treatment, the child's health and medical records as outlined in rule 5180:2-14-06 of the Administrative Code, are to accompany the child.

(E) What are the emergency preparedness and response plan (EPRP) requirements for a certified IHA?

The IHA is to:

(1) Develop a dated written EPRP that is:



5180:2-14-07

3

- (a) Updated at least annually.
- (b) Reviewed with the parent at least annually.
- (2) Adopt a written security plan that ensures access to the home is limited to parents and guardians of children in care and authorized persons.
- (3) Conduct monthly weather emergency drills in the months of March through September. Written documentation of these drills is to be kept on-site.
- (4) The plan is to 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.
 - (c) Emergency evacuations due to hazardous materials and spills, gas leaks or bomb threats.
 - (d) Outbreaks, epidemics or other infectious disease emergencies.
 - (e) Loss of power, water or heat.
 - (f) Emergencies or disasters that occur during the transport of children or when on a field trip or routine trip.
 - (g) Other threatening situations that may pose a health or safety hazard to the children.
- (5) The plan is to include procedures for sheltering in place, disasters and evacuation, including:
 - (a) Emergency contact information for the parents and the IHA.
 - (b) Plan to contact and work with local emergency management officials.
 - (c) The location of supplies.
 - (d) Procedures for:
 - (i) Emergency numbers for medical, dental, and transport-related emergencies, if other than 9-1-1.



5180:2-14-07

4

- (ii) Gathering necessary supplies for children.
- (iii) Communicating with parents during loss of communication including loss of phone or internet service.
- (iv) Caring for and accounting for the children until they can be reunited with the parent.
- (v) Assisting infants, toddlers and children with special needs and/or chronic health conditions or diagnoses.
- (vi) Selecting and relocating to a designated safe site where children and the IHA can safely remain if evacuated.
- (vii) Reunification with parents including procedures for notifying and communicating with parents regarding the location of children if evacuated.